COURSE SYLLABUS

CON 3900: Contracting Certification Exam Prep Course

This course prepares federal contracting professionals to plan and execute acquisition operations in contingency, humanitarian, and disaster relief environments, applying FAR, DFARS, and applicable DoD policy in high-tempo and austere operating conditions. Participants develop the judgment and practical skills needed to support joint force missions through responsive, compliant, and accountable contingency contracting.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/con-3900-contracting-certification-exam-prep-course



support@graduateschool.edu •
(888) 744-4723

Course Outline

The Exam, the Blueprint, and Your Baseline

Review exam construction, question distribution, and personal competency gaps.

What the FAR Overhaul Changed on Your Exam

Review FAR Overhaul changes, updated citations, and the relationship between FAR and DoD requirements.

Test-Taking Strategy for Closed-Book Questions

Practice pacing, question-stem analysis, elimination, and flagging questions for review.

Guiding Principles I: Skills, Roles, and Contract Principles

Review contracting roles and authority, ratification, contract elements, and thresholds.

Guiding Principles II: Conduct, Assessment, Teams, and Documentation

Apply standards of conduct, situational assessment, team dynamics, and documentation practices.

Pre-Award: Plan Solicitation

Review acquisition planning, source-selection approaches, evaluation factors, and competition.

Pre-Award: Request Offers

Review the uniform contract format, amendments, and submission and receipt rules.

Pre-Award: Develop Offer, the Seller’s View

Distinguish planning sales from preparing an offer.

Award: Price or Cost Analysis

Distinguish price analysis, cost analysis, and cost realism; review certified cost or pricing data.

Award: Plan Negotiations

Review prenegotiation objectives, competitive range, and exchanges with offerors.

Award: Source Selection

Review evaluation against stated factors, selection decisions, award, and debriefings.

Award: Manage Disagreements

Distinguish protests from disputes and review forums and applicable citation systems.

Post-Award: Administer the Contract and Ensure Quality

Review contract administration, COR authority, constructive changes, past performance, inspection, and acceptance.

Post-Award: Changes, Subcontracts, and Closeout

Distinguish contract modifications and changes; review subcontract consent and closeout.

Readiness Capstone

Complete a timed practice exam, review results, and create a personal study plan based on the exam blueprint.