Federal Acquisition Certification in Contracting (FAC-C) Training Fulfillment Policy

Summary:

The Federal Acquisition Certification in Contracting (FAC-C) is the Federal Government's acquisition certification program that ensures a Governmentwide standard for education, training, and experience requirement for contracting professionals. USDA AGAR Advisory 85, Acquisition Workforce Training, Delegation and Management System, provides guidance to the acquisition workforce on how to become FAC-C certified. On July 1, 2010, the USDA Acquisition Career Manager issued a memo (attached) to assist FAC-C applicants using fulfillment courses to meet competency standards. Fulfillment courses are defined as legacy or other courses that are not Federal Acquisition Institute (FAI) or Defense Acquisition University (DAU) courses or certified equivalent courses.

Effective July 1, 2010

Applicants with FAC-C fulfillment courses over 5 years old must submit Competency Standards and FAC-C Fulfillment Application (attached) accompanying a FAC-C Application from AGAR Advisory 85 (Appendix K) to the Research, Education, and Economics (REE) Acquisition Career Manager (ACM). **FAC-C applications using fulfillment courses over 5 years old must be submitted to the REE ACM for review no later than Monday, December 13, 2010.**

If a FAC-C applicant has an Acquisition Professional Certificate from any Federal agency that certifies training requirements for FAC-C Level I and/or Level II the applicant does not need to provide the fulfillment application, competency standards, nor the training certificates for the Level I and/or Level II training. In this instance a FAC-C Application from AGAR Advisory 85 (Appendix K) and a copy of their Acquisition Professional Certificate is required.

Applicants applying for FAC-C Level III must include the applicable training certificates with their application.

If a FAC-C applicant uses FAI or DAU courses, or their certified equivalent, the FAC-C applicant only needs to submit the FAC-C Application from AGAR Advisory 85 (Appendix K).

Effective January 1, 2011

No legacy training or fulfillment courses over 5 years old will be accepted by the USDA ACM for FAC-C certifications. FAC-C applicants must retake the FAC-C Level training in order to become FAC-C certified.

If you have any questions regarding the FAC-C application process, please contact Angelia Fleming Loggie, REE Acquisition Career Manager on 301-504-1730 or via e-mail at angelia.flemingloggie@ars.usda.gov.

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United States
Department of
Agriculture

Office of the
Assistant Secretary
for Administration

Office of
Procurement
and Property
Management

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Washington, DC
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TO: ACM Designees and HCADS

FROM: Crandall Watson
USDA ACM
Procurement Policy Division

JUL 01 2010

SUBJECT: USDA's Process for Fulfillment of Mandatory Training

Purpose: USDA's Fulfillment process is intended to assist USDA in accomplishing its mission and goals by creating and maintaining a well trained acquisition workforce. The process affords contracting professionals greater flexibilities in completing mandatory Federal Acquisition Certification in Contracting (FAC-C) training requirements.

Fulfillment Process: The fulfillment process allows trained contracting professionals to document completion, through alternative training and/or education, of the required FAI training course competency standards. USDA's FAC-C Fulfillment process effective immediately, as dated, shall remain in effect unless it is superseded or canceled. All applicants requesting fulfillment must complete the attached FAI/USDA Competency Standards Self-Assessment form and Application for Fulfillment of Mandatory FAC-C Training. Each application must be approved by the applicant's supervisor, ACM Designee, and routed for formal approval from USDA's ACM. These documents are attached and can be found at http://www.dm.usda.gov/procurement/career/index.html.

Upon receiving the appropriate signatures, the FAC-C application package should be sent to USDA's Acquisition Career Manager (ACM). The ACM will review each application package to determine whether the applicant has satisfied the FAC-C requirements. If the ACM determines that the applicant has satisfied all FAC-C requirements, the application package will be forwarded to USDA's Senior Procurement Executive (SPE) for approval. If the ACM needs additional information to make a determination, the ACM will request the required information from the ACM Designee.

