

FAC-COTR Competency Model

Benefits of Competency Models:

- helps to match the current workforce profile with the organization's performance requirements
- help to recruit the skills and proficiency levels needed for now and the future, are the basis for identifying and retaining critical skills and are the foundation for growing intellectual capital
- may help the organization save money by avoiding staffing and re-staffing costs (by recruiting the right talent), turnover costs (by developing a meaningful career plan), and training costs (by developing learning maps that tie competencies to training)

Proficiency Rating Scale

Proficiency levels are defined at 5 levels to illustrate behaviors.

Rating	Description	Explanation
5	Expert	Individual is capable of handling all assignments involving this competency /aligned skill and may serve as a role model and/or coach to others.
4	Advanced	Individual is capable of handling most day-to-day assignments involving this competency/aligned skill, though may seek expert assistance with particularly difficult or unique situations.
3	Intermediate	Individual is capable of handling many day-to-day assignments involving this competency/aligned skill, but may seek assistance in difficult or new situations.
2	Foundational	Individual is capable of handling some assignments involving this competency/aligned skill, but needs assistance beyond routine situations.
1	Basic	Individual is capable of handling the simplest of assignments involving this competency/aligned skill, but needs significant assistance beyond the easiest solutions.

FAC-COTR Competency Model (<http://www.fai.gov/acm/cotrcomp.asp#tech>)

FAC-COTR	
Competency	Proficiency
Acquisition Planning	Foundational (2)
Aligned Skills	
Documenting the Source Methods of Payment Contract Financing Un-priced Contracts Recurring Requirements Pricing Arrangements Compliance to FAR Guidelines Determining Need for EVM Task and Delivery Order Contracting Strategic Planning	
Competency	Proficiency
Market Research (Understanding the Marketplace)	Intermediate (3)
Aligned Skills	
Market Research Collecting Source Information	
Competency	Proficiency
Defining Government Requirements in Commercial/Non-Commercial Terms	Intermediate (3)
Aligned Skills	
Writing Statement of Work Conducting Needs Analysis and Preparing Requirements Documents Assisting in the Development of Acquisition Strategy	
Competency	Proficiency
Effective Pre-Award Communication	Intermediate(3)
Aligned Skills	
Publicizing Proposed Acquisitions Subcontracting Requirements Solicitation Preparation Pre-Quote/Pre-Bid/Pre-Proposal Conferences Amending/Canceling Solicitations	
Competency	Proficiency
Technical Analysis of Proposals	Intermediate (3)
Aligned Skills	
Evaluating Non-Price Factors Pricing Information from Offerors Evaluation Documentation	
Competency	Proficiency
Negotiation	Intermediate (3)
Aligned Skills	
Negotiation Strategy Conducting Discussions/Negotiations Determining Capability	
Competency	Proficiency
Effective Contract Management	Intermediate (3)
Aligned Skills	
Contract Administration Planning and Orientations Contract Modification and Adjustment Work Order Management	
Competency	Proficiency
Performance Management	Intermediate (3)
Aligned Skills	
Performance Metrics Performance Management Financial Management Contract Reporting Inspection and Acceptance Specialized Requirements	