

CCH®
**Government Contracts
Resources**
2010 Catalog



BOOKS

Page

Administration of Government Contracts6

Alternative Dispute Resolution for Government Contracts9

Capture Management Life-Cycle.14

Competitive Negotiation7

Contract Administration: Tools, Techniques and Best Practices.15

Contract Negotiations14

Cost Accounting Standards Board Regulations3

Cost Estimating & Contract Pricing12

Cost-Reimbursement Contracting7

Department of Defense FAR Supplement (DFARS)2

Elements of Government Contracting8

Federal Acquisition Regulation (FAR).2

Formation of Government Contracts6

General Services Administration Acquisition Manual15

Getting Results: The Six Disciplines of Performance-Based Project Management12

Government Contracts Reference Book5

History of Government Contracting8

Intellectual Property in Government Contracts4

Intellectual Property in Government Contracts 2010 Supplement.4

Managing Complex Outsourced Projects14

Solicitations, Bids, Proposals and Source Selection13

Strategies for Winning Contracts9

World Class Contracting13

SUBSCRIPTIONS

Page

Contract Appeals Decisions17

Cost Accounting Standards Guide17

FAR Archives18

Federal Procurement Regulations17

Government Contracts Library18

Government Contracts Library for Corporations18

Government Contracts Reporter18

Guide to Government Contracting17

Nash & Cibinic eSeries18

WK Forms for Government Contracts . . .16

SEMINARS

Page

Federal Contracts Training Center19

Public Seminars20

Audio and On-Site Seminars21

[Our popular Gregory Garrett titles can be found on Pages 12-15](#)



CCH is proud to offer popular titles from The George Washington University Law School

The 2010 Catalog of
Government Contracts
Resources from CCH

The professional's first choice
for more than 60 years!



The CCH products presented
here are now part of Wolters
Kluwer Law & Business

Depend on CCH for the most current and reliable books . . .



Complement your FAR and DFARS books with a subscription to **WK Forms for Government Contracting** (See Pg. 16 for details)



Federal Acquisition Regulation (FAR)

Essential for doing business with the government, this comprehensive reference is the leading source for the current FAR. Updated each January and July, the January 2010 edition includes Federal Acquisition Circulars through 2005-38 plus all of the final and interim rule changes and technical amendments.

The book provides:

- All Title 48, Chapter 1 regulations for doing business with the federal government
- Listing of sources of its materials, dates of issuance and effective date of each section change made since the initial text was published in the Federal Register in 1983
- Topical Index
- Detailed table of contents
- Thumb marks for locating sub-chapter headings

Softcover, 2,048 pages, \$84
FAR as of January 1, 2010, #04705401

Available mid-year:
FAR as of July 1, 2010, #04719401, \$84

(Mid-year edition will include all changes through 6/30/10)

Department of Defense FAR Supplement (DFARS)

This volume provides all current policies and procedures supplementing the FAR that apply to contracting with the Offices of the Secretary of Defense, the Departments of the Army, Navy, and Air Force, the Defense Logistics Agency and other defense agencies. It includes all final rules, interim rules and technical amendments.

- All Title 48, Chapter 2 regulations
- All Procedures, Guidance and Information (PGI) sections and all new PGI changes issued through December 31, 2009
- Topical Index
- Detailed table of contents
- Thumb marks for locating sub-chapter headings

Softcover, 1,328 pages, \$79
DFARS as of January 1, 2010
#04706401

Available mid-year:
DFARS as of July 1, 2010
#04720401, \$79

(Mid-year edition will include all changes through 6/30/10)

Order the FAR Combo and/or DFARS Combo to receive the January publication now, and have the mid-year (July) edition shipped to you automatically as soon as it is available. (If you order after June 2010, shipment will include both 2010 volumes.)

FAR Combo—FAR as of January 1, 2010 and FAR as of July 1, 2010, #04731401, \$126

DFARS Combo—DFARS as of January 1, 2010 and DFARS as of July 1, 2010, #04714401, \$119

Save 25% with a FAR or DFARS Combo!



FAR January and July editions

DFARS January and July editions

Cost Accounting Standards Board Regulations

Reproduces all Title 48, Chapter 99 regulations issued by the Cost Accounting Standards Board. This book is updated annually. Included are:

- Rules for estimating, accumulating and reporting costs under applicable negotiated government contracts
- Rules that apply to both defense and civilian contracts. Compliance or noncompliance will have a direct bearing on a contractor's recovery of costs.
- Topical index
- Detailed table of contents

Softcover, 280 pages, \$42
#04701401



Intellectual Property in Government Contracts (6th Edition)

by Ralph C. Nash, Jr.
and Leonard Rawicz

With ongoing controversies over government policies for intellectual property used in the performance of a government contract, failure to comply can lead to serious consequences including loss of a patent or other intellectual property.

Intellectual Property in Government Contracts, 6th Edition, clearly explains the substantive issues in this critical area of contracting, including the changes made to FAR Part 27—Patents, Data and Copyrights and the Bayh-Dole Act, plus Executive Order 12591, FAR 52.227, DFARS Part 227.71 and much more.