Alternative training: If applicants obtained competencies through courses that were not FAI, DAU, or DAU-equivalent courses, applicants must provide for each required competency the dates of training, course syllabus or description, course certificate(s) or transcript(s), provider names, and competencies achieved, to the maximum extent practicable.

Education: If an applicant obtained competencies through academic courses provided at an accredited institution that were not DAU-equivalent courses, the applicant must provide the dates of each class, course syllabus or course descriptions, course certificate(s) or transcript(s), provider names, and competencies achieved.

Effective January 1, 2011: Employees of the acquisition workforce on, or after, January 1, 2011 must submit FAC-C application packages with fulfillment requests to USDA's ACM within five years of the fulfillment course completion date.

If you have any questions regarding the implementation of USDA's FAC-C fulfillment process, please contact your ACM Designee or Crandall Watson (USDA ACM) at (202)720-7529 or Crandall.Watson@dm.usda.gov.

Attachments

USDA FAC-C Fulfillment FAQ.doc

USDA FAC-C Fulfillment Application.doc

FAC-C Competency Standards.doc

FAC-C Fulfillment FAQs

1. ***How can I meet the FAC-C training requirements?***

   Applicants can meet the FAC-C training requirements by completing FAI training, DAU training, DAU equivalent courses, or by going through the fulfillment process.

2. ***What is fulfillment?***

   Fulfillment is the process by which employees may satisfy FAC-C training requirements based on alternative training and education to demonstrate the competencies associated with a required certification course. While FAC-C training courses should be taken to keep employees informed of current laws, regulations, and policies, USDA is allowing applicants to satisfy core training requirements through the fulfillment process.

3. ***I do not have a Bachelor's degree nor did I complete 24 business course hours. Can I use the fulfillment process to satisfy the FAC-C educational requirements?***

   No, the fulfillment process can only be used to satisfy the FAC-C training requirements. USDA requires all applicants to meet the FAC-C educational requirements.

4. ***I am DAWIA Level II certified in contracting by DOD. I am now an employee at USDA. Do I have to go through the fulfillment process to get FAC-C Level II certified?***

   No, USDA will match your certified DAWIA Level to the same FAC-C level. When applying for a FAC-C, submit your DAWIA certificate along with appendix K and L.

5. ***I have a question regarding the fulfillment process that is not answered in the FAQs section of USDA's Acquisition Workforce site. Who should I contact to an answer to my question?***

   Please contact your ACM Designee or Crandall Watson (USDA's ACM) at (202)720-7529 or Crandall.Watson@da.usda.gov.

APPLICATION FOR FULFILLMENT OF MANDATORY FAC-C TRAINING REQUIREMENT

The information provided herein is used for verification by the applicant's supervisor and Acquisition Career Manager Designee to ensure that mandatory acquisition training requirements have been fulfilled.

SECTION I – INDIVIDUAL REQUEST

NAME *(Last, First, Middle Initial)*	**REQUIRED FAC-C COURSE NUMBER**

FULFILLMENT COURSE TITLE	**FULFILLMENT COURSE NUMBER**	**FULFILLMENT COURSE COMPLETION DATE**

STATEMENT

I obtained competencies from the required FAC-C course identified above through education or alternate training. Based on the attached competency standards, I request that this be considered fulfillment of the mandatory training requirement indicated.

SIGNATURE	**DATE SIGNED**

TITLE	**AGENCY/OFFICE**	**SERIES**	**GRADE**

SECTION II – SUPERVISOR RECOMMENDATION

	CONCUR INDIVIDUAL GAINED REQUISITE COMPETENCIES AS PROPOSED IN SECTION I.		DO NOT CONCUR ***(****Return Request to Individual****)***

SUPERVISOR SIGNATURE	**DATE SIGNED**

TITLE	**AGENCY / OFFICE**	**PHONE / EMAIL**

SECTION III – AGENCY FAC-C APPROVING OFFICIAL RECOMMENDATION

	CONCUR INDIVIDUAL GAINED REQUISITE SKILLS AND KNOWLEDGE AS PROPOSED IN SECTION I.		DO NOT CONCUR ***(****Return Request to Individual****)***

