

CON 3910 ONLINE CONTRACTING CERTIFICATION PRACTICE EXAM (SAMPLE) STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. Which contract type includes a mechanism to adjust price for fluctuations in commodity costs?**
 - A. Fixed-price with economic price adjustment
 - B. Firm-fixed-price with performance-based payments
 - C. Time and materials
 - D. Cost plus award fee

- 2. What does PIID stand for?**
 - A. Procurement Instrument Identifier
 - B. Primary Instrument Identification Document
 - C. Purchase Instruction and ID Document
 - D. Program Instrument Identification Data

- 3. Which of the following statements is accurate regarding the Government's policy on contract modifications?**
 - A. It is preferred that program managers sign modifications in lieu of the contracting officer
 - B. Any contract specialist can direct a contractor to perform work before the execution of the contract modification
 - C. A contracting officer representative is authorized to execute contract modifications on behalf of the Government
 - D. Only contracting officers acting within the scope of their authority are authorized to execute contract modifications on behalf of the Government

- 4. The primary objective of incentive contracts is to motivate contractor efforts that might not otherwise be emphasized.**
 - A. Motivate contractor efforts that might not otherwise be emphasized
 - B. Ensure minimum requirements are met
 - C. Win every contest
 - D. Guarantee fixed price

- 5. Which FAR part is titled "Subcontracting Policies and Procedures"?**
 - A. FAR part 43
 - B. FAR part 44
 - C. FAR part 45
 - D. FAR part 46

- 6. What is the purpose of the Governmentwide Point of Entry (GPE)?**
- A. View opportunities
 - B. Manage procurement budgets
 - C. Approve solicitations
 - D. Catalog training
- 7. Which statement about contract clauses and solicitations is correct?**
- A. A contract clause applies unless superseded by a solicitation provision
 - B. A contract clause is a term or condition used in contracts, or in both solicitations and contracts, that applies after contract award or both before and after award
 - C. A contract clause only applies after contract award
 - D. A contract clause is a term or condition used in contracts and solicitations unless the resulting contract is for a commercial item
- 8. Which statement accurately describes the Acquisitions Team composition?**
- A. The Acquisitions Team includes only representatives of the technical, supply, and procurement communities and the customers they serve.
 - B. The Acquisition Team includes representatives of the technical, supply, and procurement communities, the customers they serve, and the contractors who provide the products and services.
 - C. The Acquisition Team's activities conclude after contract award.
 - D. Due to privity of contract, only prime contractors (and not subcontractors) are part of the Acquisition Team.
- 9. For an online subscription where payment is required before license code, which payment type is used?**
- A. An invoice payment
 - B. A progress payment
 - C. A commercial payment
 - D. An advance payment
- 10. Before entering into discussions, what must be established?**
- A. The competitive range
 - B. The final price
 - C. The award decision
 - D. The proposal deadline

Answers

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1. A
2. A
3. D
4. A
5. B
6. A
7. B
8. B
9. D
10. A

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Explanations

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1. Which contract type includes a mechanism to adjust price for fluctuations in commodity costs?

- A. Fixed-price with economic price adjustment**
- B. Firm-fixed-price with performance-based payments
- C. Time and materials
- D. Cost plus award fee

Fixed-price with economic price adjustment contracts include a mechanism that allows the price to change if the costs of specified commodities fluctuate during the contract term. This EPA clause is designed for long-term purchases of volatile inputs (like metals or fuels), so while the base price is fixed, adjustments are made according to a defined formula tied to commodity cost indices. This provides protection against sharp swings in material costs for both parties. Other contract types don't inherently include price adjustments for commodity fluctuations. Time and materials is priced by actual time and materials used, with labor rates and material costs billed as incurred. Cost plus award fee reimburses costs plus an incentive fee, and firm-fixed-price with performance-based payments ties price to performance outcomes. These structures don't automatically address commodity price volatility unless an EPA feature is added, which is why the fixed-price with economic price adjustment form is the correct choice.

