APPENDIX G / GS-1102 COMPETENCIES

1. **History of the Competencies for the Contracting and Acquisition Career Program (GS-1102 Series).**

a. From 1977 to 1979, the Federal Acquisition Institute (FAI) conducted a Task Analysis. In 1979 more than 20,000 Federal employees were surveyed by the U. S. Air Force Occupational Measurement Center to collect data on tasks performed by personnel in Contract Management and related fields. Task development was monitored and assisted by an interagency committee of subject-matter specialists and personnel representatives from various Federal agencies and the Office of Personnel Management. The resulting form contained in excess of 300 items of personal and job related background data points and 1,480 tasks.

b. During 1980 through 1985, the FAI worked with the Office of Personnel Management to select and refine tasks for training. Small groups of subject matter experts from different agencies reviewed data from the occupational analysis and rated tasks performed by different functional specializations. The FAI used the groups to:

(1) Define each career path (i.e., specialization)
(2) Rate the training priority of tasks performed by more than 40 per cent of their employees who comprise the career path.
(3) Determine whether any task performed by less than 40 per cent of the career path's present incumbents should nonetheless be covered in training.
(4) Update the task inventory to reflect changes in policy.
(5) Develop model "Curriculum Design Outlines" for the highest priority pricing tasks.

c. This culminated in the publication of the draft Curriculum Design Outlines in April 1985.

d. In late 1985, FAI began a Government-wide study of procurement training. An interagency advisory committee was established and approved a plan for developing the curriculum. The plan called for the development of a complete set of blueprints for training. To develop the blueprints, the FAI assembled a full time Working Group of Procurement design specialists, along with "consultants" from the Air Force, Army, DLA, Navy, Interior, Agriculture, HHS, VA, Energy, Treasury, and NASA. After the blueprints were approved by the advisory committee, supplemental objectives were drafted for ADPE/Telecommunications, major systems, small purchases, construction, and A&E. In the course of preparing the blueprints, the working group refined the listing of competencies and related tasks. Each task is linked to a task on the 1979 inventory. The first edition of training blueprints was published in 1986. The contract management training blueprints also included supplemental instructional objectives for ADP/T, construction, A&E, and systems procurement.

e. The 1989 edition only included contract management training blueprints. The FAI plans to eventually update the small purchase blueprints and also will reassemble working groups to update supplemental objectives for the ADP/T, Systems, Construction, and A&E specializations.

f. Through an interagency agreement with the United States Office of Personnel Management, the FAI is developing a contract management curriculum based on Units of Instruction in the Contract Specialist Workbook.

g. The FAI converted the training blueprints into Units of Instruction for on-the-job training and has developed guidelines for assigning, documenting and certifying the completion on-the-job training in each unit. The FAI staff also updated the blueprint through FAC-90-4 and re-edited the entire text.

2. **Explanation and Use of Competencies.**

a. The flow diagrams on the following pages illustrate the competencies related to performing a major sub-task associated with a phase in the procurement process. Each of the competencies is numbered[1] and the sub-tasks have letters to portray a notional, logical sequence of tasks through the procurement life-cycle phases (Procurement Planning, Contract Formation, and Contract Administration). Each of the competencies in the flow diagram can be traced to a unit of instruction in the FAI's Contract Specialist Workbook.

b. This same lettering and numbering convention is continued on the pages following the flow diagrams. The pages following the flow diagrams provide a matrix of the competencies for each major sub-task within a phase. The matrix further provides a more detailed description of the competency as well as identifying the DAU (consistent with the FY 98 DAU Catalog) course providing instruction on the competency. In some cases a competency is taught at a more complex level in an assignment-specific course, or the competency is taught only at an assignment specific course. Those competencies that are taught through assignment-specific courses are annotated in the matrix. A list of CP-14 relevant assignment-specific DAU courses is provided in Appendix E of this ACTEDS Plan with a description of the course, who should attend the course, and when the course should be taken.