APPROVING OFFICIAL SIGNATURE (ACM DESIGNEE OR HCAD)	**DATE SIGNED**

TITLE	**AGENCY / OFFICE**	**PHONE / EMAIL**

SECTION IV – USDA FULFILLMENT DECISION *(for Departmental use only)*

	APPROVED		**DISAPPROVED**

SIGNATURE OF USDA ACM	**DATE SIGNED**

**Note – Beginning January 1, 2011, FAC-C applications with fulfillment requests must be submitted to USDA ACM within 5 years of fulfillment course completion date.*

COMPETENCY STANDARDS

FOR FULFILLMENT OF

MANDATORY FAC-C TRAINING

As of July 1, 2010

United States Department of Agriculture

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COMPETENCY STANDARDS SELF-ASSESSMENT

CON 100 – SHAPING SMART BUSINESS ARRANGEMENTS

CON 100	Competency	Yes	No	Requested Fulfillment Course
1	Describe the acquisition/contracting mission and its impact on the American economic system.			
2	Explain the differences between the private and public sector acquisition due to unique Government requirements.			
3	Describe the significance of the role of contracting in conducting your agency's business and summarize your agency's contracting mission.			
4	Explain standards of conduct and ethical principles that apply to procurement decisions.			
5	Explain the benefits and principles of building and sustaining successful and efficient teams and describe the interdependence and various roles of functional team members.			
6	Outline the variety of customer mission areas and the corresponding market segments that are supported by contracting professionals.			
7	Compare and contrast the differences and relationships of the acquisition, technology and logistics missions.			
8	Describe the importance of the oversight roles of the Government Accountability Office and the DoD Inspector General.			

CON 100	Competency	Yes	No	Requested Fulfillment Course
9	Generalize the business and technical competencies required for the contracting workforce series.			
10	Describe FAC-C certification and continuous learning requirements.			
11	Explain individual development plan (IDP) requirements and training opportunities.			
12	Explain the characteristics and responsibilities of the contracting professional in the role of a business advisor.			
13	Explain the distinctive interests of both the buyer and seller and the role those interests play.			
14	Discuss contracting professionals' added value as a result of understanding requirements.			
15	Describe the key characteristics of how the government conducts business with the private sector and how those characteristics have evolved over time.			
16	Describe the requirements of market research in identifying the best business arrangement to meet mission requirements.			
17	Explain the unique role of federal contracting professionals in supporting the development of smart business arrangements.			
18	Determine the relationship between financial and acquisition communities and how fundamental financial principles and requirements are important.			

CON 100	Competency	Yes	No	Requested Fulfillment Course
19	Describe commercial acquisition and government unique requirements of market research in identifying the best arrangements to meet mission requirements.			
20	Explain the importance of addressing General Accountability Office recommendations.			
21	Explain e-business and information technology in supporting business processes.			
22	Recognize actions to avoid fraud, waste and abuse.			
23	Describe senior leaderships' vision and focus for the acquisition workforce.			
24	Explain the overarching principles defining and guiding the government's approach to doing business as government contracting professionals and describe your role in achieving those goals.			
25	Correctly identify, interpret, and utilize the information contained in the Federal Acquisition Regulations (FAR).			
26	Describe the basic laws and legal processes that govern federal contracting so that smart business decisions can be made by an informed workforce.			
29	Identify monetary and nonmonetary motivators.			
30	Explain the differences in influences affecting contractor versus Government acquisition professionals.			

CON 100	Competency	Yes	No	Requested Fulfillment Course
31	Determine the economic role contractors play in government acquisitions.			
32	Explain the different types of appropriations including their purpose and time period in which funds must be obligated.			
33	Describe the different situations in which Anti-Deficiency Act would apply.			
34	Outline the mission and functions of the government financial community.			
35	Explain how smart business arrangements reflect consideration of the total cost of doing business from the buyer and seller perspective.			
36	Recognize the benefits and challenges of procuring commercial off-the-shelf items, modified commercial items, non-developmental items and government unique items.			
37	Define the following terms: •Federal Business Opportunities (FedBizOpps) •Central Contractor Registration (CCR) •GSA E-Buy •NIH-Performance system •Agency standard procurement systems			
38	Explain the end to end process model.			
39	Discuss the current initiatives and barriers regarding the use of information technology.			
40	Explain the concepts of: Award Term Contracting, Price-Based Acquisition, Reverse Auctioning, Intellectual Property,			

