

APPENDIX F GS-1102 COMPETENCIES

Contracting Competency Matrix

| O=Not Applicable | | 1=Describe the skill | | 2=Describe the details on how to do it | | 3=Perform the skill | | 4=Perform the skill with more complexity | |
|------------------|---|----------------------|----------------|--|--------------------------|---------------------|--------------------------|--|--|
| | General Professional Business Attributes | Pre-Cert | Level 1 | Level 2 | Post Cert Level 2 | Level 3 | Post Cert Level 3 | Senior Mgmt | |
| 1 | Communication | 2 | 2 | 3 | 3 | 4 | 4 | 4 | |
| 2 | Market Research | 1 | 1 | 2 | 3 | 3 | 4 | 4 | |
| 3 | Teaming | 1 | 2 | 3 | 3 | 4 | 4 | 4 | |
| 4 | Analysis | 1 | 2 | 3 | 3 | 4 | 4 | 4 | |
| 5 | Understanding the mission (buyer and customer) | 0 | 2 | 2 | 3 | 4 | 4 | 4 | |
| 6 | Commercial business practices | 1 | 1 | 2 | 3 | 4 | 4 | 4 | |
| 7 | Decision Making | 1 | 2 | 3 | 3 | 4 | 4 | 4 | |
| 8 | Use of knowledge/information management resources | 1 | 2 | 3 | 3 | 4 | 4 | 4 | |
| 9 | Appropriate uses of contracting and non-contracting methods for satisfying requirements | 0 | 1 | 2 | 3 | 4 | 4 | 4 | |
| 10 | Appropriate, effective use of information/data to identify sound business alternatives, recommendations and decisions | 1 | 1 | 3 | 3 | 4 | 4 | 4 | |
| 11 | Financial management | 1 | 1 | 2 | 3 | 3 | 4 | 4 | |
| 12 | Adaptability and flexibility | 2 | 2 | 3 | 3 | 4 | 4 | 4 | |
| 13 | Risk management | 1 | 1 | 2 | 3 | 4 | 4 | 4 | |
| 14 | Leadership | 1 | 1 | 2 | 3 | 4 | 4 | 4 | |
| 15 | Appropriate use of Technology | 2 | 2 | 3 | 3 | 4 | 4 | 4 | |
| 16 | Dilemma Resolution | 1 | 2 | 2 | 3 | 4 | 4 | 4 | |
| 17 | Multi-functional capabilities (w/l con & across acq fxs) | 0 | 1 | 2 | 3 | 3 | 4 | 4 | |
| 18 | Organizational Structure, Roles, and Relationships | 0 | 1 | 2 | 3 | 4 | 4 | 4 | |
| 19 | Project management | 1 | 1 | 2 | 2 | 3 | 3 | 4 | |
| 20 | Technical or business management expertise | 0 | 1 | 2 | 2 | 3 | 4 | 4 | |
| 21 | Contract Performance Management | 0 | 1 | 2 | 3 | 4 | 4 | 4 | |
| 22 | Environment (see Annex 1, Appendix F) | 0 | 1 | 2 | 3 | 4 | 4 | 4 | |

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|----|---|----------------------|--|---------------------|--|----------------|----------------|--------------------------|----------------|--------------------------|--------------------|
| | Policy and Processes | | | | Pre-Cert | Level 1 | Level 2 | Post Cert Level 2 | Level 3 | Post Cert Level 3 | Senior Mgmt |
| 1 | Knowledge of contracting laws, regulations, policies | | | | 0 | 1 | 2 | 3 | 4 | 4 | 4 |
| 2 | Knowledge of acquisition methods and appropriate applications (including non-contract alternatives) | | | | 0 | 1 | 2 | 3 | 4 | 4 | 4 |
| 3 | Knowledge of contracting fundamentals (see Annex 2, Appendix F) | | | | 0 | 1 | 2 | 3 | 4 | 4 | 4 |
| 4 | Knowledge of non-contract fundamentals | | | | 0 | 1 | 2 | 3 | 4 | 4 | 4 |
| 5 | Knowledge of Financial Management Regulations (FMR)) | | | | 0 | 1 | 2 | 2 | 3 | 3 | 4 |
| 6 | Appropriate application of commercial/industry practices | | | | 0 | 1 | 2 | 3 | 4 | 4 | 4 |
| 7 | Appropriate application of competition requirements, policies, and procedures | | | | 0 | 1 | 2 | 3 | 4 | 4 | 4 |
| 8 | Knowledge of interoperability issues/concerns | | | | 0 | 1 | 2 | 3 | 3 | 4 | 4 |
| 9 | Knowledge of international acquisition laws/processes/issues | | | | 0 | 1 | 2 | 2 | 3 | 4 | 4 |
| 10 | Knowledge of the range of contract pricing techniques, and appropriate applications | | | | 0 | 1 | 2 | 3 | 4 | 4 | 4 |
| 11 | Knowledge of appropriate source selection techniques | | | | 0 | 1 | 2 | 3 | 4 | 4 | 4 |
| 12 | Ability to conduct and conclude complex negotiations | | | | 0 | 1 | 2 | 3 | 4 | 4 | 4 |
| 13 | Appropriate application of pertinent laws regulations, policies, and practices (i.e. labor, environmental, socioeconomic, international acquisition, security). | | | | 0 | 1 | 2 | 3 | 4 | 4 | 4 |
| 14 | Knowledge of contract financing arrangements, and the impact of each on the government and private sector | | | | 0 | 1 | 2 | 2 | 4 | 4 | 4 |
| 15 | Ability to develop productive relationships between suppliers, requiring activities, and contracting functions | | | | 1 | 2 | 3 | 3 | 4 | 4 | 4 |
| 16 | Acquisition-related experience in, or understanding of, more than one acquisition function (contracting, program management, etc.), agency, or sector (public, private) | | | | 0 | 1 | 1 | 2 | 3 | 4 | 4 |
| 17 | Professional development (education, continuous learning) in appropriate disciplines | | | | 1 | 2 | 3 | 3 | 4 | 4 | 4 |
| 18 | Appropriate application of past performance information | | | | 0 | 1 | 2 | 3 | 4 | 4 | 4 |
| 19 | Disputes resolution processes and alternatives | | | | 0 | 1 | 2 | 3 | 4 | 4 | 4 |
| 20 | Use and application of e-biz techniques/processes | | | | 1 | 2 | 3 | 3 | 4 | 4 | 4 |