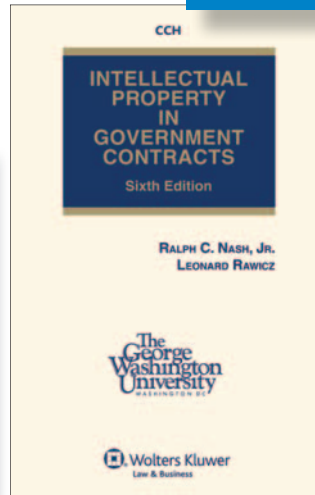
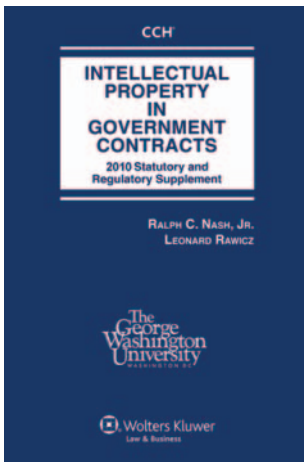
This book includes the steps needed to segregate and protect private work from government work—even during continued research activities. And there are also discussions on contractor remedies, the advantages of using administrative procedures over judicial procedures, and on addressing IP issues in proposals, contracts and disputes.

This new edition has been reformatted to complement other titles in the popular Nash & Cibinic series (see Pages 6-7). And it now also includes an additional optional annual supplement. *The Intellectual Property in Government Contracts—2010 Statutory and Regulatory Supplement* provides all the current relevant statutes, regulations and case law changes from the past year that are referenced in the main volume.

Hardcover, 1,448 pages approx., \$150,
#04948401

2010 Statutory and Regulatory
Supplement, softcover, 700 pages, \$75,
#04712401

NEW Edition now
supplemented
annually!



The Government Contracts Reference Book: A Comprehensive Guide to the Language of Procurement (3rd Edition)

Ralph C. Nash Jr., Steven L. Schooner,
Karen R. O'Brien-DeBakey, Vernon J. Edwards

Save time and eliminate errors with this comprehensive, quick-reference guide to the language of procurement.

Written by renowned government contracting experts with decades of experience, *The Government Contracts Reference Book* provides clear, up-to-date explanations of both general and agency-specific terms from the Department of Defense, General Services Administration, Department of Energy, NASA and others, followed by a summary of where each term is used in the statutes or regulations dealing with the procurement process.

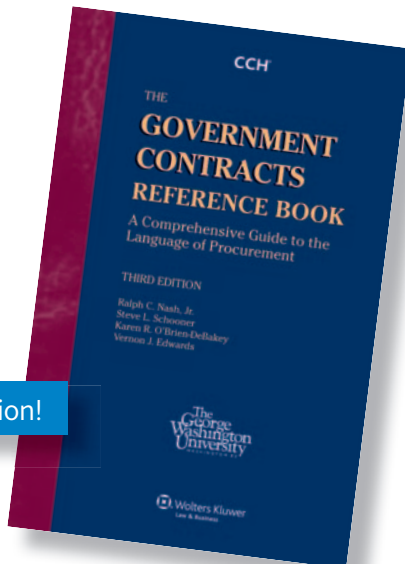
This invaluable research tool is organized in an easy-to-use alphabetical format and is fully cross-referenced, providing ready definitions for more than 1500 terms, phrases and acronyms. *The Government Contracts Reference Book* includes:

- Current citations to the FAR and various FAR supplements, as well as pertinent statutes and case law
- References to over 50 texts, articles from more than 30 periodicals, and many other documents issued by both government and private industry
- Web and Internet addresses for dozens of government resources
- Cross-references provided in ALL CAPS for ease of use

The third edition has been significantly expanded, defining the fundamental terminology of government procurement as well as terms with new meanings.

Hardcover, 650 pages, pub. 2007, \$75
#04753201

Softcover, 650 pages, pub. 2007, \$60
#04752201



3rd Edition!

Administration of Government Contracts (4th Edition)

John Cibinic Jr., Ralph C. Nash Jr.,
James F. Nagle

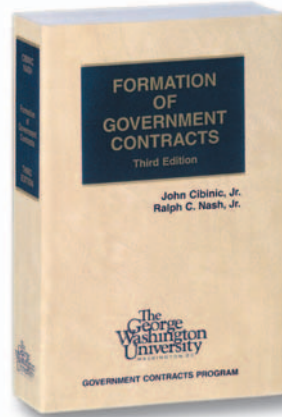
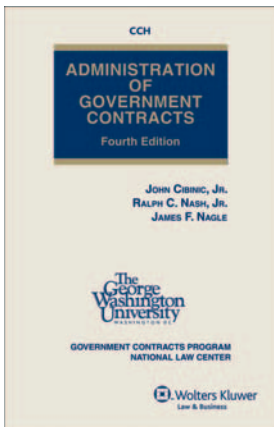
This unbiased analysis of statutes, regulations and case law clarifies the complex rules of federal procurement policies, explaining the processes government personnel and contractors must follow in all aspects of government contracting—from inception to completion.

