

# Certified Contract Management Associate Practice Test (Sample)

## Study Guide



**Everything you need from our exam experts!**

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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. What does the term "force majeure" refer to in contract management?**
  - A. A clause that relieves parties from liability due to unforeseeable circumstances**
  - B. A requirement for arbitration in case of disputes**
  - C. A standard for pricing adjustments in contracts**
  - D. A measure of contract performance metrics**
  
- 2. Finalizing contract award includes which job task below?**
  - A. Notifying unsuccessful offerors**
  - B. Documenting outcomes**
  - C. Responding to award appeals**
  - D. Pre-award briefing**
  
- 3. What is the best way to ensure satisfactory performance under a contract?**
  - A. Assigned a compliance officer**
  - B. Ensure buyer and seller are actively involved in contract administration**
  - C. Closely manage and document contract changes**
  - D. Monitor and document compliance with contract terms**
  
- 4. Which term best describes the relationship between price and quality in best value procurement?**
  - A. Completely independent**
  - B. Directly inversely related**
  - C. Interdependent**
  - D. Unrelated to contractor performance**
  
- 5. Maintaining configuration control of the contract pertains to which process?**
  - A. Managing changes**
  - B. Managing subcontracts**
  - C. Ensuring quality**
  - D. Administering contracts**

- 6. In contract management, the importance of maintaining good faith is closely linked to which practice?**
- A. Effective negotiation tactics**
  - B. Transparent communication**
  - C. Reducing contract terms**
  - D. Strict compliance monitoring**
- 7. What is described by the term "litigation" in contract disputes?**
- A. The negotiation phase before a contract is signed**
  - B. The legal process to resolve contract-related conflicts**
  - C. The drafting of the contractual terms**
  - D. The review of compliance with contract regulations**
- 8. Which of the following statements about the CMS is false?**
- A. A. The CMS improves competence of Contract Managers**
  - B. B. The CMS is the foundation for the CMBOK**
  - C. C. The CMS describes key Contract Management processes**
  - D. D. The CMS describes key Contract Management concepts**
- 9. The process of analyzing submitted offers in accordance with the solicitation evaluation criteria is called?**
- A. The job task of select source**
  - B. The competency of select source**
  - C. The domain of select source**
  - D. The job task of evaluation**
- 10. Which of the following best defines the contract close-out phase?**
- A. Final review of contract performance**
  - B. Setting up contract file**
  - C. Issuing payments to subcontractors**
  - D. Transferring contract data to the new supplier**

## **Answers**

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

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## **Explanations**

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**1. What does the term "force majeure" refer to in contract management?**

- A. A clause that relieves parties from liability due to unforeseeable circumstances**
- B. A requirement for arbitration in case of disputes**
- C. A standard for pricing adjustments in contracts**
- D. A measure of contract performance metrics**

The term "force majeure" refers to a clause in a contract that relieves parties from liability or obligation when extraordinary events or circumstances beyond their control prevent them from fulfilling their contractual duties. This can include natural disasters, war, terrorism, epidemics, or other events that are unforeseeable and cannot be avoided even with reasonable care. In contract management, the force majeure clause is crucial because it acknowledges that there are situations where parties may be unable to perform their contractual obligations due to circumstances outside their control. Consequently, this clause helps to protect the parties from penalties or liability when such events occur, allowing them to either suspend obligations temporarily or terminate the contract if necessary. The other options do not capture this specific aspect of contract management. The requirement for arbitration addresses dispute resolution processes, pricing adjustments pertain to modifying financial terms based on certain conditions, and performance metrics relate to measuring how well a contract is being executed—all of which do not encompass the concept of force majeure.

**2. Finalizing contract award includes which job task below?**

- A. Notifying unsuccessful offerors**
- B. Documenting outcomes**
- C. Responding to award appeals**
- D. Pre-award briefing**

Finalizing a contract award involves several critical tasks, one of which is notifying unsuccessful offerors. This task is important because it promotes transparency and maintains good relationships with all candidates who participated in the bidding process. By informing those who were not selected, the contracting organization conveys professionalism and respect for the efforts of those offerors. This notification can also help disappointed candidates understand the evaluation process and possibly improve their future submissions. While other tasks related to contract management, such as documenting outcomes and responding to award appeals, are important, they typically follow the notification process. Pre-award briefing is usually conducted before the contract award is finalized, making it less relevant in this context. Therefore, notifying unsuccessful offerors is a fundamental step that signifies the conclusion of the award process and lays the groundwork for any potential debriefing or feedback sessions.