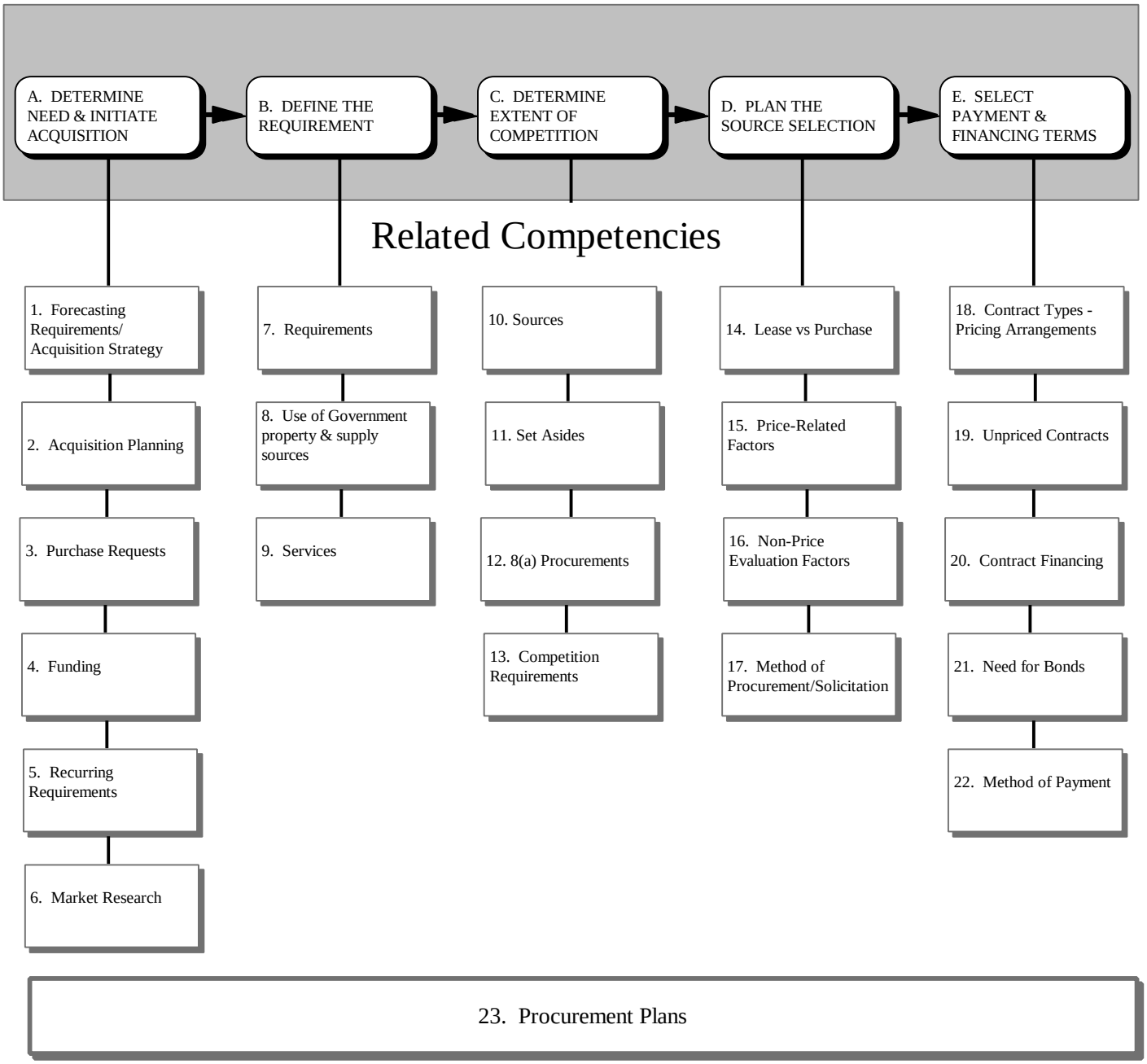
c. The phases and the major sub-tasks are reiterated in the MITP (Appendix K) in the learning objectives for the OJT for CP-14 Interns. Annex 1 to Appendix K describes skill sets for which training will be provided for CP-14 Interns during their OJT. The skill sets are intended to be acquired experientially, but have their foundation in reinforcing the competencies described in this Appendix. The Intern or CP-14 careerist receives instruction through mandatory training at DAU courses designed to provide instruction in the competencies listed in this Appendix. The competencies are reinforced experientially through OJT, or rotational or developmental assignments. Supervisors should assess the adequacy of subordinates' demonstration of proficiency in these competencies and tailor planned mandatory, desired, and continuous learning activities in an employee's IDP to remedy any shortcomings in these fundamental competencies. These competencies must be reinforced concurrent with the LEF competencies described in Appendix M. By the time an individual is Level II certified they should have been exposed to competencies 1 through 85 through mandatory training. Training in contracting managerial

[1] Some competency numbers are repeated with additional letters, e.g. 13A and 13B; each of these is a separate competency with letters added for auditing to the source responsible for developing the competency.

competencies is mandatory for Level III certification, and those competencies are described at the end of this appendix.

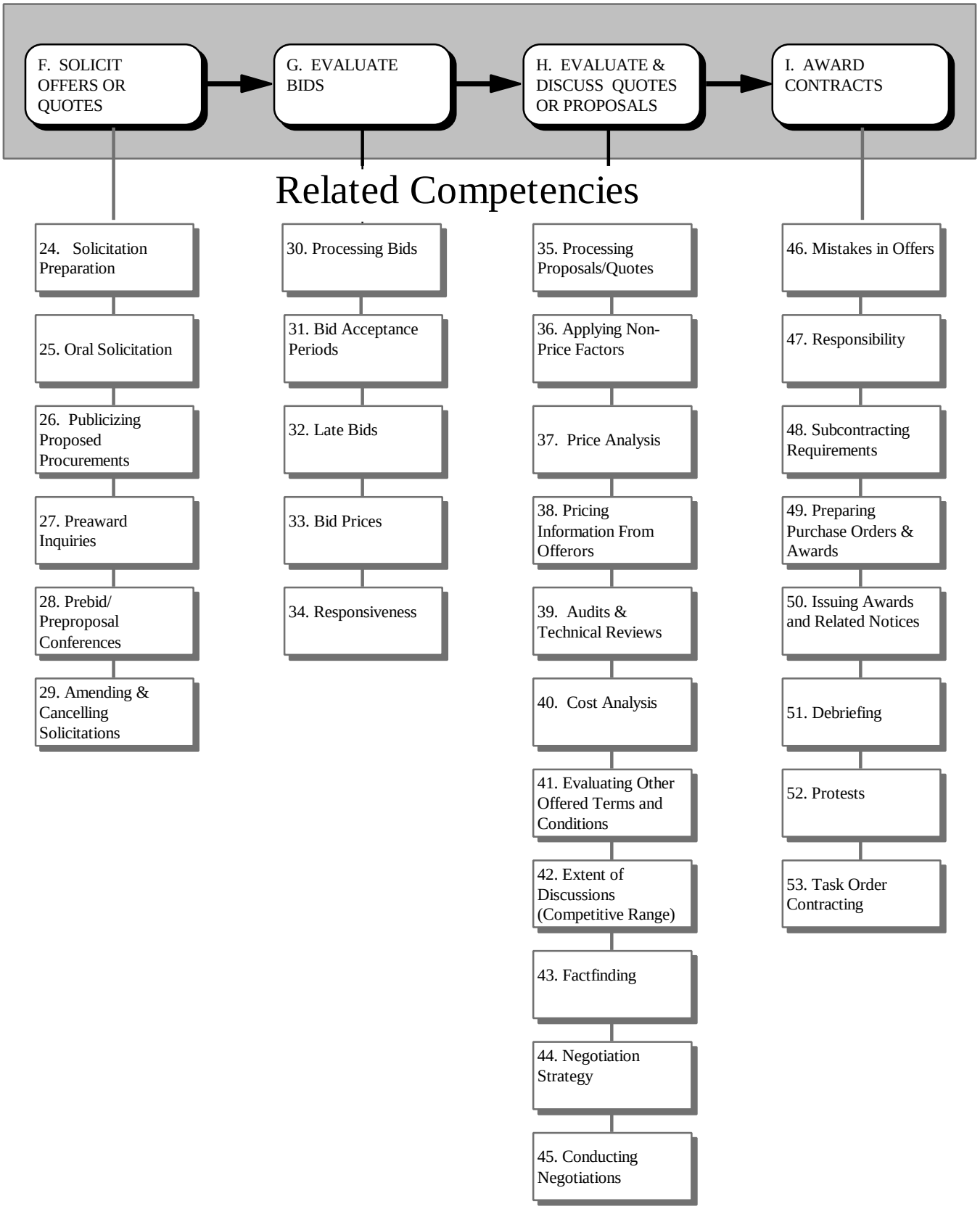
APPENDIX G / GS-1102 COMPETENCIES
Flow Diagram