You will learn best practices for:

- Contract administration and personnel
- Contract interpretation
- Risk allocation
- Changes
- Differing site conditions
- Delays
- Government property
- Pricing of adjustments
- Inspection, acceptance and warranties
- Default termination, damages and liquidated damages
- Termination for convenience

Hardcover, with tables, 1,606 pages,
pub. 2006, #04751201, \$150

Softcover, without tables, 1,414 pages,
pub. 2006, #04750201, \$105



Formation of Government Contracts (3rd Edition)

John Cibinic, Jr., Ralph C. Nash Jr.

This practical, authoritative reference distills all the essential guidance you need to form a sound government contract. Reaching that rare status of a classic—this book is devoted to navigating requirements, statutes, regulations and case law with confidence.

You'll learn the best way to:

- Plan the acquisition process
- Prepare and submit proposals
- Negotiate the level of profit
- Resolve contract award controversies

Save hours of research time with a detailed table of contents, and comprehensive subject index.

Softcover, without tables, 1,616 pages,
pub. 1998, #05104101, \$90

Cost-Reimbursement Contracting (3rd Edition)

John Cibinic, Jr., Ralph C. Nash Jr.

Written by the pre-eminent authorities, this book has clarified the complex field of cost-type government contracting for more than 30 years. The third edition particularly covers the rewrite of Part 15 of the Federal Acquisition Regulation and subsequent statutory and regulatory changes.

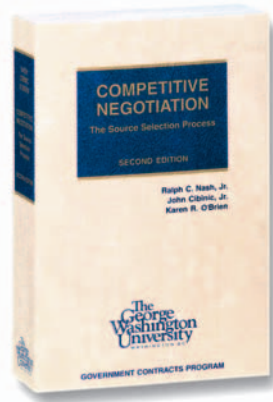
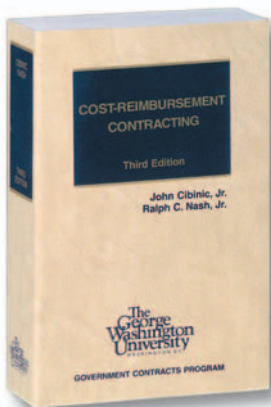
Each chapter contains concentrated coverage of a major topic and provides key statutory, regulatory and case-law citations relating to:

- The contractor's obligations
- Types of cost-reimbursement contracts
- Alternative competitive procedures
- Negotiations of costs and fees
- Cost allocability
- Cost reasonableness versus cost realism
- Cost accounting standards, control of funding, contract termination, and subcontracting

Hardcover edition includes subject index and citation tables.

Hardcover, with tables, 1,464 pages, pub. 2004, #04859101, \$150

Softcover, without tables, 1,328 pages, pub. 2004, #04857101, \$105



Competitive Negotiation: The Source Selection Process (2nd Edition)

Ralph C. Nash, Jr., John Cibinic, Jr., Karen R. O'Brien

Competitive Negotiation is a thorough text, examining the conventional and alternative systems for competitive negotiations in light of current statutes, regulations, and case law so attorneys and contracting professionals can fully understand the source selection process.

This book discusses the distinct steps and laws behind the negotiation process from the inception of the requirement for goods or services, to the award of the contract and debriefing of the losing offers.

Gain understanding of:

- The history and evolution of the award process
- Scoring techniques for selecting contractors
- Strategies used in oral and written negotiations
- Post-selection procedures
- Techniques and tools to develop best-value proposals
- Decisional law and forums for challenging award contracts

Hardcover, with tables, 1,270 pages, pub. 1999, #05111101, \$150

Softcover, without tables, 1,186 pages, pub. 1999, #05110101, \$90



Elements of Government Contracting

Richard D. Lieberman, Karen R. O'Brien

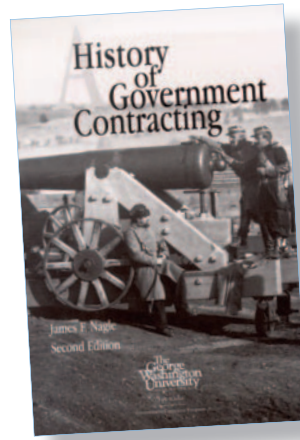
CCH's *Elements of Government Contracting* combines two previous books, *Elements of Contract Formation* and *Elements of Contract Administration*, to create one comprehensive reference covering important topics ranging from the beginning of the process through claims and disputes.

Written by noted government contracting authorities, this book explains the important issues involved in the formation of government contracts—including the two primary methods of contracting—in a straightforward, easy-to-read manner.

The book contains:

- Material on the Federal Supply Schedule (Multiple Award Schedule)
- Recent case law and legislative developments affecting formation and contract administration
- More analyses of how to deal with contract administration
- Additional practical tips for dealing with the government on specific contract issues
- Sample letters to contracting officers

Softcover, 178 pages, pub. 2004,
#04887301, \$60



A History of Government Contracting (2nd Edition)

James F. Nagle

A History of Government Contracting traces procurement systems dating back to the French and Indian War and the Revolutionary War, including both military and civilian contracting. Discover how important events in history affected the metamorphoses of the contracting process and gain insight to the systems used today.