2. What does PIID stand for?

- A. Procurement Instrument Identifier**
- B. Primary Instrument Identification Document
- C. Purchase Instruction and ID Document
- D. Program Instrument Identification Data

PIID refers to the unique code assigned to a procurement instrument—such as a contract, order, or blanket purchase agreement—that allows agencies to identify, reference, and track that instrument across procurement systems. This identifier stays with the instrument through its lifecycle and is used in records, modifications, and reporting (for example in FPDS/NG and related processes). That's why the standard expansion is Procurement Instrument Identifier. The other options describe documents or data rather than the established label used to identify a procurement instrument.

3. Which of the following statements is accurate regarding the Government's policy on contract modifications?

- A. It is preferred that program managers sign modifications in lieu of the contracting officer
- B. Any contract specialist can direct a contractor to perform work before the execution of the contract modification
- C. A contracting officer representative is authorized to execute contract modifications on behalf of the Government
- D. Only contracting officers acting within the scope of their authority are authorized to execute contract modifications on behalf of the Government**

The key idea is that who can bind the Government to a contract modification is strictly limited to contracting officers and must be within the authority they're granted. A contract modification changes the contract and creates new or adjusted obligations, so it must be executed by someone with formal signing authority and within the scope of that authority. This preserves proper oversight, budgeting, and legal enforceability. Contracting officers hold the authority to modify contracts, and they must act within the limits of their warrant. Other roles, such as program managers, contract specialists, or contracting officer representatives, do not have the authority to sign modifications. Directing a contractor to perform work before a contract modification is signed would be an unauthorized commitment. CORs provide oversight, not signing authority. Program managers cannot sign in place of the contracting officer. Thus, the accurate statement is that only contracting officers acting within the scope of their authority are authorized to execute contract modifications on behalf of the Government.

4. The primary objective of incentive contracts is to motivate contractor efforts that might not otherwise be emphasized.

- A. Motivate contractor efforts that might not otherwise be emphasized**
- B. Ensure minimum requirements are met
- C. Win every contest
- D. Guarantee fixed price

Incentive contracts are designed to push the contractor to do more than just meet the basic requirements by tying part of the payoff to performance targets that matter to the buyer. This creates a reward for extra effort, improvements in cost, schedule, or quality, and even innovative approaches that might not happen if the contract only required passing the minimum specs. The idea is to align the contractor's priorities with the buyer's goals, so actions that add value are encouraged and financially recognized. The other ideas miss the point: simply meeting minimum requirements is the baseline, not the driver of better performance; trying to win every contest isn't the contract's purpose and isn't realistic; and guaranteeing a fixed price focuses on price certainty rather than rewarding enhanced performance or outcomes.

5. Which FAR part is titled "Subcontracting Policies and Procedures"?

- A. FAR part 43
- B. FAR part 44**
- C. FAR part 45
- D. FAR part 46

The concept being tested is identifying which FAR part specifically governs subcontracting policies and how subcontracting is handled. The part whose title is Subcontracting Policies and Procedures sets the policy framework for subcontracting, including how prime contractors must plan for and manage subcontracting, and, typically, how small-business participation is addressed. This direct alignment between the title and the topic makes it the correct choice, because it is the part that is dedicated to subcontracting rules and procedures. The other FAR parts cover different areas: one deals with contract modifications, another with government property, and another with quality assurance. Their titles reflect those distinct focus areas, not subcontracting, which is why they do not fit the question.

6. What is the purpose of the Governmentwide Point of Entry (GPE)?

- A. View opportunities**
- B. Manage procurement budgets
- C. Approve solicitations
- D. Catalog training

The Governmentwide Point of Entry is designed as a single, government-wide portal where contracting opportunities are published and can be viewed by vendors. Its main purpose is to provide visibility into current opportunities across agencies, so you can search, monitor, and plan bids from one place. It isn't about managing procurement budgets, approving solicitations, or cataloging training, which are handled by other parts of the procurement system or separate resources. So viewing opportunities is what this entry point is built for, making it the best answer.