PROCUREMENT PLANNING



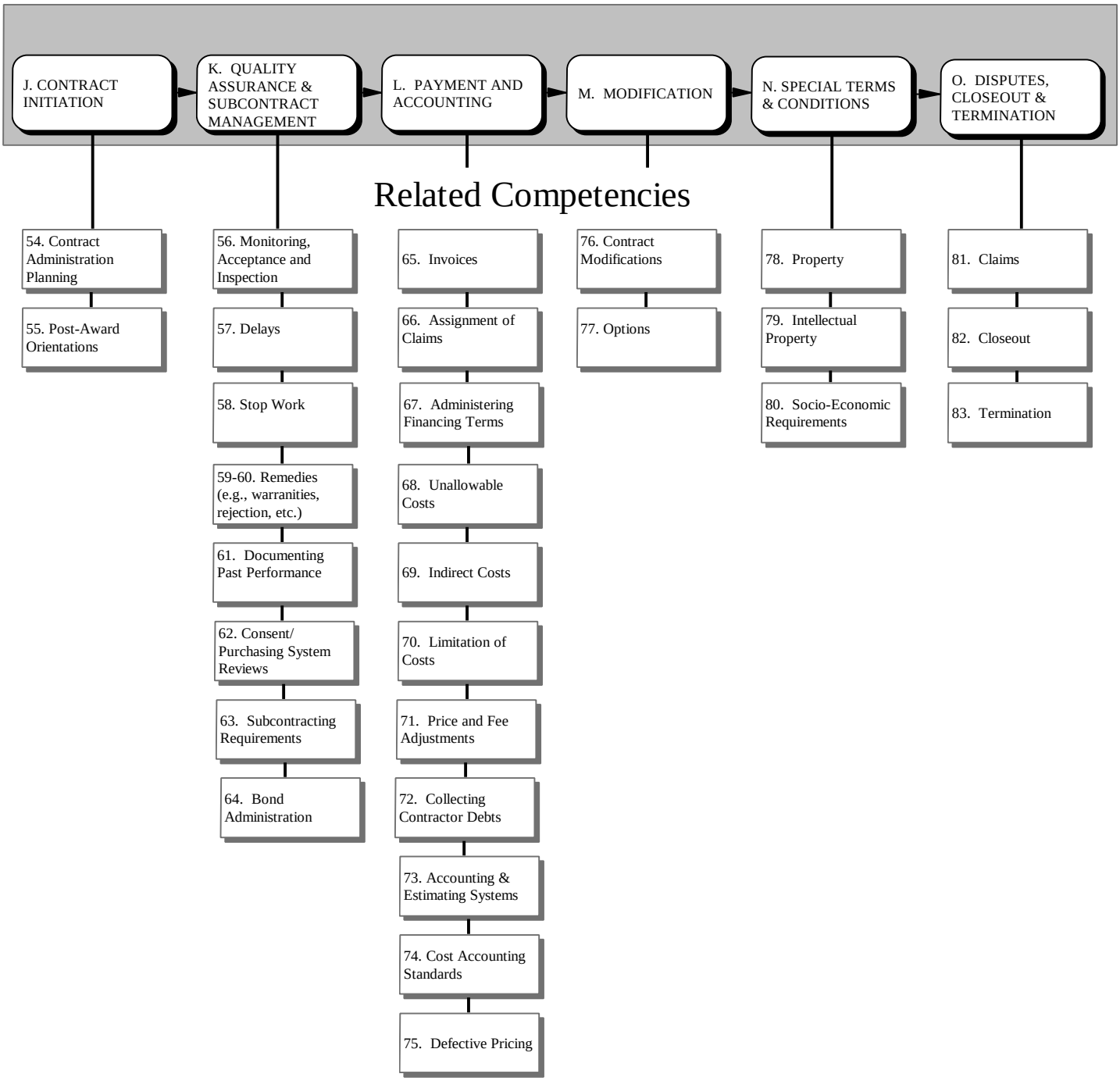
APPENDIX G / GS-1102 COMPETENCIES
Flow Diagram