Highlights include:

- Continental Congress' challenge of mobilizing troops and supplying them during the Revolutionary War
- The use of contracting to combat unemployment and low wages during the 1930s in an attempt to pull the country toward recovery
- The establishment of the Office of Price Administration during World War II and the creation of the War Manpower Commission to regulate the hiring and recruitment of workers
- The role of Ford, Goodrich and DuPont in the production of war material
- Development of NASA's space program and the Apollo project

Softcover, 605 pages, pub. 1999,
#05115101, \$65



Alternative Dispute Resolution for Government Contracts

Don Arnava

Alternative Dispute Resolution for Government Contracts presents a comprehensive discussion of the advantages and disadvantages of various ADR procedures, enabling readers to determine which ADR mode is most suitable for a specific dispute.

Having served the government contracting community as an attorney, judge and scholar for over 40 years, author Donald P. Arnava shares his expertise in the "hot" areas of ADR, including confidentiality, conflicts of interest, finality of arbitration awards, enforcement of awards and settlement agreements together with all the relevant citations.

Topics you will find:

- Mediation
- Arbitration
- Hybrid Processes
- International Commercial Arbitration
- ADR at Government Departments and Agencies
- ADR at the Boards, the Courts and the Government Accountability Office
- ADR Contract Clauses
- ADR Agreements

Softcover, 286 pages, pub. 2004,
#05326301, \$60

Strategies for Winning Contracts

Philip R. Atkinson

Proven strategies for planning and preparing solid contract proposals!

Based on the author's experience of winning 85% of his proposals over an eight-year period, this book describes how to plan and prepare strong bids and proposals for government contracts. Including over 180 strategies, seven mock proposal volumes, and a highly detailed sample proposal, this title is an essential how-to book for contracting professionals.

Topics include:

- Procurement Systems
- Long-Range Planning and Strategies Execution
- Short-Range Planning and Strategies Execution
- Proposal Planning and Preparation
- Post Proposal Activities

Softcover, 371 pages, pub. 2005,
#04495301, \$60



Qty.	BOOKS	Price
_____	Administration of Government Contracts—Hardcover [04751201]	\$150
_____	Administration of Government Contracts—Softcover [04750201]	\$105
_____	Alternative Dispute Resolution for Government Contracts [05326301]	\$60
_____	The Capture Management Life-Cycle [05325301]	\$55
_____	Competitive Negotiation, 2nd Ed.—Hardcover [05111101]	\$150
_____	Competitive Negotiation, 2nd Ed.—Softcover [05110101]	\$90
_____	Contract Administration: Tools, Techniques, and Best Practices [04722401] .	\$75
_____	Contract Negotiations: Skills, Tools, and Best Practices [04826301]	\$60
_____	Cost Accounting Standards Board Regulations as of January 1, 2010 [04701401]	\$42
_____	Cost Estimating and Contract Pricing [04975401]	\$70
_____	Cost-Reimbursement Contracting, 3rd Ed.—Hardcover [04859101]	\$150
_____	Cost-Reimbursement Contracting, 3rd Ed.—Softcover [04857101]	\$105
_____	Department of Defense FAR Supplement as of January 1, 2010 [04706401] .	\$79
_____	Department of Defense FAR Supplement as of July 1, 2010 [04720401]	\$79
_____	Department of Defense FAR Supplement Jan/Jul 2010 Combo [04714401] .	\$119
_____	Elements of Government Contracting [04887301]	\$60
_____	FAR and GSAM Combo, January 2010 [04600401]	\$119
_____	FAR and GSAM Combo, July 2010 [04588401]	\$119

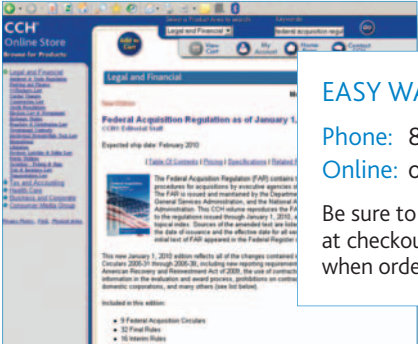
SUBSCRIPTIONS

- _____ Contract Appeals Decisions—Looseleaf, Internet, CD
- _____ Cost Accounting Standards Guide —Looseleaf, Internet, CD
- _____ FAR Archives—Internet, CD
- _____ Federal Procurement Regulations—Looseleaf [06610001]
- _____ Government Contracts Library—Internet
- _____ Government Contracts Library for Corporations—Internet
- _____ Government Contracts Reporter—CD, Internet
- _____ Guide to Government Contracting—Looseleaf [08412001]
- _____ Nash and Cibinic eSeries—Internet
- _____ WK Forms for Government Contracts—Internet

