

Contracting (FAC-C) Competencies

General Business Competencies

- **Attention to Detail**
Is thorough when performing work and conscientious about attending to detail.
- **Customer Service**
Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; knows products and services
- **Decision-Making**
Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.
- **Oral Communication**
Expresses communication to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing presentations, listens to others; attends to nonverbal cues.
- **Problem Solving**
Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and make recommendations.
- **Time Management**
Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner.
- **Teamwork**
Encourages and facilitates cooperation, pride, trust; fosters commitment; works with others to achieve goals.
- **Written Communication**
Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner, produces written information that is appropriate for the intended audience.

Technical Competencies

Acquisition Planning

Ability to prepare and execute an acquisition plan/strategy that meets customer needs and the requirements in FAR.

Aligned Skills

- **Acquisition Plan** – Create an acquisition plan based on customer needs and the requirements in FAR.
- **Market Research** – Collect and analyze relevant market information from government and non-government sources in order to identify possible sources.
- **Performance Based Acquisition (PBA)** – Determine if Performance based acquisition is an appropriate acquisition strategy that will meet the customer requirements and needs.

Contracting Methods

The ability to determine the most appropriate method of acquisition based on the customer's needs and requirements.

Aligned Skills

- **Simplified Acquisition Procedures** – Identify policy when simplified acquisitions procedures, micro-purchases, and purchase orders should be used in fulfilling a requirement.
- **Blanket Purchase Agreements** – Identify and apply policy governing the use of blanket purchase agreements.
- **Sealed Bidding** – Identify and apply the elements and limitations of sealed bidding.
- **Contracting by Negotiations** – Determine when contracting by negotiations should be used in fulfilling customer needs.

Requirements Definition

The ability to analyze and describe customer requirements.

Aligned Skills

- **Requirements Documents** – Select and develop the most appropriate type of requirements document that will support the acquisition plan and customer needs.
- **Performance Work Statement (PWS)** – Create or modify a performance based requirements document that will meet the customer requirements and needs.

Contract Types

The ability to select and recommend the appropriate contract type in order to meet customer needs and requirements and support the selected method of contracting.

Aligned Skills

- **Fixed Price Contracts** – After analyzing customer requirements, select the appropriate type of fixed-price contract that meets all statutory requirements.
- **Cost-Reimbursement Contracts** – After analyzing customer requirements, select the appropriate type of cost-reimbursement contract that meets all statutory requirements.
- **Time and Materials/Labor Hour Contracts** – Identify the appropriate use of and justify the need for a time-and-materials or labor-hour contract.
- **Letter Contracts** – Justify the use of a letter contract.

- **Incentive Contracts** – Given a customer need, construct a set of contract incentives that meet required policy while incentivizing positive contractor performance.
- **Cash Flow** – Analyze cash flow considerations for each contract type.

Solicitation Planning

The ability to prepare a solicitation with the appropriate format and clauses that reflect the requirements for the selected method of contracting.

Aligned Skills

- **Publicizing Proposed Procurements** – Select and implement the appropriate method of publicizing the procurement.
- **Simplified Acquisition Procedures** – Apply the procedures for a procurement awarded using simplified acquisition procedures.
- **Sealed Bidding** – Plan and execute a sealed bid solicitation that meets the proper procedures for receiving, handling, and evaluating bids outlined in FAR.
- **Source Selection Criteria** – Develop source selection criteria using the best value continuum and the trade off process for contracts awarded by negotiation.
- **Contract Format** – Based on the method of contracting and the type of contract anticipated, select all the appropriate solicitation clauses.
- **Contract Financing Types** – Determine the appropriate types of contract financing available based on contract type and method of procurement.

Competition Requirements

The ability to determine the appropriate application of competition requirements that conforms with the method of contracting and FAR requirements.

Aligned Skills

- **Competition** – Determine when full and open, full and open after exclusion of sources, and Other than full and open competition should be used.