CONTRACT FORMATION



APPENDIX G / GS-1102 COMPETENCIES
Flow Diagram

CONTRACT ADMINISTRATION



APPENDIX G / GS-1102 COMPETENCIES
Procurement Planning

	Task / Competency	Course				
		CON 101	CON 202	CON 104	CON 204	A-S Crs*
A	**DETERMINE NEED & INITIATE ACQUISITION**					
1	**Forecasting Requirements/Acquisition Strategy** — Collect data from requirements managers on future acquisition requirements. Advise the managers on policies and long-range strategies for enhancing competition, minimizing costs, reducing lead-times, etc. Plan and organize to meet the anticipated, aggregate requirements	✓	✓			
2	**Acquisition Planning** — Assist managers in preparing written, formal acquisition plans.	✓	✓			
3	**Purchase Requests** — Review the purchase request (PR), obtain additional information and corrections to complete the PR, accept the PR, establish the contract file, and control data on the acquisition.	✓				
4	**Funding** — Determine if sufficient, applicable funds have been committed prior to solicitation.	✓	✓			
5	**Recurring Requirements** — Determine appropriate method (if any) to solicit for currently unfunded, prospective requirements. Alternatives: Blanket Purchase Agreements, Options, Indefinite Task/Delivery Order contracts, and/or multiyear clauses (e.g., FAR 52.217-1).	✓	✓			
6	**Market Research** — Review acquisition histories. Collect any market data necessary for (1) analyzing the requirement, (2) determining the extent of competition, (3) planning source selection, (4) selecting terms and conditions for the solicitation, (5) soliciting offers, and (6) evaluating offers.	✓	✓			
B	**DEFINE THE REQUIREMENT**					
7	**Requirements** — Review and critique proposed Requirement Documents (RDs) and SOWs. Determine (1) commerciality (e.g., whether FAR part 12 applies) and (2) whether or not to procure through SAP.	✓	✓			

* A-S = Assignment Specific Course

APPENDIX G / GS-1102 COMPETENCIES
Procurement Planning

	Task / Competency	Course				
		CON 101	CON 202	CON 104	CON 204	A-S Crs*
8	**Use of Government Property and Supply Sources** — Determine whether to furnish Government property or authorize use of Government supply sources by the contractor.	✓	✓			
9	**Services** — Screen PRs for requests to acquire personal services or advisory and assistance services. Determine whether there is sufficient justification, approvals, and legal authority to make such acquisitions. Where applicable, request Wage Determinations for incorporation in the solicitation.	✓	✓			Perf Base Svc Cont
C	**Determine Extent of Competition**					
10	**Sources** — Screen purchase requests against (1) required sources of supply; (2) QBLs, QMLs, and QPLs; and (3) interagency sources. If none apply, develop and maintain an open market source list.	✓				
11	**Small Business Set-Asides** — Determine whether the procurement will be set-aside in part or in whole for small business concerns.	✓				
12A	**8(a) Procurements** — Determine whether to obtain the supply or service through SBA under the 8(a) program.	✓	✓			
13A	**Competition Requirements** — Determine whether to solicit from only one source or a limited number of sources. Competition Requirements (over SAT) —Determine whether to meet the requirement through "other than full and open competition" or after the exclusion of sources.	✓	✓			
13B	**Unsolicited Proposals** — Process unsolicited proposals and determine whether to noncompetitively acquire the offered services.	✓				
D	**PLAN THE SOURCE SELECTION**					
14A	**Lease Vs. Purchase** — Determine whether to solicit for lease, purchase, or both.	✓			✓	

APPENDIX G / GS-1102 COMPETENCIES
Procurement Planning

	Task / Competency	Course				
		CON 101	CON 202	CON 104	CON 204	A-S Crs*
15	**Price Related Factors** — Identify applicable factors (e.g., multiple award, Buy American, energy efficiency, transportation, life cycle costs) for the solicitation.	✓		✓		
16A	**Non-Price Factors** — Review proposed business management and technical evaluation factors; determine how the factors will be applied in evaluating offers (i.e., as go/no-go or ranking factors). Determine whether to award on "lowest price" or "greatest value."	✓	✓			
17	A. **Method of Procurement** — Determine whether to award under FAR Part 13, 14, 15 (without discussions, or 15 (with discussions). B. **Method for Soliciting Quotes** — If award is to be made under FAR Part 13, determine method for soliciting quotes. (e.g., FACNET, oral, written RFQ, or electronic channels other than FACNET)	✓				
E	**SELECT PAYMENT & FINANCING TERMS**					
18A	**Contract Type (Pricing Arrangement)** — Identify and solicit the type of contractual pricing arrangement (e.g., FFP, FP-EPA, FPI, FPR, CPFF, CP-AF, CPIF, etc.) that will best mitigate and apportion expected risks.	✓	✓			
19A	**Unpriced Contracts** (letter contracts & unpriced purchase orders) — Determine whether to use a letter contract; draft and issue letter contracts. Determine whether to use an unpriced order; draft and issue unpriced orders.	✓	✓			
20.1	**Contract Financing for Commercial Contracts** — Determine whether to solicit based on no buyer financing, specified buyer financing, or buyer financing as an evaluation factor.	✓	✓			✓
20.2	**Contract Financing for Noncommercial Contracts** — Determine the type (if any) of Government financing to make available (e.g., progress payments, advance payments, guaranteed loans, performance-based payments, etc.).	✓	✓		✓	✓

APPENDIX G / GS-1102 COMPETENCIES
Procurement Planning

	Task / Competency	Course				
		CON 101	CON 202	CON 104	CON 204	A-S Crs*
21	**Need For Bonds** — Determine whether bonds are required or necessary to protect the Government from market risks.	✓	✓			
22	**Method of Payment**—Determine the method of payment (i.e., electronic funds transfer, IMPAC card, traditional billing, etc.).	✓	✓			
23A	**Procurement Plans** — Establish milestones for solicitation, evaluation, and award tasks. Identify responsible parties and assign tasks.	✓				
23B	**Formal Source Selection Plans** — Identify the Source Selection Authority (SSA). Assist the SSA in organizing, staffing, and managing a source selection board and subcommittees.	✓	✓			

