DAWIA CONTRACTING PROFESSIONAL PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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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.

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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!

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Questions

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1. What risk is associated with pass-through contracts regarding oversight and cost controls?

A. It reduces oversight.

B. It guarantees best value.

C. It eliminates risk.

D. It can raise concerns about value and oversight and may invite cost disallowances if not justified.

2. Which FAR Part deals with Publicizing Contract Actions?

A. FAR Part 4

B. FAR Part 1

C. FAR Part 8

D. FAR Part 5

3. The Record of Weighted Guidelines Application is used to facilitate a structured approach to which type of analysis?

A. Profit/fee analysis

B. Market analysis

C. Technical risk analysis

D. Schedule analysis

4. In DoD contracts, what does foreground IP refer to?

A. Foreground IP is IP created during the contract performance.

B. Foreground IP is IP owned before the contract.

C. Foreground IP is IP owned by the government.

D. Foreground IP is not defined in DoD contracts.

5. After physical completion, within how long should a firm-fixed-price (FFP) contract be closed?

A. Immediately

B. 3 months

C. 6 Months

D. 12 months

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6. Regarding change orders, by when should contracting officers negotiate equitable adjustments?

A. Within 30 days after receipt of the change order

B. Within the shortest practicable time

C. Upon mutual agreement of both parties

D. At the time of contract award

7. For change orders, within what timeframe must contracting officers conduct negotiations on equitable adjustments?

A. Within the shortest practicable time

B. Within 30 days after receipt of the change order

C. Upon mutual agreement of both parties

D. At the time of contract award

8. Which item is not a recognized post-proposal exchange type?

A. Communications

B. Clarifications

C. Negotiations

D. Discussions

9. What is the primary purpose of FAR Part 10 Market Research in federal procurement?

A. To determine whether to pursue full and open competition and to inform acquisition planning.

B. To establish final award decisions.

C. To draft contract terms and conditions.

D. To manage postaward contract modifications.

10. What is an unfunded requirement, and how should it be handled?

A. A funded requirement; procurement should start immediately to secure priority.

B. A requirement with no funds obligated; procurement should not start or obligations should be reprogrammed to avoid improper commitments.

C. A requirement that applies only to commercial off-the-shelf items; procurement should be rapid.

D. A requirement that is outside the scope of the contract; procurement should be moved to a different program.

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Answers

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

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Explanations

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1. What risk is associated with pass-through contracts regarding oversight and cost controls?

A. It reduces oversight.

B. It guarantees best value.

C. It eliminates risk.

D. It can raise concerns about value and oversight and may invite cost disallowances if not justified.

Pass-through contracts can obscure the true cost structure because the prime contractor acts as an intermediary and passes subcontractor costs to the government, often taking a fee. This setup can make it harder for evaluators and auditors to see exactly how costs are incurred and whether they're reasonable. If the underlying costs aren't thoroughly justified and documented, questions about value arise and the government may disallow those costs after review. The risk, then, is that value and oversight are weakened and potential cost disallowances loom if proper justification isn't provided. This isn't a guarantee of best value, nor does it eliminate risk or automatically reduce oversight.

2. Which FAR Part deals with Publicizing Contract Actions?

A. FAR Part 4

B. FAR Part 1

C. FAR Part 8

D. FAR Part 5

Publicizing contract actions is all about notifying the market to promote competition and transparency. That obligation is defined in FAR Part 5, which sets the requirements for publicly posting solicitations, synopses of proposed contract actions, and related notices so interested vendors can respond. The other parts serve different roles: Part 1 outlines the overall FAR structure; Part 4 covers administrative matters and contract administration; Part 8 deals with Acquisition of Commercial Items and streamlined procedures, not the general public notice requirements for contract actions.

3. The Record of Weighted Guidelines Application is used to facilitate a structured approach to which type of analysis?

A. Profit/fee analysis

B. Market analysis

C. Technical risk analysis

D. Schedule analysis

The main concept is applying a structured method to determine target profit/fee using the Weighted Guidelines. The Record of Weighted Guidelines Application documents how those predefined factors—such as contract type, risk, and complexity—are applied to arrive at a justified profit or fee for a contract. It creates an auditable trail showing how the government assessed risk and other influences to set the appropriate return for undertaking the work, ensuring consistency and transparency across procurements. This focus on profit/fee determination is why it's not used for market analysis, technical risk analysis, or schedule analysis, which deal with different aspects of the procurement process.

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4. In DoD contracts, what does foreground IP refer to?

A. Foreground IP is IP created during the contract performance.

B. Foreground IP is IP owned before the contract.

C. Foreground IP is IP owned by the government.

D. Foreground IP is not defined in DoD contracts.

Foreground IP is the IP that is created as a direct result of performing the contract. It includes inventions, data, software, and other technical material conceived or first reduced to practice during the work under the contract. This is what sets apart from background IP, which is the pre-existing IP the contractor brings to the project. Knowing this helps you understand who owns the new developments and what rights the government has to use them for government purposes, which are defined by the contract terms.