CON 100	Competency	Yes	No	Requested Fulfillment Course
	Government Furnished Property, Total Ownership Costs and Risk/Tradeoffs.			
41	Discuss acquisition initiatives such as: Performance Based Acquisition, Business Case Development, Interoperability and Spiral Development.			
42	Describe public policy using examples, such as Section 803 of the FY 2002 Defense Authorization Act, and provide examples of pending changes.			
43	Define the Contracting career field opportunities available intra and interagency.			
44	Summarize other career opportunities in the acquisition arena (Program Manager, Quality Assurance Specialist, Logistician, FAR/CAC Council representatives, etc.)			
45	Explain the impact of personality types on interpersonal communication and team dynamics.			
46	Discuss the characteristics of effective communication.			
47	Describe the characteristics of high performing teams and the processes used to develop such teams.			
48	Explain the generic problem-solving model.			
49	Describe procedures for business alternatives such as: •Government Inventory •Economy Act •Purchase Card •Request for Quotation/Purchase Order			

CON 100	Competency	Yes	No	Requested Fulfillment Course
	•Sealed Bidding •Contracting by Negotiation •Indefinite Delivery Type Contracts •Ordering Instruments and Procedures 1. Federal Supply Schedules 2. Multiple Award Contracts 3. Multi-Agency Contracts 4. Government Wide Acquisition Contracts 5. Agreements			
50	Outline the business considerations for using the defined business alternatives and ordering instruments.			
51	Distinguish among the contracting business decisions that are required in the planning stages of the procurement and the implications for the acquisition team members in this process.			
52	Distinguish among the contracting business decisions required from solicitation to award of the procurement and the implications for the acquisition team members in this process.			
53	Distinguish among the contracting business decisions required after award of the procurement and the implications for the acquisition team members in this process.			
54	Discuss on-line resources and e-performance support tools available to the acquisition workforce.			

CON 100	Competency	Yes	No	Requested Fulfillment Course
55	Describe Communities of Practice (COP) and how they relate to the acquisition process.			

COMPETENCY STANDARDS SELF-ASSESSMENT

CON 110 – MISSION SUPPORT PLANNING

CON 110	Competency	Yes	No	Requested Fulfillment Course
1	Given a customer need, identify areas of mutual interest within an acquisition environment (i.e., requiring activity, contractor, contracting office, and others).			
2	Identify the key characteristics for successful customer relationships.			
3	Identify the steps to ethical decision making.			
4	Knowledge of FAR: Using the Federal Acquisition Regulation (FAR) and agency supplement, locate required information; Identify how the FAR is organized, administered and updated; Compare and note the differences between the FAR and your agency's policies and practices.			
5	Given your mission support area or a particular requirement, conduct strategic or tactical market research.			
6	Identify the characteristics and benefits of conducting strategic and tactical market research.			
7	Identify required sources for a supply or service.			
8	Recognize procedures for using a qualified bidders list (QBL), qualified manufacturers list (QML), or qualified products list (QPL).			
9	Identify, select, and analyze sources and types of market research information available for a specific Acquisition.			
10	Identify factors to consider when developing an acquisition strategy and requirements documents.			
11	Define performance assessment methods.			
12	Identify the requirements for using the Economy Act.			