APPENDIX G / GS-1102 COMPETENCIES
Contract Formation

	Task / Competency	Course				
		CON 101	CON 202	CON 104	CON 204	A-S Crs*
F	**SOLICIT OFFERS OR QUOTES**					
24A	**RFQ Preparation (Noncommercial)** — Prepare FACNET RFQs. Prepare written RFQs to solicit quotes outside of FACNET.	✓	✓			
24B	**Solicitation Preparation (IFBs for Noncommercial Contracts)** — Identify and incorporate provisions and clauses that apply to the acquisition. Assemble an Invitation for Bids (IFB).					✓ Sealed Bidding
24C	**Solicitation Preparation (RFPs for Noncommercial Contracts)** — Identify and incorporate provisions and clauses that apply to the acquisition. Assemble a Request for Proposals (RFP).	✓	✓			
24D	**Solicitation Preparation (Commercial)** — Identify, complete, and incorporate FAR Part 12 clauses and provisions. Incorporate other terms and conditions required for the acquisition. Identify customary commercial terms and conditions and determine which to incorporate (if any). Prepare the SF 1449.	✓	✓			
18D	**Soliciting T&M/LH Contracts** — Develop terms for soliciting time and material or labor hour contracts.	✓				
18E	**Establishing Agreements** — Develop terms for basic agreements and basic ordering agreements.					
18B	**Soliciting Fixed Price Contracts** — Develop terms for adjusting price when soliciting FP-EPA, FPI, FPAF, or FP-Redeterminable contracts.	✓	✓			
18C	**Soliciting Cost Type Contracts** — Develop terms for adjusting the fee when soliciting CPIF or CPAF contracts.	✓	✓			

APPENDIX G / GS-1102 COMPETENCIES
Contract Formation

	Task / Competency	Course				
		CON 101	CON 202	CON 104	CON 204	A-S Crs*
25	**Conduct Oral Solicitations** — Solicit quotes by phone or fax.	✓				
26	**Publicizing Proposed Procurements** — If required, prepare and forward the CBD notice. If required, post RFQs. Select and employ any other method for publicizing the requirement. Issue the solicitation to potential offerors and otherwise make it available.	✓				
27	**Preaward Inquiries** — Answer sensitive questions about the solicitation.	✓				
28	**Prebid/Preproposal Conferences** — Provide offerors with a public forum to review the site (if any), question the solicitation, and express any concerns about the solicitation.	✓				
29A/B	**Amending Solicitations** — Determine whether there is a need to amend or cancel the solicitation. If an amendment is necessary, prepare and issue it.	✓				
29C	**Cancelling Solicitations (RFQs/RFPs)** — Cancel an RFQ/RFP.	✓				
29D	**Cancelling Solicitations (IFBs)** — Cancel an IFB before opening.					✓
G	**EVALUATE BIDS (*Sealed Bidding)**					
30	**Processing Bids** — Receive and control bids submitted against an Invitation for Bids. Determine whether to postpone the bid opening. Open and abstract bids.					✓
31	**Bid Acceptance Periods** — Identify the acceptance period for the low bid. If award will be delayed, ask the low bidders to extend the period for accepting their bids.					✓
32	**Late Bids** — Determine whether a "late" bid may be considered for award.					✓

APPENDIX G / GS-1102 COMPETENCIES
Contract Formation

	Task / Competency	Course				
		CON 101	CON 202	CON 104	CON 204	A-S Crs*
33	**Bid Prices** — Applying the price related factors in the IFB, identify the low bid for each potential award against the IFB. Determine the reasonableness of the lowest price bid. Select the appropriate option if the lowest price is unreasonably high (e.g., cancellation) or unreasonably low (e.g., verification of the bid).					✓
34	**Responsiveness** — Determine whether the lowest bid is responsive to the terms and conditions of the IFB. Resolve minor informalities and irregularities. Reject nonresponsive bids.					✓
46A	**Preaward Mistakes in Bids** — Identify potential mistakes; verify bids; resolve alleged mistakes.					✓
29D	**Cancelling IFBs (After Opening)** — Determine the necessity for cancelling an IFB after opening and, if necessary, effect the cancellation.					✓
H	**EVALUATE & DISCUSS QUOTES OR PROPOSALS**					
35	**Processing Proposals/Quotes** — Receive and control proposals/quotes. Resolve late offers/quotes. Identify and request the services of technical and other personnel for proposal evaluation.	✓				
36	**Applying Past Performance, Technical and Other Nonprice Factors** — Review findings and recommendations of technical personnel on (a) technical acceptability of the offer/quote, (b) technical deficiencies, and (c) the relative standing of the offers/quotes based on nonprice factors.	✓	✓			

APPENDIX G / GS-1102 COMPETENCIES
Contract Formation

	Task / Competency	Course				
		CON 101	CON 202	CON 104	CON 204	A-S Crs*
37	**Price Analysis** — Prior to soliciting: (1) critique the IGCE, (2) collect price-related information when researching markets, (3) forecast likely prices, and (4) investigate potential tradeoffs between expected prices and proposed solicitation terms and conditions. After receipt of quotes/offers: Apply price related factors in the solicitation &/or offers/quotes; evaluate and compare prices. Determine the realism and reasonableness of proposed prices, make price-related decisions, and develop price-related prenegotiation objectives for discussions (if any) with vendors. Parametric Pricing	✓	✓	✓	✓	
38	**Pricing Information From Offerors** — Determine whether certified cost or price data are required, request the data, and obtain the certificate. Determine the need for information from offerors other than cost or pricing data. Parametric Pricing.	✓	✓	✓		
39	**Audits & Technical Reviews** — Determine whether to audit the submitted cost and pricing data. Obtain and review audit reports. Request (where necessary) technical analyses of the reasonableness of proposed tasks, schedule, labor hours, material mix & quantities, etc.	✓	✓	✓		
40	**Cost Analysis** — Develop prenegotiation positions on proposed elements of cost and/or fee. Focus on quantitative techniques, indirect costs, and prenegotiation objectives for different contract types. Parametric Pricing.	✓	✓	✓	✓	
41	**Evaluating Other Terms and Conditions (e.g., Lease vs. Purchase)** — Compare offers to lease against offers to sell.	✓	✓			
42	**Extent of Discussions (Competitive Range)** — Determine whether to award without discussions. FAR Part 15: If discussions are necessary, define the range and notify offerors outside the range. FAR Part 13: Determine necessity and extent of discussions with one or more of the quoters. Select vendors for discussions.	✓	✓			