7. Which statement about contract clauses and solicitations is correct?

- A. A contract clause applies unless superseded by a solicitation provision
- B. A contract clause is a term or condition used in contracts, or in both solicitations and contracts, that applies after contract award or both before and after award**
- C. A contract clause only applies after contract award
- D. A contract clause is a term or condition used in contracts and solicitations unless the resulting contract is for a commercial item

In contracting, contract clauses are standard terms and conditions that set the rights, duties, and obligations for parties. They can appear in the contract itself, in the solicitation, or in both, and their applicability can occur before award, after award, or across both stages depending on the specific clause. The statement chosen is correct because it recognizes that a contract clause is a term or condition used in contracts or in both solicitations and contracts, and it can apply after contract award or in both the pre-award and post-award periods. Some clauses are meant to govern bid and proposal processes in the solicitation, while others come into play once a contract is awarded, and some span both phases. Why the other ideas aren't accurate: one option implies clauses are only overridden by solicitation provisions, which isn't a standard rule and misses the nuance that some clauses may be superseded by contract terms or may be limited to post-award performance. Another option is incorrect because it claims clauses apply only after award, ignoring those that govern pre-award activities in solicitations. The final option suggests that commercial-item contracts exclude clauses, which isn't true; commercial-item acquisitions may have streamlined or modified clauses, but they still use contract clauses in many cases.

8. Which statement accurately describes the Acquisitions Team composition?

- A. The Acquisitions Team includes only representatives of the technical, supply, and procurement communities and the customers they serve.
- B. The Acquisition Team includes representatives of the technical, supply, and procurement communities, the customers they serve, and the contractors who provide the products and services.**
- C. The Acquisition Team's activities conclude after contract award.
- D. Due to privity of contract, only prime contractors (and not subcontractors) are part of the Acquisition Team.

The main idea is that an Acquisition Team is cross-functional, bringing together the people who define the need, manage the process, and deliver the solution. The best statement reflects that the team includes representatives from the technical, supply, and procurement communities, the customers they serve, and the contractors who provide the products and services. This mix ensures requirements are technically sound, sourcing and contracting are handled properly, customer needs are represented, and those who will deliver the work are involved from the start through delivery. If contractors aren't included, you miss crucial input from those who will actually supply and execute the solution. If the team ends after contract award, you'd lack ongoing input for performance, changes, and risk management. And relying on privity to limit participation to prime contractors ignores the reality that subcontractors and other stakeholders often play essential roles in delivering the contract and guiding its execution.

9. For an online subscription where payment is required before license code, which payment type is used?

- A. An invoice payment
- B. A progress payment
- C. A commercial payment
- D. An advance payment**

The main idea here is paying upfront before you receive the product or access. In an online subscription where you must pay before a license code is issued, you're making the payment in advance of delivery. That upfront timing is what defines an advance payment: money is exchanged prior to performance or access (the license code) being provided. Seeing it this way helps: the license code is the product, and access to it is granted only after payment is complete. That upfront timing protects the seller and confirms commitment to the service. The other terms don't fit as cleanly. An invoice payment usually happens after the goods or service are delivered or when the seller bills you and you pay later. A progress payment is typically a partial payment tied to milestones during a project, not the full upfront access. A commercial payment is a broad term for business-to-business payments and doesn't specify when payment occurs relative to delivery, so it doesn't capture the intended timing as precisely as advance payment does.

10. Before entering into discussions, what must be established?

A. The competitive range

B. The final price

C. The award decision

D. The proposal deadline

The main idea is that you must identify the competitive range before you begin discussions. In a competitive procurement, after proposals are evaluated, the agency determines which offerors are within the competitive range—those with a reasonable chance of being selected and worthy of clarification or revision. Establishing this range focuses discussions on the proposals most likely to win, keeps the process fair, and prevents wasting time on proposals unlikely to prevail. The other elements—final price, the award decision, or the proposal deadline—do not determine whether discussions should occur. Price can be negotiated during discussions, the award decision comes after those discussions, and deadlines are about timing, not gating discussions.

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Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://con3910.examzify.com>

We wish you the very best on your exam journey. You've got this!

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