CON 110	Competency	Yes	No	Requested Fulfillment Course
13	Given a customer need, identify all issues related to developing the applicable requirement documents for an acquisition.			
14	Identify the various issues and elements considered when developing requirements documents.			
15	Identify documents required for acquisitions for services, construction and Architect-engineer services.			
16	Given a customer requirement, select the laws (i.e., labor, environment, socioeconomic and foreign acquisition requirements) applicable to that requirement.			
17	Differentiate among various socioeconomic programs.			
18	Identify the procedures for setting aside an acquisition under the Small Business Act.			
19	Determine applicable requirements to include foreign acquisition, labor and environment.			
20	Given the customer requirement, select the appropriate contract type.			
21	Identify the acquisition methods for all acquisition procedures (simplified & other).			
22	Identify the basic types of contracts and agreements; select appropriate contract types based on customer requirements.			
23	Identify the methods of providing for recurring requirements.			
24	Given a customer requirement, identify competition requirements including those that exceed the Simplified Acquisition Threshold.			
25	Identify Competition Requirements using Simplified Acquisition Procedures.			
26	Given a customer need, identify the criteria in developing an acquisition strategy.			
27	Identify characteristics of best value.			

CON 110	Competency	Yes	No	Requested Fulfillment Course
28	Identify the relationship between best value, Acquisition Planning and achieving mission goals.			
29	Identify the elements of a Written Acquisition Plan.			

COMPETENCY STANDARDS SELF-ASSESSMENT

CON 111-MISSION STRATEGY EXECUTION

CON 111	Competency	Yes	No	Requested Fulfillment Course
1	Given a procurement request (PR) package, identify the elements and determine if the purchase request package can be accepted and processed.			
2	Identify factors to consider when determining the adequacy of funding in the purchase request package.			
3	Determine the reasonableness of the Independent Government Estimate.			
4	Identify factors to consider when determining the adequacy of supporting documents.			
5	Given a requirement, select the applicable methods for exchanging information with the vendor.			
6	Identify when early exchanges with industry are appropriate.			
7	Determine the need, methods and tools for publicizing information on proposed contract actions.			
8	Identify the procedures to conduct a pre-quote, pre-bid or pre-proposal conference when appropriate.			
9	Identify methods for responding to an inquiry from the general public about a solicitation received prior to contract award.			
10	Given the specifics of the requirement, identify the components and procedures for preparing an oral or written solicitation.			
11	Identify the different types of solicitations and the characteristics that go along with them (i.e. commercial & non commercial).			

CON 111	Competency	Yes	No	Requested Fulfillment Course
12	Identify price and non-price related factors for incorporation in the solicitation.			
13	Identify and select a technique for making a price reasonableness determination.			
14	Identify the methods of evaluation.			
15	Identify the criteria and procedures for providing contract financing in the solicitation.			
16	Identify when an amendment or cancellation is appropriate for a solicitation.			
17	Given a solicitation, identify the procedures for processing solicitation responses.			
18	List the procedures for safeguarding quotes and proposals.			
19	List the procedures for processing timely and late offers.			
20	Identify the requirements for conducting oral presentations.			
21	Given responses to a solicitation, determine the analytical techniques that will be used to evaluate contractors' proposals to ensure that both the Government and contractor get a fair and reasonable price.			
22	Identify appropriate actions to resolve protests.			
23	Determine whether to use price analysis or cost analysis to evaluate the contractor's proposal; identify the factors that affect cost analysis and price analysis considerations.			
24	Identify the purpose of conducting an analysis of a contractor's price proposal.			
25	Complete a price analysis of a contractor's proposal to establish price objective for negotiation; select a price evaluation. technique to review a contractor's proposal.			

CON 111	Competency	Yes	No	Requested Fulfillment Course
26	Select the Government's pre-negotiation objective.			
27	Choose the appropriate rational to support the Government's price objective.			
28	Given the results of an evaluation, identify the elements of a negotiation strategy.			
29	Identify negotiation topics.			
30	Identify price-related information that influences the competitive range.			
31	Identify the types of exchanges.			
32	Given results of the evaluation process, identify contract award procedures.			
33	Identify the conditions that may require the rejection and cancellation or rejection and re-solicitation.			
34	Identify the steps to prepare award documents using Simplified Acquisition Procedures (SAP) and/or other procedures.			
35	Identify the procedures for debriefing.			

