

Certified Texas Contract Manager Practice Exam (Sample)

Study Guide



Everything you need from our exam experts!

Copyright © 2025 by Examzify - A Kaluba Technologies Inc. product.

ALL RIGHTS RESERVED.

No part of this book may be reproduced or transferred in any form or by any means, graphic, electronic, or mechanical, including photocopying, recording, web distribution, taping, or by any information storage retrieval system, without the written permission of the author.

Notice: Examzify makes every reasonable effort to obtain from reliable sources accurate, complete, and timely information about this product.

SAMPLE

Questions

- 1. Which program assists agencies with their vehicle needs?**
 - A. State Travel Management Program**
 - B. Electronic State Business Daily**
 - C. Office of Vehicle Fleet Management**
 - D. Vendor Performance Tracking System**
- 2. What is a critical element of effective dispute resolution?**
 - A. Immediate escalation to legal action**
 - B. Identifying the points of conflict**
 - C. A concise corrective action plan**
 - D. Bringing in external mediators**
- 3. What should invoicing requirements include in procurement procedures?**
 - A. Details of vendor relationships**
 - B. Descriptions of work or goods delivered**
 - C. Payment terms and conditions**
 - D. Information on contract adjustments**
- 4. The State Travel Management Program (STMP) is primarily responsible for?**
 - A. Managing state vehicle fleet contracts**
 - B. Overseeing hotel renovations for state agencies**
 - C. Managing travel expenditures including hotels and airlines**
 - D. Organizing travel trainings for state employees**
- 5. Which team is responsible for reviewing technology projects valued at \$1M or more?**
 - A. Project Management Office**
 - B. Contract Management Team**
 - C. Quality Assurance Team (QAT)**
 - D. Procurement Review Board**

- 6. In contract management, what does the term "record retention period" refer to?**
- A. The time to archive records**
 - B. The duration to keep contract documents**
 - C. The period during which contracts are active**
 - D. The time before a contract can be amended**
- 7. What does the Deliverable Level Risk Assessment (DLRA) focus on?**
- A. Overall contract costs**
 - B. Risks associated with financial management**
 - C. Monitoring of specific deliverables**
 - D. General project timelines**
- 8. Which type of conflict of interest is considered when an employee foresees financial benefit from a contract?**
- A. Substantial Conflict of Interest**
 - B. Other Conflict of Interest**
 - C. Financial Conflict of Interest**
 - D. Indirect Conflict of Interest**
- 9. Which phase of post payment audits focuses on collecting information?**
- A. Phase 1**
 - B. Phase 2**
 - C. Phase 3**
 - D. Phase 4**
- 10. Which term refers to attempts to influence procurement professionals?**
- A. Bribery**
 - B. Collusion**
 - C. Price fixing**
 - D. Market manipulation**

Answers

SAMPLE

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

SAMPLE

Explanations

SAMPLE

1. Which program assists agencies with their vehicle needs?

- A. State Travel Management Program**
- B. Electronic State Business Daily**
- C. Office of Vehicle Fleet Management**
- D. Vendor Performance Tracking System**

The correct answer is the Office of Vehicle Fleet Management. This program is specifically designed to assist state agencies in managing their vehicle needs, which includes ensuring that agencies have the appropriate vehicles for their operations, optimizing fleet usage, and overseeing vehicle purchase and maintenance processes. Agencies rely on the Office of Vehicle Fleet Management for guidance on best practices in vehicle procurement and management to enhance efficiency and reduce costs associated with their vehicle fleets. This program helps in coordinating the vehicle supply chain, facilitating compliance with regulations, and promoting overall fleet effectiveness. The other options serve different purposes and do not focus specifically on vehicle management. The State Travel Management Program relates to travel expenses and logistics rather than the management of vehicle fleets. The Electronic State Business Daily is used for publishing public notices and procurement opportunities, while the Vendor Performance Tracking System is focused on monitoring and evaluating vendor performance rather than managing vehicle needs.

