FEDERAL ACQUISITION CERTIFICATION IN CONTRACTING (FAC-C) 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 are clarifications in the context of contracting?

A. Discussions that modify the offeror's proposal significantly

B. Limited exchanges that occur when the CO anticipates award without discussions

C. Opportunity for offerors to revise their proposals fully

D. Comprehensive discussions aimed at enhancing proposals

2. What is one of the primary responsibilities of a contracting officer during contract administration?

A. Creating new contracts

B. Processing contract documentation

C. Conducting market research

D. Servicing financial statements

3. What constitutes an Acquisition Plan?

A. A strategy document to manage project monitoring

B. A document outlining the strategy for acquiring supplies and services

C. A list of potential suppliers for procurement

D. A compliance report for federal contracting

4. Which of the following is NOT a reason for the government to provide Government Furnished Property (GFP)?

A. Ensures more efficient use of government resources

B. Increases competition for contracts

C. Facilitates timely contract performance

D. Enables more efficient source selection

5. What can enhance the effectiveness of Program Management in government contracts?

A. Limited stakeholder communication

B. Clear strategic objectives and collaboration

C. Independence of each contract

D. Decrease in resource allocation

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6. When is contractor submission of cost data required?

A. For all contract modifications

B. Only for fixed-price contracts

C. For modifications involving price adjustments over two million dollars

D. When requested by the contracting officer

7. What is a primary goal during the contract administration process?

A. Eliminating all risks

B. Tracking and managing contract performance

C. Fostering competition

D. Reducing costs

8. How should evaluators treat an offeror lacking relevant past performance history?

A. Rate them with extra consideration

B. Disqualify them automatically

C. Not evaluate them favorably or unfavorably

D. Provide a negative rating

9. What does "Termination for Convenience" allow the government to do?

A. Adjust contract prices according to market changes

B. Unilaterally terminate a contract

C. Change the scope of the contract

D. Transfer contract responsibilities to another agency

10. How is payment handled in a Contract Reimbursement?

A. Contractors are paid fixed rates regardless of costs

B. Contractors are paid based on estimated costs incurred

C. Contractors are paid for allowable costs incurred

D. Contractors invoice based on performance metrics

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Answers

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

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Explanations

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1. What are clarifications in the context of contracting?

A. Discussions that modify the offeror's proposal significantly

B. Limited exchanges that occur when the CO anticipates award without discussions

C. Opportunity for offerors to revise their proposals fully

D. Comprehensive discussions aimed at enhancing proposals

In the context of contracting, clarifications refer to limited exchanges that occur when the Contracting Officer (CO) anticipates making an award without engaging in full-fledged discussions. This process allows the CO to seek necessary information or confirm details in the proposals submitted by offerors, ensuring that the proposals meet the solicitation requirements without significantly altering the essence of the proposals. This approach is essential in situations where the proposals appear to be fully acceptable as they are, allowing for the efficient resolution of minor issues or uncertainties. By utilizing clarifications, the CO can confirm specifics such as pricing, technical details, or compliance with requirements, which helps in making informed decisions while still adhering to the procurement regulations that govern communication before contract awards. The other options represent various forms of communication and processes related to proposal management, but they suggest more extensive alterations or engagements than are typically associated with clarifications. The process of clarifications is purposefully designed to ensure that the proposals remain intact while confirming information that might influence the final decision on the award.

2. What is one of the primary responsibilities of a contracting officer during contract administration?

A. Creating new contracts

B. Processing contract documentation

C. Conducting market research

D. Servicing financial statements

A primary responsibility of a contracting officer during contract administration is processing contract documentation. This involves ensuring that all necessary documents related to the contract are completed, accurate, and properly maintained throughout the life of the contract. This task is crucial because it helps facilitate communication between parties, ensures compliance with federal regulations, and enables tracking of contractual obligations. By effectively managing contract documentation, the contracting officer also plays a key role in maintaining oversight of contract performance, making sure that all terms and conditions are fulfilled. This includes keeping records of modifications, performance reports, and payment schedules, which are essential for the successful administration of the contract and for resolving any disputes that may arise.

