

INDIVIDUAL DEVELOPMENT PLAN

	COMPETENCY	EDUCATION	TRAINING Level I/Level II	OJT	EXPERIENCE	DATE COMPLETED
Acquisition Planning	0 Contracting Orientation					
	Determination of Need					
	1 Forecasting Requirements					
	2 Acquisition Planning					
	3 Purchase Requests					
	4 Funding					
	5 Market Research					
	Analysis of Requirements					
	6 Requirements Documents					
	7 Use of Government Property & Supply Sources					
	8 Services					
	Extent of Competition					
	9 Sources					
	10 Competition Requirements					
	11 Set-Asides					
	12 8(a) Procurements					
	Source Selection Planning					
	13 Lease Vs. Purchase					
	14 Price Related Factors					
	15 Non-Price Factors					
	16 Method of Procurement					
	Solicitation Terms & Conditions					
	17 Contract Types – Pricing Arrangements					
	18 Recurring Requirements					
	19 Unpriced Contracts					
	20 Contract Financing					
	21 Need for Bonds					
	22 Method of Payment					
	23 Procurement Planning					

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Contract Formation						
	Solicitation of Offers					
	24 Publicizing Proposed Procurements					
	25 Conduct Oral Solicitations					
	26 Solicitation Preparation					
	27 Preaward Inquiries					
	28 Prebid/Prequote/Preproposal Conferences					
	29 Amending/Canceling Solicitations					
	Bid Evaluation					
	30 Processing Bids					
	31 Bid Acceptance Periods					
	32 Late Offers					
	33 Price Analysis –Sealed Bidding					
	34 Responsiveness					
	Proposal Evaluation					
	35 Processing Proposals					
	36 Applying Non-Price Factors					
	37 Prices Analysis - Negotiations					
	38 Pricing Information from Offerors					
	39 Audits					
	40 Cost Analysis					
	41 Evaluating Other Offered Terms & Conditions					
	42 Award without Discussions					
	43 Communications/Factfinding					
	44 Extent of Discussions (Competitive Range)					
	45 Negotiation Strategy					
46 Conducting Discussions/Negotiations						

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Contract Formation (Con't)	Contract Award					
	47 Debriefing					
	48 Responsibility					
	49 Subcontracting Requirements					
	50 Prepare Awards					
	51 Issue Awards & Notices					
	52 Mistakes In Offers					
	53 Protests					

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Contract Administration						
	54 Contract Administration Planning					
	55 Post-Award Orientation					
	Initiation of Work & Modification					
	56 Consent to Subcontract					
	57 Subcontracting Requirements					
	58 Contract Modifications					
	59 Options					
	60 Task & Delivery Order Contracting					
	Quality Assurance					
	61 Monitoring, Inspection, and Acceptance					
	62 Delays					
	63 Stop Work					
	64 Commercial /Simplified Acquisition Remedies					
	65 Noncommercial Remedies					
	66 Documenting Past Performance					
	Payment & Accounting					
	67 Invoices					
	68 Assignment of Claims					
	69 Administering Securities					
	70 Administering Financing Terms					
	71 Unallowable Costs					
	72 Payment of Indirect Costs					
	73 Limitation of Costs					
	74 Price and Fee Adjustments					
	75 Collecting Contractor Debts					
	76 Accounting & Estimating Systems					
	77 Cost Accounting Standards					
	78 Defective Pricing					

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Contract Administration (Con't)	Special Terms					
	79 Property Administration					
	80 Intellectual Property					
	81 Administering Socio-Economic & Other Misc. Terms					
	Contract Closeout or Termination					
	82 Claims					
	83 Terminations					
	84 Closeout					
	85 Fraud & Exclusions					