APPENDIX G / GS-1102 COMPETENCIES
Contract Formation

	Task / Competency	Course				
		CON 101	CON 202	CON 104	CON 204	A-S Crs*
43	**Factfinding** — Identify and collect information from the offeror necessary to complete the Government's analysis of the proposal.	✓	✓			
44	**Negotiation Strategy** — Prepare a prenegotiation plan which establishes objectives, priorities, and potential tradeoffs for discussions with the offeror. Brief the plan and rehearse the discussions. Prepare an agenda for the discussions. Parametric Pricing.	✓	✓			
45	**Conducting Negotiations** — Discuss proposals with offerors. After concluding competitive discussions, request and evaluate best and final offers. Parametric Pricing.	✓	✓			
I	**AWARD CONTRACTS**					
46B	**Preaward Mistakes in Proposals** — Identify and resolve potential mistakes (when awarding without discussions).	✓				
47	**Responsibility** — Determine whether the offeror meets the general and any special standards of responsibility.	✓	✓			
48	**Subcontracting Requirements** — Where required, obtain a subcontracting plan from the offeror and negotiate improvements to it. Negotiate make or buy programs.	✓	✓			
71A	**Cost Accounting Standards** — Determine whether CAS applies to the entity and the type of coverage.	✓	✓			
49A	**Prepare Purchase Orders** — Select the awardee(s). Prepare FACNET purchase orders (commercial and noncommercial). Prepare written Purchase Orders (commercial and noncommercial).	✓	✓			
49B	**Prepare Awards (FAR Parts 14 & 15)** — Reverify funding. Determine whether to reject offers. Prepare the contract.	✓	✓			

APPENDIX G / GS-1102 COMPETENCIES
Contract Formation

	Task / Competency	Course				
		CON 101	CON 202	CON 104	CON 204	A-S Crs*
50	**Award** — Obtain approvals for awarding the contract. Execute the contract. Notify the awardee and other parties, as required. Document award.	✓				
12B	**8(a) Awards** — Award 8(a) contracts.	✓	✓			
51	**Debriefing** — As requested, debrief vendors.	✓	✓			
46C	**Mistakes (Postaward)** — Investigate and resolve mistakes alleged after award.	✓	✓			
52	**Protests** — Research and prepare positions on protests of the award. Respond to the protests as provided in the procedures for the forum or forums in which the protest has been filed—the agency, GAO, SBA (protests re: eligibility for set asides), or the courts. Resolve protests through ADR.	✓	✓			
53A	**Establishing Task Order and Indefinite Delivery Contracts** — Determine whether to establish multiple or single award contracts. Establish ordering procedures for single award contracts. For multiple award contracts, establish ordering procedures and criteria to provide fair consideration to all awardees for every order.		✓			
53B	**Ordering Against Task and Delivery Order Contracts and Agreements** — Place delivery and task orders against contracts. For multiple award contracts, provide fair consideration to all awardees. Order against BOAs. Call against BPAs.					

APPENDIX G / GS-1102 COMPETENCIES
Contract Administration Duties

	Task / Competency	Course				
		CON 101	CON 202	CON 104	CON 204	A-S Crs
J	**CONTRACT INITIATION**					
54	**Contract Administration Planning** — Review the contract and related acquisition histories. Determine the criticality of the contract. Identify key milestones. Delegate authority to CORs, COTRs, and/or ACOs.	✓	✓			
55	**Post-Award Orientations** — Determine whether to orient the contractor. Determine the method (phone, letter, or conference). Conduct post-award orientation conferences.	✓	✓			
K	**QUALITY ASSURANCE & SUBCONTRACT MANAGEMENT**					
56	**Monitoring, Inspection, and Acceptance (Commercial Contracts)** — Determine whether acceptance will be based on contractor assurances or inspection by Federal officials. Identify, investigate, document, and resolve potential or actual problems.	✓	✓			
56	**Monitoring, Inspection, and Acceptance (Noncommercial Contracts)** — Monitor compliance with the schedule by both the contractor and the Government. Identify, investigate, document, and resolve potential or actual problems.	✓	✓			
57	**Delays** — Determine whether delay is excusable and negotiate consideration when acquiring commercial and non-commercial items.	✓	✓		✓	
58	**Stop Work** — Determine whether to stop work; prepare and issue the stop work order. Unless the contract is terminated, initiate resumption of work and modify the contract as necessary.	✓	✓		✓	

APPENDIX G / GS-1102 COMPETENCIES
Contract Administration Duties

	Task / Competency	Course				
		CON 101	CON 202	CON 104	CON 204	A-S Crs
59	**Remedies (Commercial Contracts)** — Identify contractual remedies. Determine which remedy, if any, applies. Employ the remedy. Potential remedies include (a) rejection of nonconforming deliverables before and after acceptance, (c) rights under a warranty or guarantee clause, (d) rights under warranties of merchantability or fitness for a particular purpose, and (e) cure or show cause notices.	✓	✓			
60	**Remedies (Noncommercial Contracts)** — Identify contractual remedies. Determine which remedy, if any, applies. Employ the remedy. Potential remedies include (a) liquidated damages, (b) rejection of nonconforming deliverables prior to acceptance, (c) rights under a warranty or guarantee, (d) consideration for acceptance due to fraud, gross mistake, or latent defect, and (e) cure or show cause notices.	✓	✓			
83 A& D	**Termination For Cause (Commercial Contracts)** — Determine the need and adequacy of the case for termination for cause. Prepare and issue the termination notice as prescribed in FAR Part 12. Considering all remedies available to any buyer in the marketplace, select and apply the appropriate remedy or remedies.	✓	✓			
83 A&E	**Termination For Default (Noncommercial Contracts)** — Determine the need and adequacy of the case for default. Prepare and issue the termination notice. If bonded, obtain performance or payment from surety. Otherwise, reprocure and demand payment for the excess costs of reprocurement.	✓	✓			
61	**Documenting Past Performance** — Obtain performance information from the requiring activity and other Government sources. Invite contractor comments. Reconcile discrepancies between the contractor version of events with reported past performance information. Document the file.	✓	✓			