Qty.	BOOKS	Price
___	Federal Acquisition Regulation (FAR) as of January 1, 2010 [04705401]	\$84
___	Federal Acquisition Regulation (FAR) as of July 1, 2010 [04719401].	\$84
___	Federal Acquisition Regulation (FAR) Jan/Jul 2010 Combo [04731401].	\$126
___	Formation of Government Contracts, 3rd Ed.—Softcover [05104101]	\$90
___	General Services Administration Acquisition Manual (GSAM) 2010 [04682401].	\$65
___	General Services Administration Acquisition Manual (GSAM) 2009 [04763401].	\$65
___	Getting Results: The Six Disciplines of Performance-Based Project Management [05015401].	\$70
___	Government Contracts Reference Book—Hardcover [04753201].	\$75
___	Government Contracts Reference Book—Softcover [04752201]	\$60
___	History of Government Contracting [05115101]	\$65
___	Intellectual Property in Government Contracts, 6th Ed. [04948401]	\$150
___	Intellectual Property in Government Contracts – 2010 Statutory and Regulatory Supplement [04712401]	\$75
___	Managing Complex Outsourced Projects [04661301]	\$55
___	Solicitations, Bids, Proposals, and Source Selection: Building a Winning Contract [05190401]	\$65
___	Strategies for Winning Contracts [04495301]	\$60
___	World Class Contracting, 4th Ed. [05463401]	\$65

SEMINARS

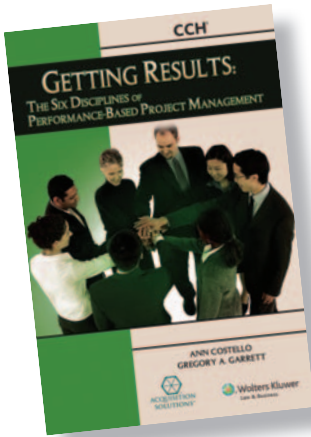
- | | |
|----------------------------|---------------------|
| ___ Two-Day Public Seminar | ___ Audio Seminar |
| ___ One-Day Public Seminar | ___ On-Site Seminar |



EASY WAYS TO ORDER
Phone: 800 248-3248
Online: onlinestore.cch.com

Be sure to enter the code below at checkout online or mention when ordering by phone: Y6800

Titles from award-winning author Gregory A. Garrett . . .



Getting Results: The Six Disciplines of Performance-Based Project Management

Ann Costello, Gregory A. Garrett

Getting Results thoroughly examines the effective management of a multisector workforce to achieve success in the complex world of U.S. government contracts and projects.

Containing more than 100 proven best practices, tools and techniques, and over a dozen case studies from both U.S. government agencies and industry, this book provides a comprehensive discussion of the six integrated disciplines of Performance-Based Project Management:

1. Cultural Transformation
2. Strategic Linkage
3. Governance
4. Communications
5. Risk Management
6. Performance Management

Getting Results demonstrates how to get results, with on-time delivery of quality products, services, and integrated solutions at competitive prices.

Softcover, 289 pages, pub. 2008,
#05015401, \$70



Cost Estimating and Contract Pricing: Tools, Techniques and Best Practices

Gregory A. Garrett

The process of estimating the cost for the development and delivery of a product, service, or solution can range from simple to highly complex based upon multiple factors. *Cost Estimating and Contract Pricing* provides a comprehensive discussion of this process, addressing the complications of technology maturity, urgency, geographic location, quantity, quality, availability of resources, hardware and software, systems integration and more.

Complete with an analysis of tools, techniques, and best practices from both the public and private sectors, *Cost Estimating and Contract Pricing* addresses the following key topics:

- Cost estimating methods
- Cost accounting standards
- Cost analysis
- Profit analysis
- Contract pricing arrangements
- Price analysis
- Total ownership cost
- Earned value management systems

Softcover, 284 pages, pub. 2008,
#04975401, \$70

Solicitations, Bids, Proposals and Source Selection: Building a Winning Contract

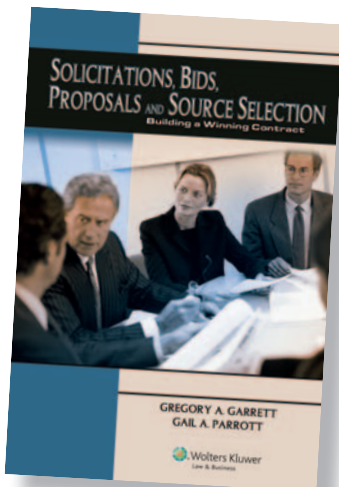
Gregory A. Garrett, Gail A. Parrott

Take a fast-paced, detailed tour of the entire buying and selling life-cycle.

Solicitations, Bids, Proposals and Source Selection provides a breadth and depth of practical guidance which few books have ever delivered, covering proven tools and techniques for successfully winning government contracts. The book includes numerous case studies, interviews with recognized business professionals, and dozens of tips and best practices.

You'll find guidance for developing quality solicitations, a comprehensive business case analysis and risk assessment, best-in-class bids and proposals, and methods to master the art of the oral presentation of proposals. If you are a business professional involved in any aspect of buying or selling products, services, and/or solutions, then *Solicitations, Bids, Proposals and Source Selection* is a must!