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3. What constitutes an Acquisition Plan?

A. A strategy document to manage project monitoring

B. A document outlining the strategy for acquiring supplies and services

C. A list of potential suppliers for procurement

D. A compliance report for federal contracting

An Acquisition Plan is fundamentally a strategic document that outlines the approach for acquiring supplies and services needed to meet the goals of a project or program. This plan includes various elements such as the objectives of the acquisition, the procurement method to be used, the timeline, budget considerations, and risk management strategies. The essence of an Acquisition Plan is that it serves as a roadmap for the procurement process, ensuring all aspects of the acquisition are adequately addressed to achieve the desired outcome effectively and efficiently. This document is essential in guiding the contracting officer and the project team, helping to ensure that all contractual actions are coordinated and aligned with the agency's goals and compliance requirements. Other options like a strategy document for project monitoring, a list of potential suppliers, and a compliance report do not encompass the full scope or purpose of an Acquisition Plan, as they focus on specific aspects of the acquisition process rather than providing a comprehensive strategy for acquiring the necessary goods and services.

4. Which of the following is NOT a reason for the government to provide Government Furnished Property (GFP)?

A. Ensures more efficient use of government resources

B. Increases competition for contracts

C. Facilitates timely contract performance

D. Enables more efficient source selection

The reason that the government provides Government Furnished Property (GFP) can include a variety of logistical and operational factors essential for effective contract execution. Among these, ensuring more efficient use of government resources addresses the strategic deployment of assets to streamline processes and control costs. Similarly, facilitating timely contract performance is directly linked to the availability of necessary materials, which can prevent delays and promote adherence to schedules. While enabling more efficient source selection is an important aspect of contract acquisition, it does not directly relate to providing GFP. Source selection is primarily concerned with evaluating potential contractors based on their capabilities, experience, and delivered value. Government Furnished Property, on the other hand, is a mechanism aimed at supporting the execution of contracted work rather than influencing the initial competitive assessment of contractors. Thus, providing GFP is not intended to enhance the process of selecting sources but is instead focused on optimizing contract performance once a contractor is on board.

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5. What can enhance the effectiveness of Program Management in government contracts?

A. Limited stakeholder communication

B. Clear strategic objectives and collaboration

C. Independence of each contract

D. Decrease in resource allocation

The enhancement of the effectiveness of Program Management in government contracts is significantly achieved through clear strategic objectives and collaboration. This approach ensures that all parties involved in the program clearly understand the goals and outcomes expected from the project. Establishing clear strategic objectives helps to align the efforts of various stakeholders, ensuring that everyone is working towards the same end goals. Collaboration among stakeholders—including program managers, contractors, and government representatives—fosters an environment of open communication, problem-solving, and shared responsibility. This collaborative stage allows for the leveraging of diverse expertise and perspectives, which can lead to innovative solutions and improved project outcomes. Furthermore, effective collaboration can enhance stakeholder engagement, leading to better stakeholder satisfaction and increased support for program initiatives. In conclusion, having defined objectives and a cooperative framework leads to more efficient program management practices, better resource utilization, and ultimately a higher success rate for government contracts.

6. When is contractor submission of cost data required?

A. For all contract modifications

B. Only for fixed-price contracts

C. For modifications involving price adjustments over two million dollars

D. When requested by the contracting officer

The requirement for contractor submission of cost data is particularly relevant when modifications involve significant price adjustments, specifically over two million dollars. This threshold is established to ensure that the contracting officer can adequately assess and validate the rationale behind the cost adjustments, promoting transparency and accountability in government contracting. In instances where modifications exceed this financial threshold, the contracting officer needs detailed cost data to determine whether the proposed costs are fair and reasonable. This practice not only protects the government's financial interests but also helps maintain a consistent standard in pricing across contracts, especially for large modifications. Such a requirement promotes prudent stewardship of taxpayer dollars by ensuring that modifications are justified through complete and accurate financial information. Other scenarios mentioned, such as all contract modifications or only for fixed-price contracts, do not universally mandate the submission of cost data, as the need for cost data can vary based on the nature and specifics of the contract and modification in question. Therefore, the relevance of the two million dollars threshold is critical in understanding when contractor cost data submissions are required.