5. After physical completion, within how long should a firm-fixed-price (FFP) contract be closed?

A. Immediately

B. 3 months

C. 6 Months

D. 12 months

The timing for closing a contract after physical completion is set to six months. This window gives enough time to complete all necessary administrative steps: finalize acceptance of deliverables, process any final payments, reconcile accounting, resolve any post-performance issues or claims, and properly de-obligate funds while archiving the contract file. Closing too quickly risks leaving unaddressed post-delivery items, while waiting much longer adds unnecessary administrative burden and potential audit risk. Six months provides a practical balance that aligns with standard DoD contracting practices for firm-fixed-price awards.

6. Regarding change orders, by when should contracting officers negotiate equitable adjustments?

A. Within 30 days after receipt of the change order

B. Within the shortest practicable time

C. Upon mutual agreement of both parties

D. At the time of contract award

When a change order is issued, the adjustment of price and/or schedule is determined through a bilateral negotiation between the contracting officer and the contractor. The contract envisions fair, equitable adjustments that reflect the actual impact of the change, and these are settled only when both parties reach mutual agreement. That means there isn't a fixed deadline like a set number of days; instead, the adjustment proceeds to conclusion once both sides sign off on the terms. If they can't agree in a reasonable time, the contract provides dispute-resolution avenues to resolve the issue. So the best approach is to negotiate equitable adjustments upon mutual agreement of both parties.

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7. For change orders, within what timeframe must contracting officers conduct negotiations on equitable adjustments?

A. Within the shortest practicable time

B. Within 30 days after receipt of the change order

C. Upon mutual agreement of both parties

D. At the time of contract award

When a change order is issued, the contracting officer must begin and complete negotiations on any equitable adjustments as quickly as possible—within the shortest practicable time. This timing matters because changes alter scope, cost, and schedule, and delaying negotiation risks cost overruns, disrupted performance, and unresolved disputes. Prompt negotiations ensure that adjustments reflect actual impacts and keep the contract on track. A fixed 30-day window isn't required and could hinder timely resolution; waiting for mutual agreement implies no defined process; and negotiating only at contract award isn't appropriate since changes occur after award and require timely reassessment.

8. Which item is not a recognized post-proposal exchange type?

A. Communications

B. Clarifications

C. Negotiations

D. Discussions

After proposals are submitted, post-proposal exchanges focus on clarifying and potentially improving those proposals within the competitive process. The recognized types are communications (general information sharing), clarifications (requests for missing or ambiguous information), and discussions (interactive exchanges to resolve issues and refine proposals). Negotiations, on the other hand, imply bargaining on terms or price outside this structured post-proposal process, and aren't considered a standard post-proposal exchange type. So, negotiations is not a recognized post-proposal exchange type.

9. What is the primary purpose of FAR Part 10 Market Research in federal procurement?

A. To determine whether to pursue full and open competition and to inform acquisition planning.

B. To establish final award decisions.

C. To draft contract terms and conditions.

D. To manage postaward contract modifications.

Market research under FAR Part 10 focuses on understanding the marketplace to shape competition and guide the acquisition plan. The primary purpose is to determine whether to pursue full and open competition and to inform acquisition planning. By assessing available suppliers, capabilities, technologies, and price ranges, the contracting officer can decide on the competition strategy, identify potential set-asides, and tailor the solicitation and contracting approach. This early insight helps ensure an effective, economical procurement and reduces risk. It is not about establishing final award decisions, drafting contract terms, or managing postaward modifications, which occur after market research and selection.

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10. What is an unfunded requirement, and how should it be handled?

A. A funded requirement; procurement should start immediately to secure priority.

B. A requirement with no funds obligated; procurement should not start or obligations should be reprogrammed to avoid improper commitments.

C. A requirement that applies only to commercial off-the-shelf items; procurement should be rapid.

D. A requirement that is outside the scope of the contract; procurement should be moved to a different program.

An unfunded requirement is a need that has been identified but for which no funds have been obligated. Because there is no budget authority to cover the expense, procurement actions cannot start and no contract obligations or expenditures should be made. This protects the integrity of the funding process and complies with the rules that prevent committing funds that haven't been appropriated. Handling it means bringing the need into the formal budget and funding plan. Try to secure funding through nearby channels—reprogramming within the agency or requesting new budget authority during the next budgeting cycle. Until funds are available, you defer procurement and keep the unfunded requirement on the radar for future funding consideration. If there's an urgent mission need, work with program managers and financial management to explore authorized funding paths, but never incur obligations without funding. This concept isn't about the type of item (COTS vs. non-COTS) or about moving scope to another program. It's about ensuring you don't obligate or spend money without approved funds, and about aligning procurement with the approved budget.

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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://dawiacontractingpro.examzify.com

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

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