



DEFENSE ACQUISITION UNIVERSITY EMPLOYEE SELF-ASSESSMENT

CON 121 - Contract Planning

Note:

- Provide a justification(s) package referencing the numbered outcomes as appropriate on separate paper.
- Only the numbered outcomes (bold font) need to be addressed.
- The enablers (indented if specified) are provided to ensure the outcome is sufficiently addressed.
- The **Achieved** column is for use by the initial (functional) evaluator.
- Attach this guide with the justification to the DD form 2518 for a complete package.

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Outcomes and Enablers		Achieved?	
		Yes	No
1	Given a customer need, reinforce areas of mutual interest within an acquisition environment (requiring activity, contractor, contracting office, others).		
	Identify the factors in development of your mission support strategy.		
	Select the key characteristics for successful customer relationships.		
	Choose the elements of the Seven-step Path to Better Decision Making.		
2	Using the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS), locate required information.		
	Identify how the FAR is organized, administered and updated.		
	Identify how the DFARS is organized, administered and updated.		
3	Given a provided mission support area, describe strategic or tactical methods of market research.		
	Describe the characteristics of strategic and tactical market research.		
	Explain the benefits of conducting a market research.		
	Identify required sources for a supply or service.		
	Describe the procedures for using a qualified bidders list (QBL), qualified manufacturers list (QML), or qualified products list (QPL).		
	Locate potential sources of information.		
	Distinguish the importance of acquisition resources and market research information.		
	Describe aspects of the performance assessment methods.		
	Explain the requirements for using the Economy Act.		
4	Given a customer need, identify all issues related to developing the applicable requirements documents for an acquisition.		
	Identify the various issues and elements considered when developing requirements documents.		
	Describe the elements a requirements document for acquisitions for services, construction, Architect-engineer services.		
5	Given a customer requirement, determine the laws applicable (labor, environment, socioeconomic, and foreign acquisition requirements) to that requirement.		
	Describe the characteristics of a socioeconomic program(s).		
	Describe the procedures for setting aside an acquisition under the Small Business Act.		
	Identify requirements applicable to acquisitions to including foreign acquisition, labor, and environmental issues.		
6	Given the customer requirement, select the appropriate contract type.		
	Describe the simplified acquisition methods.		
	Describe methods of acquisition for other than simplified acquisition procedures.		
	Identify the basic types of contracts and agreements.		
	Explain the methods of providing for recurring requirements.		
7	Given a customer requirement, choose applicable competition requirements.		
	Summarize competition requirements using Simplified Acquisition Procedures (SAP).		
	Summarize competition requirements that exceed the Simplified Acquisition Threshold (SAT).		
8	Given a customer need, provide sound business advice for an acquisition strategy.		
	Explain characteristics of best value.		
	Describe the relationship between best value, acquisition planning, and achieving mission goals.		
	Identify the importance of a written acquisition plan.		



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	Identify the elements of source selection planning.		
	Describe the criteria in developing an acquisition strategy.		