COMPETENCY STANDARDS SELF-ASSESSMENT

CON 112 - MISSION PERFORMANCE ASSESSMENT

CON 112	Competency	Yes	No	Requested Fulfillment Course
1	Given a contracting scenario, evaluate contractor performance.			
2	Identify administration roles and responsibilities including those of the Administrative Contracting Officer (ACO), and the procedures for contract- monitoring and acceptance.			
3	Identify the process and procedures for preparing for and conducting a post-award conference.			
4	Identify the commercial and non-commercial financing arrangements and the impact on contract administration.			
5	Identify the administrative issues in labor and environmental laws and other miscellaneous terms and conditions.			
6	Select the appropriate action(s) to achieve customer satisfaction through the use of metrics.			
7	Distinguish between commercial and non-commercial remedies and the appropriate documentation requirements.			
8	Identify the various methods and procedures to pay an invoice.			
9	Given a contract, identify the contract modification processes and procedures.			
10	Identify and select the appropriate course of action for resolving a contract dispute including the procedures for ADR.			
11	Identify the process and procedures for exercising an option.			

CON 112	Competency	Yes	No	Requested Fulfillment Course
12	Given a contractor claim, select the appropriate course of action.			
13	Given the specifics of the contract, identify the procedures for processing a contract closeout including those if FAR 4.8; Identify situations when a contract cannot be closed-out.			

COMPETENCY STANDARDS SELF-ASSESSMENT

CON 120 - MISSION FOCUSED CONTRACTING

CON 120	Competency	Yes	No	Requested Fulfillment Course
1	Given a business scenario, discuss leadership actions necessary to implement sound business decisions for contracting.			
2	Discuss the federal senior leadership vision for the acquisition community.			
3	Complete Market Research Report; provide contracting advice based on market research.			
4	Given a contracting scenario, justify a business solution based upon application of the six-step problem solving model and four other decision making tools.			
5	Discuss how effective problem solving assists the acquisition community in making good business decisions that support the agency mission.			
6	Given a contracting scenario, apply the six-step problem solving model to identify the problem, facts, assumptions, alternatives and a recommended solution.			
7	Given a contracting scenario, apply at least two of the five problem-solving tools to support a recommendation from the following list of tools: a) cause and effect, b) criteria rating, c) brainstorming, d) five whys, or e) force field analysis.			
8	Evaluate price reasonableness and conduct price negotiations.			

CON 120	Competency	Yes	No	Requested Fulfillment Course
9	Given a customer need, provide sound business advice to help develop a purchase request package that describes the need in clear language.			
10	Discuss the contracting specialist's role in relation to mission support planning and IAW the FAR, laws and other regulatory guidance.			
11	Prepare a solicitation package.			
12	Identify socio-economic policies, options and restrictions impacting a customer's requirement.			
13	Given a contracting scenario for a commercial supply item, prepare a market research report that includes three sources and customary market practices for the commodity or service.			
14	Given a case study on a commercial supply item, complete a market research report addressing important acquisition action factors (i.e., commerciality, competition, contract type, or acquisition strategy).			
15	Given a market research report, justify a list of all documents required to create a complete procurement package IAW CON 110-112 and your contracting experiences.			
16	Given a purchase request, develop a solicitation written IAW contracting laws and regulations to meet the customer's needs.			

CON 120	Competency	Yes	No	Requested Fulfillment Course
17	Given a purchase request package, determine the appropriate contract type.			
18	Given a purchase request, determine the need to publicize the requirement.			
19	Given inquiries to a solicitation scenario, provide recommendations on appropriate contractual actions.			
20	Given a solicitation and contractor responses, award a contract and address award-related issues IAW contracting laws and regulations.			
21	Calculate the Government's price objective using Price Index Numbers.			
22	Calculate the Government's price objective using Cost-Volume Analysis.			
23	Given a contracting scenario, justify a decision on whether or not to award on initial responses.			
24	Given a contracting scenario, determine price reasonableness.			
25	Given a contracting scenario, explain the requirements for contract award.			
26	Given a contracting scenario with a list of issues, recommend the appropriate business actions for debriefing IAW the FAR.			
27	Given a Letter of Protest and contract, prepare an appropriate Government response.			
28	Given a contracting scenario and performance metrics, justify actions for monitoring a contractor's performance.			
29	Given a contracting scenario, prepare a plan for conducting a post award orientation conference.			