Softcover, 368 pages, pub. 2007,
#05190401, \$65



World Class Contracting (4th Edition)

Gregory A. Garrett

A strong contract management program is paramount to a company's success, leading to efficient business relationships that enhance the bottom line.

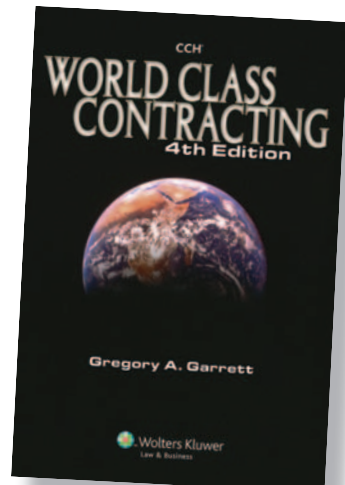
The 4th Edition of this book provides a thorough understanding of the contracting process through its expanded and updated discussion of international contract management issues, the leading contract management associations (NCMA, ISM and IACCM), and the Contract Management Maturity Model.

Other features include:

- Over 100 best practices in contracting
- More than 25 sample forms
- Case studies of winning companies
- A glossary of contract management terminology

It's no wonder that *World Class Contracting* has been a best-selling resource for over a decade and is used as a contract management textbook nationwide!

Softcover, 424 pages, pub. 2007,
#05463401, \$65





Contract Negotiations: Skills, Tools and Best Practices

Gregory A. Garrett

This one-of-a-kind resource provides a comprehensive guide for planning, conducting, and documenting contract negotiation in both the public and private sectors of today's dynamic, performance-based business environment.

Renowned author Gregory A. Garrett thoroughly discusses the entire contract negotiation process—from beginning to end—supplemented with numerous tools, forms, templates, case studies, and more than 200 best practices from U.S. federal government, commercial, and multinational/global business sectors.

Softcover, 365 pages, pub. 2005,
#04826301, \$60

The Capture Management Life-Cycle: Winning More Business

Gregory A. Garrett, Reginald J. Kipke

The Capture Management Life-Cycle describes a step-by-step model to help sellers of products, services or solutions successfully improve their current capture management rate in three phases:

- Evaluation of capture capability
- Evaluation of capture performance
- Mapping capability and performance scores

Case studies of winning companies include the experiences of Boeing, CISCO Systems, IBM, Lucent Technologies, Microsoft and The Limited. Also included are an extensive glossary and a comprehensive collection of forms and templates.

Softcover, 330 pages, pub. 2003,
#05325301, \$55

Managing Complex Outsourced Projects

Gregory A. Garrett

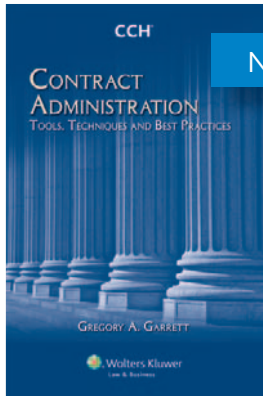
Winner of the David I. Cleland Project Management Literature Award!

With a specific focus on Integrated Project Management (IPM), this book provides a comprehensive review of what it takes to successfully manage outsourced projects, resulting in improved performance and reduced expenses.

Featured in this book:

- 400+ tips and best practices
- 40+ useful forms
- 20+ case studies of the most successful companies

Softcover, 328 pages, pub. 2004,
#04661301, \$55



Contract Administration: Tools, Techniques and Best Practices (1st Edition)

Gregory A. Garrett

Providing a comprehensive overview of the important role and responsibilities of the contract administrator within the federal procurement process, *Contract Administration* helps readers develop skills and competencies needed to successfully oversee all types of government contracts. By recognizing the importance of planning, monitoring, and proactive oversight, this book shows readers how to determine the appropriate contract administration method, prepare a relevant plan, participate in the process, and evaluate the success of the contract and evaluation procedures.

Important topics include:

- Planning the administration of a contract
- Conducting a post-award orientation
- Monitoring a contractor's performance
- Resolving problems that may arise
- Applying remedies under the contract
- Preparing contract modifications
- Processing a dispute, claim or termination
- Authorizing payments under a contract
- Closing out a completed contract

Softcover, 357 pages, pub. 2009,
#04722401, \$75

NEW!

General Services Administration Acquisition Manual

CCH Editorial Staff

Find the complete text of the General Services Acquisition Regulation (48 CFR 500-599) and related agency guidance in a fully integrated format that follows the numbering system of the Code of Federal Regulations. This book covers GSAM Sub-chapters A through I including:

- Competition and Acquisition Planning
- Contracting Methods and Contract Types
- General Contracting Requirements
- Contract Management
- Clauses and Forms
- Special Contracting Programs
- Plus much more!

The regulatory content follows the format used by the GSA by shading GSAR content to help users easily identify and distinguish it from the agency's policy material. A comprehensive index is also provided.

2009 Softcover, 514 pages, pub. 2009,
#04763401, \$65

2010 Softcover, approximately 520 pages,
pub. June 2010, #04682401, \$65

FAR & GSAM Combo, FAR as of January
2010 and GSAM as of June 2009
#04600401, \$119.00

FAR & GSAM Combo, FAR as of July 2010
and GSAM as of June 2010
#04588401, \$119.00



Interactive Forms for Government Contracting

WK Forms for Government Contracts

Get instant access to the forms required for government contracting.