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7. What is a primary goal during the contract administration process?

A. Eliminating all risks

B. Tracking and managing contract performance

C. Fostering competition

D. Reducing costs

During the contract administration process, the primary goal is to track and manage contract performance. This involves monitoring both the contractor's and the agency's compliance with the terms and conditions outlined in the contract. Effective contract administration ensures that deliverables are met on time, within budget, and at the required quality standards. It also encompasses communication between stakeholders, addressing issues that may arise, and making necessary adjustments to maintain a successful partnership and achieve project objectives. While managing risks, fostering competition, and reducing costs are important considerations in the broader context of contract management, they do not capture the essence of contract administration as clearly as tracking and managing performance does. In fact, risk management, competitive practices, and cost control can all be influenced by how well contract performance is being monitored and managed throughout the contract lifecycle.

8. How should evaluators treat an offeror lacking relevant past performance history?

A. Rate them with extra consideration

B. Disqualify them automatically

C. Not evaluate them favorably or unfavorably

D. Provide a negative rating

Evaluators should treat an offeror lacking relevant past performance history by not evaluating them favorably or unfavorably. This approach is aligned with the principles of fairness and objectivity in the evaluation process. When an offeror does not have past performance to assess, they cannot be held accountable for performance-related criteria, which is essential for obtaining a comprehensive view of their capabilities. Instead of assigning a negative or positive rating, which could unfairly bias the evaluation process, neutral evaluation ensures that all offerors are assessed based on relevant criteria, enabling a level playing field. Evaluators recognize that the absence of relevant past performance is not indicative of the offeror's ability to perform the assigned work, thus maintaining the integrity of the evaluation process and allowing for potential unknown strengths of the offeror to be uncovered.

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9. What does "Termination for Convenience" allow the government to do?

A. Adjust contract prices according to market changes

B. Unilaterally terminate a contract

C. Change the scope of the contract

D. Transfer contract responsibilities to another agency

"Termination for Convenience" is a contractual provision that permits the government to unilaterally terminate a contract without cause when it is determined that it is in the government's best interest to do so. This means that the government can end the contract at any time before its completion, even if the contractor has not defaulted or violated any terms of the agreement. The significance of this provision lies in its flexibility, allowing the government to discontinue contracts that may no longer meet its needs or priorities. This could be due to a variety of reasons such as budgetary constraints, changes in strategic direction, or shifts in policy. The contractor is typically entitled to compensation for work performed up to the termination date and other costs incurred as a result of the termination, which is clearly outlined in the contract stipulations. Each of the other options reflects actions that do not align with the purpose of "Termination for Convenience." Adjusting contract prices according to market changes, changing the scope of the contract, or transferring contract responsibilities to another agency involve different contractual processes and may require negotiations, consent from the contractor, or additional procedural steps, which are not encapsulated under the "Termination for Convenience" framework.

10. How is payment handled in a Contract Reimbursement?

A. Contractors are paid fixed rates regardless of costs

B. Contractors are paid based on estimated costs incurred

C. Contractors are paid for allowable costs incurred

D. Contractors invoice based on performance metrics

In a Contract Reimbursement, payment is structured around the actual costs incurred by the contractor for performing the work, as long as those costs are deemed allowable under the terms of the contract. This mechanism is designed to provide financial flexibility, allowing the contractor to submit invoices that reflect actual expenditures, which can include direct labor, materials, and other related costs, while adhering to certain guidelines and regulations regarding allowable expenses. By tying payment directly to incurred costs, this approach not only ensures that contractors are fairly compensated for their actual efforts but also gives the contracting agency a degree of oversight. It helps manage risks associated with project budgets, as payments are closely monitored against the agreed-upon scope and cost structure. In effect, this method supports accountability and promotes efficient resource management, as contractors must track their expenses carefully. Other payment structures, such as fixed rates or estimates, do not provide the same level of support for actual cost recovery and project accountability that a reimbursement contract offers.

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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://federalacquisitionncertincontracting.examzify.com

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

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