APPENDIX G / GS-1102 COMPETENCIES
Contract Administration Duties

	Task / Competency	Course				
		CON 101	CON 202	CON 104	CON 204	A-S Crs
62A	**Consent to Subcontracts** — Determine whether consent is required under the terms and conditions of the contract. Obtain proposed subcontracts. Consent or nonconsent	✓	✓			
62B	**Purchasing System Reviews** — Determine whether and when to review the contractor's purchasing system. Negotiate improvements and monitor implementation. Take measures to protect the Government if the purchasing system is deficient.					
62C	**Make-Or-Buy**. — Monitor compliance with make-or-buy plans.					
63	**Subcontracting Requirements** — Monitor contractor performance against subcontracting plans and other clauses regarding the placement of subcontracts with small businesses, women-owned businesses, and the like. Where necessary, invoke applicable remedies	✓	✓			
64	**Bond Administration** — Administer bonds. Obtain new bonds if the surety is disqualified. Provide information on request to the surety.	✓	✓			
L	**PAYMENT AND ACCOUNTING**					
65	**Invoices** — Identify withholdings and deductions. Instruct payment office.	✓	✓			
66	**Assignment of Claims** — Review requests for assignment of claims. Execute receipt of Notice of Assignment; approve release.	✓	✓			
67A	**Payments Under Commercial Financing Terms and Conditions** — Monitor securities tendered by the contractor. Review requests for payments against contract terms and conditions.	✓				
67B	**Progress Payments** — Review requests for progress payments. Monitor liquidation. Where necessary, reduce or suspend payments, adjust liquidation rates, or grant unusual progress payments.	✓	✓		✓	

APPENDIX G / GS-1102 COMPETENCIES
Contract Administration Duties

	Task / Competency	Course				
		CON 101	CON 202	CON 104	CON 204	A-S Crs
67C	**Performance-Based Payments** — Review requests for payments. Substantiate performance. Determine the degree to which the Government is responsible for failure to meet a scheduled event or criterion. Where necessary, reduce or suspend payments, adjust the payment schedule, or demand repayment.	✓	✓			
67D	**Advance Payments** — Review requests for payments. Establish the special bank account and negotiate suitable covenants. Monitor withdrawals from the bank account and interest owed the Government. Where necessary, forbid further withdrawals by the contractor. Determine the necessity of further actions (e.g., removing funds from the bank account).	✓	✓			
68	**Unallowable Costs** — Determine the allowability of invoiced costs. Prepare notice of intent to disallow. Based on discussions with the contractor, determine whether to withdraw or sustain the notice and/or allow part of the costs.	✓	✓		✓	
69	**Indirect Costs** — Adjust billing rates as necessary to prevent substantial overpayment or underpayment of indirect costs. Determine applicability of the quick closeout procedure and negotiate final indirect cost rates. Otherwise, obtain final indirect rates from the cognizant agency.	✓	✓		✓	
70	**Limitation of Costs** — If a cost reimbursement contract, determine if the contractor has exceeded 75% of the estimated cost in the Schedule. If a Time & Material or Labor Hour contract, determine if the contractor has exceeded 85% of the ceiling price . Recommend an appropriate option if the contractor will not be able to complete the work within the amount obligated.	✓	✓		✓	
71	**Price and Fee Adjustments** — Where applicable, monitor payments and adjust billing prices. Given the economic price adjustment, incentive or award formula in the contract, establish the final fee or price (or the fee and price for the applicable period).	✓	✓		✓	

APPENDIX G / GS-1102 COMPETENCIES
Contract Administration Duties

	Task / Competency	Course				
		CON 101	CON 202	CON 104	CON 204	A-S Crs
72	**Collecting Contractor Debts** — Determine indebtedness. Identify and obtain repayment (e.g., through set-offs; demand letters). Respond to requests for deferment.	✓	✓			
19B	**Letter Contracts** — Definitize the contracts. Unpriced Purchase Orders — Determine reasonableness of invoiced price.		✓		✓	
73	**Accounting and Estimating Systems** — Determine the need to audit a contractor's accounting or estimating system. Negotiate improvements and monitor implementation. Take measures to protect the Government if the accounting or estimating system is deficient.	✓	✓		✓	
74B	**Cost Accounting Standards** — Review Disclosure Statements. Notify contractor of noncompliance. Review proposed accounting changes. Negotiate any necessary Cost Impact Adjustments.	✓	✓			✓
75	**Defective Pricing** — Identify and report indicators of defective pricing. Arrange audit of the data. Determine whether the data are defective, the degree relied upon, and the downward adjustment.	✓			✓	
M	**MODIFICATION**					
76A	**Contract Modifications (Commercial Contracts)** — Determine the need for supplemental agreements. Negotiate and execute supplemental agreements	✓				
76B	**Contract Modifications (Noncommercial Contracts)** — Review proposed modifications against the scope of work and availability of funds. Determine whether to modify the contract and the type of modification to employ. Implement the modification.	✓	✓		✓	Value Engr
77	**Options** — Reverify the reasonableness of an option price, through a formal solicitation or market research. Determine whether to exercise the option. Notify the contractor.	✓				