**3. What is the best way to ensure satisfactory performance under a contract?**

- A. Assigned a compliance officer**
- B. Ensure buyer and seller are actively involved in contract administration**
- C. Closely manage and document contract changes**
- D. Monitor and document compliance with contract terms**

Ensuring satisfactory performance under a contract is fundamentally about maintaining effective communication and collaboration between the parties involved. When both the buyer and seller are actively engaged in contract administration, it creates a partnership approach that encourages transparency, accountability, and responsiveness to issues as they arise. This active involvement allows for mutual understanding of expectations and requirements, which can lead to better alignment in goals and priorities throughout the contract's duration. Collaboration in contract administration also facilitates quicker resolution of disputes, encourages feedback, and improves the overall relationship between the parties. It fosters an environment where both sides can address potential issues proactively, potentially leading to innovations or adjustments that enhance performance quality. While monitoring compliance and documenting changes are important aspects of contract management, they are part of a broader practice that benefits from having both parties engaged. Active involvement directly supports a constructive dialogue and enhances the likelihood of achieving satisfactory performance, as both parties are more likely to take ownership and act in good faith.

**4. Which term best describes the relationship between price and quality in best value procurement?**

- A. Completely independent**
- B. Directly inversely related**
- C. Interdependent**
- D. Unrelated to contractor performance**

The term that best describes the relationship between price and quality in best value procurement is interdependent. In best value procurement, the goal is to evaluate not just the cost of the goods or services being procured, but also their quality and the overall value they provide. This means that higher quality often comes at a higher price, and conversely, lower quality might be available at a lower price. However, the best value approach involves analyzing these factors together to find a balanced decision that maximizes the overall benefit to the organization. Understanding this interdependence helps procurement professionals make informed decisions that consider not just the immediate financial impact but also the long-term benefits and performance that quality can contribute. This holistic view enhances the potential for selecting suppliers that align with project goals and objectives effectively.

**5. Maintaining configuration control of the contract pertains to which process?**

- A. Managing changes**
- B. Managing subcontracts**
- C. Ensuring quality**
- D. Administering contracts**

Maintaining configuration control of the contract is a critical aspect of managing changes. This process involves overseeing any modifications to the contract documents that may occur throughout the contract lifecycle. Configuration control ensures that any changes are documented, reviewed, and approved before implementation, thereby maintaining the integrity of the contract. By managing changes effectively, organizations can ensure that all parties are aware of the current status of the contract, that the terms remain consistent, and that any adjustments made do not compromise the original objectives or obligations. This process helps in mitigating risks associated with unauthorized changes or miscommunications. Ensuring quality, on the other hand, relates to verifying that the deliverables meet specific standards, and managing subcontracts deals with overseeing contractual obligations with third-party vendors. Administering contracts encompasses the broad management of the contract's execution and compliance but does not focus exclusively on the control of configuration changes. Thus, the management of changes is the most relevant process when discussing configuration control in the context of contract management.

**6. In contract management, the importance of maintaining good faith is closely linked to which practice?**

- A. Effective negotiation tactics**
- B. Transparent communication**
- C. Reducing contract terms**
- D. Strict compliance monitoring**

Maintaining good faith is fundamentally tied to transparent communication in contract management. Good faith refers to the honest intention to deal fairly with others, and transparent communication is essential to achieving this. When parties engage in clear, open discussions, it establishes trust and lays the groundwork for a collaborative relationship. This transparency ensures that all stakeholders are on the same page regarding expectations, obligations, and potential issues, thereby reducing misunderstandings and conflicts. In the context of contracts, transparent communication can help to clarify the terms and conditions, leading to smoother negotiations and better overall management of the contract throughout its lifecycle. It allows parties to express concerns or intentions clearly, which is vital for maintaining a cooperative atmosphere and ensuring that the spirit of the contract is upheld. While effective negotiation tactics, reducing contract terms, and strict compliance monitoring are all important aspects of contract management, they do not directly encapsulate the essence of maintaining good faith as thoroughly as transparent communication does. Effective negotiation can contribute to good faith, but it is the clarity and openness that fundamentally support the principle. Similarly, reducing contract terms and strict compliance monitoring may address specific contractual elements but do not inherently foster the culture of trust and collaboration that good faith represents.