By simply downloading the *WK Forms* software to your desktop, you can locate, view, fill out and print more than 500 government contracting forms with monthly updates that include any new issues or revisions. You'll find a wide variety of government contracting forms listed by topic, with the ability to sort them by jurisdiction, pre-award, performance, modification, dispute, post-award and closeout.

Forms include these key sources:

- Federal Acquisition Regulation
- Department of Defense FAR Supplement
- Cost Accounting Standards Board
- Office of Management and Budget
- Court of Federal Claims

WK Forms for Government Contracts includes many time-saving features for ease and flexibility when completing your forms:

- Links to source documents enable CCH Government Contracts Reporter Internet subscribers to perform necessary research while completing forms

- Frequently used Common Data Elements are saved to be repeatedly added to forms with a single click
- Easy conversion to .pdf allows users to share forms with others
- Automatic calculations save time and ensures accuracy
- A drop down calendar adds accurate dates as required
- Automatic text sizing allows users to clearly include all necessary form data
- Forms and instructions appear together to allow simplified completion
- The ability to add pages as needed allows users to easily include all their desired data

WK Forms for Government Contracts is included with Internet subscriptions to the *CCH Government Contracts Reporter* and *Government Contracts Library*. It is also available as a standalone subscription.

Contact your CCH Account Representative for pricing, 1-888-224-7377 or visit <http://hr.cch.com/RepLocator.asp>.



PRINT-Looseleaf

Guide to Government Contracting

The *Guide* provides a layman's explanation of the contracting process without the full text of laws and regulations.

Organized step-by-step, this resource provides detailed FAR guidelines, explanations, and advice from trusted CCH experts with monthly updates to ensure current, authoritative coverage.

1 loose-leaf volume, monthly updates,
#08412001

Federal Procurement Regulations

This reference provides access to current federal government contracts regulations, conveniently organized and updated weekly to help you quickly pinpoint the accurate information you need. It includes the complete text of the current FAR, DFARS, GSAR, and NFS, in addition to a free copy of the weekly CCH *Government Contracts Report Letter*.

4 loose-leaf volumes, weekly updates,
#06610001

PRINT & ELECTRONIC

Contract Appeals Decisions

Contract Appeals Decisions offers the full text of every agency board of contract appeals decision dating back to 1956, each accompanied by expert-written headnotes, a topical index, personnel listings and procedural rules for the boards, and biographies of each sitting judge.

Loose-leaf, Internet, CD

Cost Accounting Standards Guide

The *Guide* helps government contractors and subcontractors avoid penalties for compliance failures by providing one-stop coverage of the full text of the Cost Accounting Standards Board Regulations with prefaces, explanations, annotations, and administrative guidance.

Loose-leaf, Internet, CD

Contact your CCH Account Representative for more information about any of these subscription products, 1-888-224-7377 or visit <http://hr.cch.com/RepLocator.asp>.



ELECTRONIC

Government Contracts Reporter

Delivering unmatched electronic search capabilities, this tool helps you research every facet of the federal procurement process and gain a better understanding of what makes a more successful contract. Instantly pinpoint the information you need in the full text of all pertinent federal government contracting laws and regulations—including the current Federal Acquisition Regulation (FAR) and agency supplements.

Accompanied by a weekly newsletter and over 500 interactive forms, your subscription provides explanations and annotations of federal court, agency board of contract appeals, and Government Accountability Office decisions.

Internet, CD—Contact your CCH Account Representative for pricing.



Nash and Cibinic eSeries

Ralph C. Nash Jr., John Cibinic Jr.

The *Nash and Cibinic eSeries* provides detailed, authoritative explanations of all facets of the government contracting process, supported by thousands of legal citations linked directly to source documents.

Includes texts from the following:

- Administration of Government Contracts
- Competitive Negotiation
- Cost-Reimbursement Contracting
- Formation of Government Contracts
- Intellectual Property in Government Contracts
- The Government Contracts Reference Book
- Acronyms and Abbreviations in Government Contracting

Internet—Contact your CCH Account Representative for pricing.

FAR Archives

FAR Archives is the only electronic reference that tracks previous versions of the entire Federal Acquisition Regulation and selected supplements, allowing you to guarantee the accuracy and effective administration of any government contract signed since the adoption of the FAR system on April 1, 1984.

Internet, CD—Contact your CCH Account Representative for pricing.

Government Contracts Library

Containing the *CCH Government Contracts Reporter*, *FAR Archives*, *Contract Appeals Decisions* and *Costs Accounting Standards Guide*, this definitive library helps you understand the government procurement system, research government agency policy and procedures, prepare reliable cost estimates, develop expertise in negotiating with the government, and prepare and settle contract disputes in your favor.

Government Contracts Library for Corporations

For an even more expansive government contracts solution, CCH offers the *Government Contracts Library for Corporations*, which adds the *Nash & Cibinic eSeries* with links to primary source references in other library publications.

