



DEFENSE ACQUISITION UNIVERSITY EMPLOYEE SELF-ASSESSMENT

CON 280 - Source Selection and Administration of Service Contracts

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.
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130312

Outcomes and Enablers		Achieved?	
		Yes	No
1	Given a complex services requirement, identify the appropriate source selection team roles and responsibilities, to include government and non-government advisors.		
	Identify the roles and responsibilities of the source selection authority		
	Identify the roles and responsibilities of the contracting officer		
	Identify the roles and responsibilities of the source selection advisory council		
	Identify the roles and responsibilities of the source selection evaluation board		
	Identify the roles, responsibilities and limitations associated with the use of non-Government advisors		
2	Using the results of market research, assess the industry's environment and determine availability of sources		
	Analyze market research documentation		
	Apply historical cost/pricing principles to estimate future contract pricing		
3	Utilizing the DAU Performance Requirements Roadmap and results of a comprehensive market research generate PBA metrics mirroring best commercial practices		
	Compose a comprehensive QASP that identifies how surveillance of the contractor will be performed		
	Develop a Performance Requirement Summary using PBA metrics gleaned from the market research report that mirrors best practices		
4	Given a complex services requirement, determine appropriate methods of communication employed by the acquisition team		
	Construct pre-solicitation conference		
	Discuss RFI to industry		
	Complete face-to-face meetings with industry		
	Identify components of a team charter in the acquisition process		
	Identify the value of a communication plan to the acquisition team in a pre-and post-award environment		
	Discuss the critical application of a project plan in a complex acquisition		
5	Given a complex services requirement and market research results, decide the appropriate acquisition strategy that maximizes small business participation at the prime and subcontracting levels		
	Identify SDB and SB administration 8(a) authority and actions		
	Identify procedures to ensure subcontracting opportunities for small businesses		
	Identify set-aside procedures		
6	Using the results of an analysis of a given requirement, determine an appropriate performance-based approach that meets the customer's mission requirement		
	Formulate business and contracting advice to stakeholders on acquisition strategy		
	Determine solicitation type		
	Determine socio-economic requirements		
	Determine pricing approach		
	Evaluate performance requirements Objectives, Standards and deliverables		
	Determine source selection evaluation method		
7	Given a complex services requirement and using the results of an in-depth market research report, construct relevant elements of an acquisition plan IAW FAR and DFARS		
	Determine acceptable levels of risk		
	Identify risk types that can impact an acquisition		



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	Discuss Organizational Conflicts of Interest (OCI)/Personal Conflicts of Interest (PCI)		
	Discuss the affect of Government Property in a competitive acquisition		
8	Given a complex services requirements package, examine appropriate sections of a solicitation in accordance with application laws, regulations, policies, acquisition plan and source selection plan		
	Discuss the unique clauses requirements for Section H		
	Formulate the language for Section L & M		
	Analyze the contract line items in Section B		
9	Given a complex services requirement, construct a source selection plan that meets all public law, regulations, policy, and other guidelines		
	Determine evaluation criteria		
	Determine appropriate rating system		
10	Given a contract requirement, accurately assess the financial implications of various types of contract and incentive arrangements		
	Determine the appropriate contract type		
	Construct an incentive arrangement that motivates the contractor to control costs		
	Decide any performance or schedule incentives		
	Determine appropriate payment and/or financing arrangements		
	Determine fee disbursement criteria and special provision with payment instructions		
11	Given a complex services requirement, evaluate incentive arrangements, for adherence to regulation, policy and guidance		
	Formulate final price		
	Formulate fee adjustments		
12	Given a complex services acquisition situation, appropriately apply the necessary Government funding provisions		
	Discuss the appropriate response to a contractor's notification IAW the limitation of cost provisions		
	Determine the appropriate level of funding required considering contract ceilings and targets versus most likely cost estimates		
13	In a competitive negotiated contracting environment, determine the competitive range based on FAR and other guidance		
	Identify appropriate exchanges with offerors		
	Identify which proposals are to be included		
	Conduct meaningful discussions as interpreted by GAO in legal decisions		
14	Given a complex services acquisition situation evaluate several contractor proposals to determine contract award		
	Evaluate the proposed cost incentive arrangements		
	Generate a cost realism analysis to determine and apply the most probable cost adjustments		
15	After establishment of a competitive range, prepare for negotiations/discussions in accordance with FAR and DFARS		
	Analyze audit and technical reports		
	Conduct cost and/or price analysis		
	Review price analysis reports		
	Prepare pre-negotiation position to include identifying potential trade-offs		
16	Using the standards for contractor responsibility in FAR Part 9.1, discuss the contractor responsibility process prior to contract award		
	Determine whether the prospective contractor is qualified and eligible to receive an award under applicable laws and regulations		
	Examine the steps to be taken when a small business contractor is determined non-responsible		
17	In a competitive contracting environment and using the DoD source selection procedures, recommend the best value proposal to meet mission requirement		