2. What is a critical element of effective dispute resolution?

- A. Immediate escalation to legal action**
- B. Identifying the points of conflict**
- C. A concise corrective action plan**
- D. Bringing in external mediators**

The essence of effective dispute resolution lies in the ability to understand and address the core issues at stake. Identifying the points of conflict is crucial because it allows all parties involved to see the specific areas of disagreement and misunderstanding. This identification serves as a foundation for dialogue and helps in developing strategies to resolve the matter amicably. By pinpointing the exact nature of the conflict, stakeholders can engage in targeted discussions that lead to more effective and constructive outcomes. Such clarity ensures that addressing the disagreement's root causes becomes manageable, fostering an environment conducive to resolution. This process not only saves time but also resources, as it often prevents escalation into more serious disputes or legal battles. In contrast, immediate escalation to legal action does not facilitate resolution and can lead to prolonged conflict. While a concise corrective action plan is important for implementing solutions, it is meaningless without first understanding what needs to be corrected. Lastly, bringing in external mediators can be beneficial, but only if the stakeholders have first identified the points of conflict, as this facilitates the mediator's understanding and enhances their effectiveness. Thus, identifying the points of conflict is a fundamental step in creating a pathway toward resolution.

3. What should invoicing requirements include in procurement procedures?

- A. Details of vendor relationships**
- B. Descriptions of work or goods delivered**
- C. Payment terms and conditions**
- D. Information on contract adjustments**

Invoicing requirements in procurement procedures are crucial for ensuring clarity and compliance between parties involved in a contract. Including a description of the work or goods delivered is essential because it provides a clear basis for payment. This detail helps both the buyer and seller to verify that what was invoiced corresponds to what was actually delivered, ensuring that there are no discrepancies regarding the performance of the contract. When invoices contain comprehensive descriptions of the products or services provided, it minimizes the potential for disputes and enhances transparency in the transaction. This kind of specificity is vital for audits, financial record-keeping, and for adhering to the agreed contract terms. While details of vendor relationships, payment terms and conditions, and information on contract adjustments are important aspects of procurement, they do not directly correlate with what is necessary to validate an invoice. Payment terms and conditions might dictate when and how much is paid, but they do not provide the essential information that justifies the charges on an invoice.

4. The State Travel Management Program (STMP) is primarily responsible for?

- A. Managing state vehicle fleet contracts**
- B. Overseeing hotel renovations for state agencies**
- C. Managing travel expenditures including hotels and airlines**
- D. Organizing travel trainings for state employees**

The State Travel Management Program (STMP) is primarily responsible for managing travel expenditures, which encompasses a broad range of activities including the procurement and oversight of travel services such as hotels and airlines. This program is designed to ensure that state travel is cost-effective and complies with regulations, maximizing the efficiency of public funds. By centralizing the management of these expenditures, the STMP aims to streamline the travel process for state agencies, promote accountability, and enhance overall travel planning and reporting. In contrast, options discussing vehicle fleet contracts or hotel renovations focus on specific areas that fall outside the primary mandate of the STMP. Organizing travel trainings, while beneficial, is a secondary activity and not the core responsibility of the STMP in managing travel expenditures directly.

5. Which team is responsible for reviewing technology projects valued at \$1M or more?

- A. Project Management Office**
- B. Contract Management Team**
- C. Quality Assurance Team (QAT)**
- D. Procurement Review Board**

The Project Management Office (PMO) is typically responsible for overseeing the review of technology projects valued at \$1 million or more. This team's primary role is to ensure that projects align with the organization's strategic objectives, meet governance standards, and use best practices in project management methodologies. They examine whether the project's scope, budget, and timeline are appropriate and if the necessary resources are available. The PMO is equipped to conduct comprehensive assessments of technology initiatives, taking into account factors such as project feasibility, risk management, and return on investment. Their involvement is crucial in maintaining oversight and providing guidance throughout the lifecycle of large-scale projects to ensure successful outcomes. The other teams listed have distinct roles. The Contract Management Team focuses on the effective management of contracts and compliance rather than project evaluation. The Quality Assurance Team is concerned with ensuring the quality of the outputs and processes but does not typically engage in project valuations. The Procurement Review Board might evaluate procurement processes and compliance but may not specifically review individual technology projects of that scale. The specialized function of evaluating such technology projects positions the PMO as the key player in this context.