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Contracting Competency Matrix – Annex 1

| | | | | |
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|------------------|----------------------|--|---------------------|--|

| Annex 1 | Contracting Environment | Pre-Cert | Level 1 | Level 2 | Post Cert Level 2 | Level 3 | Post Cert Level 3 | Senior Mgmt |
|------------|---|----------|---------|---------|----------------------|---------|----------------------|----------------|
| 1 | Familiarity with evolving acquisition issues, techniques, and solutions | 0 | 1 | 2 | 3 | 4 | 4 | 4 |
| 2 | Knowledge and support of contemporaneous organizational and governmental priorities and goals | 0 | 1 | 2 | 3 | 4 | 4 | 4 |
| 3 | Awareness of the contemporaneous political environment, and implications for appropriate business arrangements | 0 | 1 | 2 | 3 | 4 | 4 | 4 |
| 4 | Familiarity with the contemporaneous legal environment, and appropriate reflection of that environment in business arrangements | 0 | 1 | 2 | 3 | 3 | 4 | 4 |
| 5 | Familiarity with financial concerns of public and private sector entities | 1 | 1 | 2 | 3 | 4 | 4 | 4 |
| 6 | Knowledge and application of appropriate global ethics/standards of conduct | 0 | 1 | 2 | 3 | 4 | 4 | 4 |
| 7 | Knowledge of fraud & exclusion requirements | 0 | 1 | 2 | 3 | 4 | 4 | 4 |
| 8 | Knowledge of DoD unique statutory and regulatory requirements | 0 | 1 | 2 | 3 | 4 | 4 | 4 |
| 9 | Knowledge of DoD unique contracting environments (defense priorities, contingency contracting, etc) | 0 | 1 | 2 | 3 | 4 | 4 | 4 |
| 10 | Integrity | 1 | 2 | 3 | 3 | 4 | 4 | 4 |

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Contracting Competency Matrix – Annex 2

| Annex 2 | Policy & Process / Knowledge of Contracting Fundamentals | Policy & Process / Knowledge of Contracting Fundamentals |
|------------|--|--|
| 1. | Customer Business Analysis and Strategy | 34. Evaluating Other Terms and Conditions |
| 2. | Market Research | 35. Award without discussion |
| 3. | Procurement Requests | 36. Communications |
| 4. | Requirements Analysis | 37. Establish Competitive Range |
| 5. | Identify Possible Sources | 38. Negotiation Strategy |
| 6. | Limiting Competition | 39. Conduct Discussions (Negotiations) |
| 7. | Socio-Economic Requirements | 40. Responsibility |
| 8. | Offeror Evaluation Factors | 41. Mistakes In Offers |
| 9. | Method of Acquisition | 42. Protests |
| 10. | Pricing Arrangements | 43. Debriefing |
| 11. | Recurring Requirements | 44. Post Award Orientations |
| 12. | Unpriced Contracts | 45. Monitor Subcontract Management |
| 13. | Contract Financing | 46. Contract Modification and Adjustment |
| 14. | Obtaining Bonds | 47. Options |
| 15. | Methods of Payment | 48. Task and Delivery Order Contracts |
| 16. | Document Source Selection Plan | 49. Performance Management |
| 17. | Publicizing Proposed Acquisitions | 50. Commercial/Simplified Acquisition Remedies |
| 18. | Subcontracting Requirements | 51. Noncommercial Acquisition Remedies |
| 19. | Oral Solicitations | 52. Documenting Past Performance |
| 20. | Solicitation Preparation | 53. Assignment of Claims |
| 21. | Inquiries and FOIA Requests | 54. Administering Securities |
| 22. | Pre Bid/Quote/Proposal Conference | 55. Administering Finance Terms |
| 23. | Amend/Cancel Solicitations | 56. Allowability of Costs |
| 24. | Bids | 57. Price and Fee Adjustments |
| 25. | Responsiveness | 58. Defective Pricing |
| 26. | Receiving Quotes and Proposals | 59. Invoices |
| 27. | Evaluating Non-Price Factors | 60. Fraud and Exclusion |
| 28. | Pricing Info from Offerors | 61. Collecting Contractor Debts |
| 29. | Accounting and Estimating Systems | 62. Administering Special Terms and Conditions |
| 30. | Cost Accounting Standards | 63. Resolving Disputes |
| 31. | Audits | 64. Termination |
| 32. | Price Analysis (Negotiated Acquisitions) | 65. Closeout |
| 33. | Cost Analysis | |