**7. What is described by the term "litigation" in contract disputes?**

**A. The negotiation phase before a contract is signed**

**B. The legal process to resolve contract-related conflicts**

**C. The drafting of the contractual terms**

**D. The review of compliance with contract regulations**

The term "litigation" specifically refers to the legal process involved in resolving disputes that arise from contracts. This process typically occurs in a courtroom setting and can involve various legal actions, including filing lawsuits, presenting evidence, and making legal arguments. It is essential for parties to have a clear understanding of litigation as it relates to contracts, especially when a disagreement arises that cannot be settled through negotiation or alternative dispute resolution methods. In contrast, negotiation refers to the discussions that happen before a contract is formalized, drafting involves the creation of the contract itself, and compliance review pertains to ensuring that both parties adhere to the terms and conditions set forth in the contract. These processes all play important roles in contract management but do not encompass the legal actions taken when conflicts cannot be resolved amicably.

**8. Which of the following statements about the CMS is false?**

**A. A. The CMS improves competence of Contract Managers**

**B. B. The CMS is the foundation for the CMBOK**

**C. C. The CMS describes key Contract Management processes**

**D. D. The CMS describes key Contract Management concepts**

The statement regarding the CMS that is false suggests that the CMS improves the competence of Contract Managers. The CMS, or Contract Management Standard, indeed serves as a framework that standardizes practices and provides guidance for effective contract management. It provides structured methodologies, tools, and best practices that support the development and enhancement of skills and competencies among contract managers. However, the essence of the CMS is not focused solely on direct competence improvement but rather on creating a structured approach to contract management as a whole. The improvement in competence is a byproduct of utilizing the CMS rather than its primary function. Recognizing key processes, concepts, and establishing a foundation for the Contract Management Body of Knowledge (CMBOK) are central to the CMS's role, but the direct assertion that it improves competence can be misleading as it implies a more active role than what the CMS is fundamentally designed for. The other statements accurately reflect the key roles and functions of the CMS in contract management: it forms the basis for the broader CMBOK, outlines critical processes involved in contract management, and captures important concepts necessary for effective practice in the field. These elements contribute cumulatively to the knowledge base but don't inherently guarantee an increase in competence without the application of this knowledge in actual practice

**9. The process of analyzing submitted offers in accordance with the solicitation evaluation criteria is called?**

- A. The job task of select source**
- B. The competency of select source**
- C. The domain of select source**
- D. The job task of evaluation**

The process of analyzing submitted offers in accordance with the solicitation evaluation criteria is correctly identified as the competency of select source. This term reflects the specific skills and abilities required to evaluate bids and proposals effectively against established criteria. Competency encompasses the knowledge and expertise necessary for making informed decisions regarding which offer best meets the needs of the contracting organization. This includes understanding the evaluation criteria, applying them appropriately, and assessing each offer's strengths and weaknesses. It requires attention to detail, analytical skills, and an understanding of the goals of the solicitation. The focus on "competency" highlights the importance of being not just knowledgeable about the process, but also skilled in executing it effectively. This is particularly relevant in contract management, where selecting the right source can greatly impact project success and resource allocation. Other terminologies like "job task" or "domain" may refer to general responsibilities or areas of expertise, but they do not fully capture the depth of skill and proficiency involved in the specific act of evaluating offers. Therefore, the accuracy and depth of the term "competency" clearly illustrate the essential nature of the evaluation process in contract management.

**10. Which of the following best defines the contract close-out phase?**

- A. Final review of contract performance**
- B. Setting up contract file**
- C. Issuing payments to subcontractors**
- D. Transferring contract data to the new supplier**

The contract close-out phase is fundamentally about completing all necessary actions to ensure the contract has been fulfilled and to finalize any outstanding obligations. This phase typically involves a final review of contract performance to assess whether all requirements have been met and to verify that all deliverables have been received satisfactorily. It ensures that both parties have completed their responsibilities, helps identify any unresolved issues, and confirms that everything has been executed per the contract terms. While setting up a contract file, issuing payments to subcontractors, and transferring contract data to a new supplier are important activities related to contract management, they do not specifically encompass the broader considerations of reviewing and confirming the performance of a contract. The focus of the close-out phase is to ensure that all aspects of the contract have been met and officially recorded, thereby marking the completion of the contractual relationship. This makes the first option the most accurate definition of the contract close-out phase.

## 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](mailto:hello@examzify.com).**

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

**<https://certifiedcontractmanagementassociate.examzify.com>**

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

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