Bid Evaluation

The ability to evaluate bids submitted in response to sealed bid solicitations

Aligned Skills

- **Sealed Bid Source Selection Evaluation Factors** – Develop price-related source selection factors for a sealed bid solicitation.
- **Bid Evaluation** – Evaluate bids in conformance with sealed bid processes in FAR including the application of Price-Evaluation Factors stated in the solicitation.
- **Mistakes in Bids** – Determine the appropriate steps to take when there is an alleged mistake in the bid.

Proposal Evaluation

The ability to evaluate proposals submitted in response to a solicitation.

Aligned Skills

- **Proposal Evaluation** – Apply source selection factors when evaluating proposals for contracting by negotiation.
- **Certified Cost or Pricing** – Determine how to apply the requirements for certified cost or pricing.
- **Types of Costs** – Analyze proposed contract costs based on audited and unaudited proposals.

- **Communication** – Identify the need for and conduct appropriate communications with offerors.

Contract Negotiations

The ability to prepare for and negotiate a contract action.

Aligned Skills

- **Conduct Discussions** – Determine when it's appropriate when contracting by negotiation to hold discussions.
- **Negotiation Strategy** – Develop and execute a pre-negotiation strategy.
- **Conduct Negotiations** – Conduct and document the negotiation of all the elements of a potential contract including schedule, performance, and price.

Contract Award

The ability to appropriately prepare and execute a contract award.

Aligned Skills

- **Debriefings** – Conduct pre-award and post-award debriefings for unsuccessful offerors.
- **Protests** – Process pre-award and post-award protests in accordance with FAR and agency requirements.
- **Data Entry** – Enter accurate, timely, and complete procurement-related data on contracts awards and actions into FPDS.

Contract Administration

The ability to administer contract requirements in order to ensure the effective delivery of the contracted for goods and services.

Aligned Skills

- **Contract Administration Functions** – Identify contract administration functions applicable to each contract action.
- **Post-award Conference** – Determine when a post-award conference should be held.
- **Contract Modifications and Adjustments** – Determine when a contract modification or adjustment should be initiated and processed.
- **Subcontracting** – Review and evaluate contractor subcontracting plans.
- **Contract Payments and Financing** – Analyze, compute, approve or disapprove contract payment and financing requests.
- **Government Property** – Identifies the processes and procedures impacting Contractor use of Government Property.
- **Special Contract Terms and Conditions** – Identify and administer non-standard contract terms and conditions
- **Contract Closeout** – Determine the appropriate steps to closeout a contract in compliance with FAR and agency regulations and policy.

Contract Performance

The ability to monitor contract performance.

Aligned Skills

- **CORs** – Select the appropriate contract administration functions for delegation to CORs.
- **Contract Surveillance** – Determine and assign contract surveillance requirements in the contract.

- **Acceptance** – Ensure the appropriate time and place of acceptance in accordance with the contract.

Contract Termination

The ability to plan and execute a contract termination.

Aligned Skills

- **Termination** – Determine when it's in the best interest of the Government to terminate a contract.
- **Methods of Contract Termination** – Apply the appropriate method of contract termination in order to calculate the final contract price.

Socioeconomic Programs

The ability to identify and apply the appropriate socioeconomic programs requirements for each solicitation and resulting contract.

Aligned Skills

- **Small Business and Preference Programs** – Identify small business and preference program set-aside and competition requirements during acquisition and solicitation planning.
- **The 8(a) program** – Apply the 8(a) program requirements to the appropriate solicitations.
- **HUBZone** – Apply HUBZone preference factors when evaluating bids and proposals.
- **Service Contract Act** – Evaluate and approve labor rate adjustments submitted in response to Department of Labor changes to labor and fringe benefit rates.
- **Buy American Act** – Apply appropriate price-adjustment factors when evaluating proposals for contract award.

Disputes and Appeals

The ability to analyze disputes and appeals.

Aligned Skill

- **Fraud** – Identify indicators of fraud or other legal offenses.
- **Disputes** – Analyze and determine the validity of claims.
- **Contractor Debts** – Identify and collect debts due the Government from contractors.