APPENDIX G / GS-1102 COMPETENCIES
Contract Administration Duties

	Task / Competency	Course				
		CON 101	CON 202	CON 104	CON 204	A-S Crs
N	**SPECIAL TERMS AND CONDITIONS**					
78	**Property** — Establish reporting requirements. Monitor delivery of Government property. Monitor contractor property control systems and use of Government furnished property. Determine liability for damage or misuse and negotiate consideration. Recover or dispose of the property.	✓	✓		✓	
79A	**Other Contractual Requirements (Patents)** — Monitor compliance with reporting requirements. Resolve patent infringements arising out of or resulting from contracts. Resolve questions regarding title and licenses. Respond to contractor requests or appeals under patent clauses. Determine the need to exercise march-in rights.	✓	✓			
79B	**Other Contractual Requirements (Data Rights)** — Resolve questions regarding use of copyrighted data and the copyrighting of data produced in the performance of the contract. Monitor and enforce requirements for the release, publication, marking, use, inspection, and acquisition of data	✓	✓			
80A	**Other Contractual Requirements (Labor Relations)** — Investigate and take action based on complaints or other reports of non-compliance with labor laws.	✓	✓			
80B	**Environmental & Other Requirements (Other)** — Implement and enforce clauses on insurance requirements, overtime, environmental protection, the Privacy Act, drug-free workplace requirements, security requirements, and other such matters.	✓	✓			
O	**DISPUTES, CLOSEOUT, & TERMINATION**					
81A	**Claims** — Research claim and prepare finding of facts. Discuss claim with contractor. Prepare CO's decision. Determine whether ADR applies and participate in ADR. Otherwise, participate in appeals process.	✓	✓		✓	

APPENDIX G / GS-1102 COMPETENCIES
Contract Administration Duties

	Task / Competency	Course				
		CON 101	CON 202	CON 104	CON 204	A-S Crs
81B	**Extraordinary Relief** — Determine whether relief is merited. Recommend the type and extent of relief to provide. Prepare a Memorandum of Decision. If relief is authorized, prepare and execute the contract action.		✓			
82	**Closeout** — Verify that the contract is physically complete and that other terms and conditions have been satisfied (e.g., return or disposition of Government property; disposition of classified materials). Obtain forms, reports, and clearances. Verify that there are no outstanding claims or disputes. Obtain final invoice. Prepare contract completion statement. Retain files.	✓	✓			
83 A & B	**Termination for Convenience (Commercial Contracts)** — Determine the necessity for termination. Prepare the notice. Negotiate a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges resulting from the termination.	✓	✓		✓	
83A &C	**Termination for Convenience (Noncommercial Contracts)** — Determine the necessity for termination. Prepare the notice. Negotiate settlement of outstanding costs or, where settlement is not possible, prepare a unilateral settlement by determination. On fixed price contracts, determine the equitable adjustment for the remaining portion of the contract.	✓	✓		✓	
	CONTRACTING ENVIRONMENT (These competencies apply to all phases and are not shown on the flow diagram)					**CON 210**
84	**Goals —** Identify the goals of the Federal acquisition system. Apply the goals in making business decisions and performing acquisition duties. Assess performance of the acquisition system against those goals.	✓				
84	**Political Environment —** Describe the major Federal organizations (Congress, OMB, the President, etc.) and their respective roles in the acquisition system.	✓				

APPENDIX G / GS-1102 COMPETENCIES
Contract Administration Duties

	Task / Competency	Course				
		CON 101	CON 202	CON 104	CON 204	A-S Crs
84	**Legal Environment** — Identify elements of a contract (e.g., consideration). Describe the law of agency. Identify the basic statutes, regulations, case law, and administrative law that define the Federal acquisition system. Identify sources of commercial terms and conditions (e.g., the Uniform Commercial Code). Research the FAR and other source documents.	✓				✓
84	**Internal Environment** — Identify the acquisition-related roles and responsibilities of agency officials and offices. Describe the process for appointing contracting officers (COs) and the authority typically delegated to COs.	✓				
84	**Ethics/Standards of Conduct** — Identify standards of conduct that apply to the acquisition of supplies and services. Recognize simulated or actual examples of prohibited activities.	✓				
85	**Fraud & Exclusion —** Recognize indicators of fraud and other misconduct. Report such indicators to the IG, debarring officials, and/or other proper authority.	✓				✓

1	**Management of External Interactions**					**CON 333**
1.1	Establish and maintain communications between contracting offices and requiring activities					✓
1.2	Obtain well-written timely data and documentation, e.g., work statements, data, pre- and post- award documentation					✓
1.3	Balance the competing interests of requiring activities, the industry, higher headquarters, and oversight activities					✓
1.4	Improve understanding of the entire acquisition process, (e.g., budgeting and lead times) for various acquisition efforts					✓
1.5	Encourage early interaction with contractors without giving an advantage to any particular contractor					✓
2	**Plan, Execute, And Oversee Workload**					
2.1	Develop procurement planning skills to result in a high quality contract.					✓
2.2	Manage workload distribution effectively within the contracting office					✓
2.3	Balance the requirement for workload completion with the need for development (including education, training, and experience) for myself and my staff.					✓
2.4	Get the job done within the established organizational structure, e.g. Integrated Product Teaming (IPT), matrix support operation, System Program Offices (SPO)					✓
2.5	Establish and justify effective Procurement organizational structures.					✓
3	**Lead As A Contracting Professional**					
3.1	Ensure the exchange of information among internal (e.g., contract specialist) and external (e.g. PCOs, ACOs, cost/price analysts, COR's, auditors, program managers, engineers, logisticians, and DFAS) team members.					✓
3.2	Maximize the use of the expertise of team members.					✓