CON 120	Competency	Yes	No	Requested Fulfillment Course
30	Given a contracting scenario, develop a plan for assessing a contractor's performance that includes all business factors.			
31	Given a contracting scenario on a contractor's performance, develop an acceptable Government remedy.			
32	Discuss characteristics and impacts of payments to contractors.			
33	Given a contract and contracting scenario, justify appropriate business actions (i.e., modification, termination, ratification) IAW the FAR, laws and guidance on Government contracting.			
34	Discuss the characteristics of different types of contract changes (i.e., supplemental agreement, change order, constructive change or ratification).			
35	Describe the difference between a bilateral and unilateral contract change order.			
36	Explain the steps included in a Government contract change.			
37	Discuss the characteristics of three types of Government contract termination: convenience, cause and default.			
38	Explain what constitutes an excusable delay for Government contracting.			
39	Given a post-award contracting scenario, conduct negotiations.			
40	Given a contracting scenario, justify a plan for project closeout.			
41	Discuss the conditions under which different types of procedures may be used to close out a contract.			
42	Discuss the contract requirements that must be reviewed in preparation for closeout.			

COMPETENCY STANDARDS SELF-ASSESSMENT

CON 214- BUSINESS DECISIONS FOR CONTRACTING

CON 214	Competency	Yes	No	Requested Fulfillment Course
1	As a business advisor, identify how business relationships affect customer support.			
2	Identify the requirements for establishing a strategic sourcing program.			
3	Identify contract risks and appropriate management strategies.			
4	Select the appropriate contract financing terms and/or conditions for a given contract.			
5	Determine subcontract requirements.			
6	Identify the source selection processes and procedures.			
7	Determine if a contractor is responsible.			
8	Identify the benefits of strategic sourcing and spend analysis.			
9	Know the ins and outs of providing contract financing.			
10	Have knowledge of subcontracting procedures and when it is applicable.			

COMPETENCY STANDARDS SELF-ASSESSMENT

CON 215-INTERMEDIATE CONTRACTING FOR MISSION SUPPORT

CON 215	Competency	Yes	No	Requested Fulfillment Course
1	Explain why effective communications are important to the contracting process.			
2	Interpret the stakeholder's mission statement.			
3	Assess customer needs and objectives.			
4	Conduct a spend analysis of customer contract actions.			
5	Obtain required solicitation reviews and approvals, i.e., SADBU, Competition Advocate, applicable policy and legal review.			
6	Conduct the appropriate type of exchanges with a contractor.			
7	Conduct a competitive discussion session.			
8	Prepare & brief source selection decision package.			
9	Execute appropriate contract arrangements to support customer needs.			
10	Award a delivery/task order contract.			
11	Develop & execute business strategies to meet customer requirements.			
12	Develop a variety of options/alternate strategies to meet mission needs and promote customer satisfaction.			
13	Apply appropriate laws, regulations, and policies to a complex procurement.			
14	Apply formal source selection procedures.			
15	Ability to conduct a competitive discussion.			
16	Execute the appropriate contract arrangement to support customer needs.			

COMPETENCY STANDARDS SELF-ASSESSMENT

CON 216-LEGAL CONSIDERATIONS IN CONTRACTING

CON 216	Competency	Yes	No	Requested Fulfillment Course
1	Identify the legal and ethical principles that apply to Government contracts.			
2	Identify the most common constraints on use of appropriated funds.			
3	Identify the issues associated with intellectual property.			
4	Identify different processes by which challenges may be filed against a federal acquisition.			
5	Determine when an assignment of claims is permitted.			
6	Identify the legal issues associated with contract performance.			
7	Identify formal disputes resolution procedures under CDA.			
8	Identify criminal, civil, and administrative remedies for contract fraud.			
9	Select the process and procedures for terminating a contract.			
10	Identify the tools for recovering monies owed the Government.			
11	Identify the legal obligations of both parties when a contract performance issue arises.			