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	Evaluate SSEB report for consistency with SSP and solicitation		
	Compose a source selection decision document that is consistent with the source selection plan		
	Create a comprehensive SSA briefing in the form of a robust business case that utilizes the research and supporting documents in a comprehensive and coherent manner		
	Present a robust SSA briefing that defends a best value decision, SSAC recommendations and trade-off analysis in a comprehensive and valid method to support a final SSA decision		
18	Based on the results of the SSEB & SSAC evaluation reports and the SSDD, determine what information to include in debriefings and differentiate between protest processes		
	Differentiate between pre-award and post-award debriefings with regards to content and timelines		
	Differentiate between the protest processes of the four Government offices where the contractor can file a protest		
	Produce a Post Award debriefing to an unsuccessful offeror		
19	After contract award, determine the appropriate forum to address customer and contractor's responsibilities for successful performance of the contract		
	Discuss a post-award conference process and its value to the success of the contract		
	Discuss the importance of reading and understanding contract requirements		
20	After contract award, develop contract administration requirements in accordance with FAR and DFARS		
	Determine when to delegate administrative functions		
	Discuss the process to appoint, train and manage CORs		
	Determine contract surveillance requirements to support effective risk management of the contract		
21	After contract award, perform contract administrative functions in accordance with FAR and DFARS		
	Analyze contracting officer representatives' feedback		
	Explain evaluation of contractor performance in DoD		
	Examine proper methods to assess contractor compliance with contract requirements		
22	Determine the need for contract modifications in accordance with contract terms and conditions and FAR and DFARS		
	Evaluate contractor's request for equitable adjustment		
	Assess the impact of a price adjustment to the elements of an incentive arrangement		
	Formulate appropriate under/over target adjustments to the elements of the incentive arrangement		
	Analyze the contract option process		
	Evaluate appropriate wage rate increases IAW Service Contract Act		
23	After contract performance is complete, determine contract close-out procedures as they relate to services and the case study		
	Identify inventory close-out documentation unique to services contracts		
	Discuss closeout costs in an incentive environment		
24	Given a complex services acquisition, appropriately examine the provisions of the allowable cost and payments provision		
	Analyze allowable costs, unallowable costs, and cost allowable with restrictions		
	Select government advance notifications to disallow costs		
25	Given a complex services acquisition, appropriately evaluate the provisions of the incentive fee provisions		
	Select the necessary information required to determine the final actual audited allowable cost incurred in completing performance		
	Determine the application of billing vs. final contractor rates		
	Determine final fee computations from final actual audited allowable costs		
26	Given a complex Contracting issue, develop, on an individual basis, a written research paper to be presented orally to the class		
	Document research on a given complex Contracting issue		



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Analyze research results to identify potential solutions		
Select potential solutions and defend recommendations		
Generate results effectively in writing		
Present results effectively in an oral presentation		