6. In contract management, what does the term "record retention period" refer to?

- A. The time to archive records**
- B. The duration to keep contract documents**
- C. The period during which contracts are active**
- D. The time before a contract can be amended**

The term "record retention period" specifically refers to the duration that contract documents must be kept by an organization after they are created or received. This period is critical for compliance with legal and regulatory requirements, as well as for ensuring that important contractual information is available for future reference in case of disputes or audits. Organizations establish record retention policies to define how long different types of records should be retained, which often reflects best practices and legal obligations. Choosing this option highlights the importance of maintaining records not just for the duration of the contracts themselves, but also for a specified period afterward to ensure that all necessary documentation is available when needed. Other options address different aspects of contracts, such as their active lifespan, archival processes, or amendment timelines, but they do not directly pertain to the concept of how long records must be retained once contracts are concluded.

7. What does the Deliverable Level Risk Assessment (DLRA) focus on?

- A. Overall contract costs**
- B. Risks associated with financial management**
- C. Monitoring of specific deliverables**
- D. General project timelines**

The Deliverable Level Risk Assessment (DLRA) specifically concentrates on monitoring individual deliverables within a project. This focus allows for a more granular understanding of risks that may affect the successful delivery of specific outputs or components of a contract. By assessing the risks related to each deliverable, stakeholders can identify potential issues early, facilitating proactive management and ensuring that each aspect of the project aligns with the overall objectives. In contrast, the other options address broader themes. Overall contract costs pertain to financial considerations rather than the specifics of individual deliverables. Risks associated with financial management deal with the financial aspects of the contract as a whole, which is not the focus of the DLRA. Finally, general project timelines encompass the overall timeline for the project rather than focusing specifically on the monitoring of distinct deliverables, which is the primary concern of the DLRA.

8. Which type of conflict of interest is considered when an employee foresees financial benefit from a contract?

- A. Substantial Conflict of Interest**
- B. Other Conflict of Interest**
- C. Financial Conflict of Interest**
- D. Indirect Conflict of Interest**

The concept of a conflict of interest arises when an individual has competing interests or loyalties that could potentially influence their decision-making in a professional context. When an employee anticipates financial gain from a contract, this situation clearly aligns with the definition of a financial conflict of interest. This type of conflict occurs because the employee's personal financial interests may interfere with their duties to act in the best interest of their employer or the organization they represent. In scenarios like this, it is vital for the employee to disclose their anticipated financial benefits to ensure transparency and maintain the integrity of the decision-making process associated with the contract. The acknowledgment of a financial conflict of interest helps to uphold ethical standards and prevents any undue advantage that might arise from the employee's prior knowledge or involvement in the contract discussions. The other types of conflicts of interest are characterized differently and do not specifically capture the essence of financial gain linked directly to a contract. Recognizing and addressing financial conflicts of interest is essential in contract management, ensuring fair practices and accountability while safeguarding the interests of all stakeholders involved.

9. Which phase of post payment audits focuses on collecting information?

- A. Phase 1**
- B. Phase 2**
- C. Phase 3**
- D. Phase 4**

The phase of post payment audits that focuses on collecting information is indeed the initial phase, often referred to as Phase 1. In this phase, auditors concentrate on gathering relevant data and documentation necessary for the audit process. This typically includes collecting invoices, contracts, receipts, and any supporting documentation that provides context and clarity to the transactions being reviewed. Collecting this information is crucial as it lays the groundwork for subsequent phases of the audit, where analysis and evaluation of the collected data will occur. By ensuring that all relevant information is accurately gathered in this first phase, auditors can perform a more effective review and analysis in later stages. Other phases, while vital in their roles, shift their focus towards analyzing the collected data, assessing compliance, or making recommendations for improvements, rather than on initial data collection.

10. Which term refers to attempts to influence procurement professionals?

- A. Bribery**
- B. Collusion**
- C. Price fixing**
- D. Market manipulation**

The correct term that refers to attempts to influence procurement professionals is bribery. This practice involves offering something valuable, whether it be money, gifts, or services, with the intent of persuading a procurement professional to act in favor of the person offering the inducement, rather than adhering to ethical guidelines or legal standards. Bribery undermines the integrity of the procurement process, leading to unfair advantages and potentially illegal outcomes. While collusion, price fixing, and market manipulation are all unethical practices in the realm of procurement and business, they embody different concepts. Collusion involves secret agreements between parties to deceive or defraud, often affecting competition. Price fixing is an agreement among competitors to set prices at a certain level, eliminating free market competition. Market manipulation refers to actions taken to artificially affect the supply or demand of a product or service to influence its price. Each of these practices can have significant legal ramifications, but they do not specifically denote direct attempts to influence procurement professionals in the same manner as bribery does.