COMPETENCY STANDARDS SELF-ASSESSMENT

CON 217- COST ANALYSIS & NEGOTIATION TECHNIQUES

CON 217	Competency	Yes	No	Requested Fulfillment Course
1	Determine when cost analysis should be used.			
2	Identify the use and application of a contract audit.			
3	Make a determination on a contractor's estimating and accounting systems.			
4	Calculate a cost objective for direct labor costs.			
5	Calculate a cost objective for direct material costs.			
6	Calculate a cost objective for other direct costs.			
7	Calculate a cost objective for indirect costs.			
8	Calculate a cost objective for Facilities Capital Cost of Money.			
9	Calculate a cost objective for profit or fee.			
10	Calculate a price/cost objective using statistics.			
11	Calculate a price/cost objective using simple regression analysis.			
12	Calculate a price/cost objective using learning curve analysis.			
13	Outline the process for conducting contract negotiations.			
14	Identify negotiation styles and techniques.			

COMPETENCY STANDARDS SELF-ASSESSMENT

CON 218 – ADVANCED CONTRACTING FOR MISSION SUPPORT

CON 218	Competency	Yes	No	Requested Fulfillment Course
1	Develop a proactive business strategy based on the acquisition plan and market research results that will meet customers evolving requirements in a changing environment.			
2	Develop a business strategy incorporating market research results.			
3	Identify risk and mitigation strategies.			
4	Select an appropriate contract type and incentive arrangement based on stakeholder needs and the marketplace.			
5	Select the appropriate acquisition method.			
6	Determine if contract action is subject to CAS.			
7	Identify the various cost analysis techniques.			
8	Request the appropriate contract pricing support.			
9	Use an audit recommendation to support a pre-negotiation objective.			
10	Conduct a noncompetitive negotiation.			
11	Write a PNM/Business Clearance.			
12	Evaluate the contractor's cost to determine if it is allowable, allocable, and reasonable.			
13	Select an appropriate contract type and incentive arrangement based on stakeholder needs and the marketplace.			
14	Identify risk and mitigation strategies.			
15	Document results of post-award orientation.			
16	Determine if including an option in the contract is appropriate.			
17	Use the appropriate technique to resolve a dispute.			
18	Administer the appropriate contract financing terms and/or conditions for a given contract.			
19	Monitor contract financing payments.			

CON 218	Competency	Yes	No	Requested Fulfillment Course
20	Assess a fraud scenario.			
21	Select the appropriate method for calculating an equitable adjustment.			
22	Determine the appropriate contract adjustment.			
23	Select the appropriate cost and price analysis techniques.			
24	Take appropriate course of action to resolve a defective pricing case.			
25	Assess and manage contractor performance.			
26	Take appropriate action to resolve various situations with legal implications.			
27	Apply the full range of contract pricing techniques to develop a pre-negotiation objective.			

COMPETENCY STANDARDS SELF-ASSESSMENT

CON 353 - ADVANCED BUSINESS SOLUTIONS FOR MISSION SUPPORT

CON 353	Competency	Yes	No	Requested Fulfillment Course
1	Use critical thinking, problem solving tools and techniques, risk management, and ethical decision making to make sound business decisions.			
2	Develop business solutions that reflect consideration of risk and impacts on performance and synthesize policy as well as interests of functional team members and the marketplace.			
3	Effectively communicate orally and in writing.			
4	Innovate and use best practices in combination with critical thinking, problem solving, and dilemma resolution skills for improved planning, execution, and performance management outcomes.			
5	Effectively team, exercise business leadership, and apply expertise (technical, business, and financial) resulting in business solutions that improve mission support.			
6	Manage the implementation of change and transformation.			
7	Contribute to the development and implementation of change through an improved understanding of the legislative, regulatory, and policy processes.			
8	Manage information and knowledge for currency.			
9	Contribute in a cross functional collaborative environment.			

CON 353	Competency	Yes	No	Requested Fulfillment Course
10	Incorporate senior leadership and private sector perspectives in the decision-making process.			