Internet, CD—Contact your CCH Account Representative for pricing.



Two Trusted Names - One Practical Approach

Providing an unparalleled training curriculum for the modern contracting, accounting, pricing, and auditing professionals in both government and industry!

CCH, part of Wolters Kluwer Law & Business, and Navigant Consulting, Inc. have joined forces to bring you the new Federal Contracts Training Center! Drawing upon CCH's 60 years of experience in government contracts publishing and the expertise of Navigant's Government Contractor Services practice, the Center emphasizes successful, practical application. Seminars cover everything from *Fundamentals of Government Contracting* to specialized topics, such as *Time & Materials Contracts and Pricing*, and *Cost Realism*.

Our **Public Training Seminars** include 18 topics offered in 5 major U.S. locations beginning January 2010. Customized **On-site Seminars** are also available as a cost-effective way to accommodate your company's schedule. For additional convenience, the Center provides monthly **Audio Seminars** featuring practical insight into government contracting topics of current importance, and presented by the successful experts of Navigant Consulting.

Furthermore, the FCTC is proud to introduce the *first-ever* Master's Certificate program in *Cost Estimating, Cost Accounting and Compliance*. We also offer a Master's Certificate in *U.S. Government Contracting*.

Continuing Education and Certificates of Completion

Each participant who fully attends and successfully completes a seminar will be issued a certificate of completion.

Continuing Professional Education (CPE)

The Federal Contracts Training Center is the result of a strategic alliance between CCH, a Wolters Kluwer business, and Navigant Consulting, Inc. CCH is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit.

Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Nashville, TN 37219.

Other Continuing Education Credits

Other continuing education credits including continuing legal education credits may be awarded upon request. Please call 888-300-8201 for more information.

FEDERAL CONTRACTS TRAINING CENTER



NCMA Education Partner

The Federal Contracts Training Center has been approved by the National Contract Management Association as an education partner. To increase the depth and breadth of learning opportunities for their members, the NCMA has entered into formal partnership with leading training and education providers. Our courses have been

approved for CPE credits toward NCMA certification or re-certification.

To learn more about our offerings, visit www.FCTCenter.com or call 888-300-8201.

PUBLIC SEMINARS

FCTC's comprehensive public training seminars feature the expert instruction of Navigant Consulting, Inc.'s Government Contractor Services professionals and industry-leading publications from CCH.

The following public seminars are available in 2010:

- Contract Administration
- Contract Negotiations
- Contracting for COTRs
- Contractor Purchasing System Reviews (CPSR)
- Cost Accounting Standards (CAS)
- Cost Estimating & Contract Pricing
- Cost Realism
- Fundamentals of Earned Value Management (EVM)
- Fundamentals of Government Contracting
- Government Contract Cost Accounting

- Internal Control Audit Planning Summary (ICAPS)
- Internal Control Systems & Compliance
- Lean Six Sigma for Government Contracting
- Managing Subcontracts
- Preparing Effective Performance Work Statements and Statements of Objectives
- Preparing Incurred Cost Proposals
- Preparing Winning Proposals & Bid Protests
- Solicitations, Bids, Proposals & Source Selection
- Time & Materials (T&M) Contracts & Pricing
- Winning More Business

For seminar descriptions, locations and dates please visit www.FCTCenter.com or call 888-300-8201.

Audio Seminars

The FCTC's 90-minute audio seminars examine current topics in government contracting and cost accounting. Each monthly event is presented by the same Navigant Consulting experts who lead our public training seminars, ensuring an involved and informative experience that includes the opportunity for Q&A.

Price and Registration

Registration and participation is convenient and affordable; audio seminars are priced at \$180 per site, and it is possible for multiple attendees to listen and participate at each site. Once a site is registered, all of the accompanying materials will be delivered approximately two days before the event. To register by phone, please contact our third-party provider's customer service department at 1-800-775-7654. Every live participant is eligible to earn 1.5 CPE credits after verification of attendance.

Audio CD Recordings

If you cannot attend the live event, the FCTC also offers recorded audio CD's of the presentation, complete with .pdf versions of all seminar materials. CD recordings are typically available for purchase two weeks after the live event.

For audio seminar topics, descriptions and dates, please visit www.FCTCenter.com or call 888-300-8201.

On-Site Seminars

The Federal Contracts Training Center makes its comprehensive training available in convenient on-site seminars for your staff. While providing the same effective expertise and instruction as its public seminars, each on-site offering is custom tailored to efficiently target your company's needs. FCTC's on-site seminars are an effortless way for your company to train its government contract professionals with the most current and well-regarded resources available today.

Convenient

On-Site seminars are presented at your location, based on your schedule and tailored to your specific needs.

Effective

Private on-site seminars for ten or more of your staff provide focused, intensive training without incurring travel and lodging costs or spending days away from the office. Entering into government contracts or expanding the contracting business you already have is an immediate result.

Exceptional

The powerful combination of CCH and Navigant Consulting gives your company superior government contracts publications and expert instruction based on decades of experience.



