

# Contracting Certification Practice Exam (Sample)

## Study Guide



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

**Copyright © 2026 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 accurate, complete, and timely information about this product from reliable sources.**

**SAMPLE**

# Table of Contents

**Copyright** ..... 1

**Table of Contents** ..... 2

**Introduction** ..... 3

**How to Use This Guide** ..... 4

**Questions** ..... 5

**Answers** ..... 8

**Explanations** ..... 10

**Next Steps** ..... 16

SAMPLE

# 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

SAMPLE

- 1. What does OCI stand for in the context of contracting?**
  - A. Office of Contract Integrity**
  - B. Organizational Compliance Indicator**
  - C. Potential Conflict of Interest**
  - D. Operational Conflict Identification**
  
- 2. Which document provides a record of an abstract of offers?**
  - A. DD 1547**
  - B. DD 1861**
  - C. SF 1409**
  - D. DD 254**
  
- 3. What information is typically provided in Section E of a contract?**
  - A. Deliveries or Performance**
  - B. Inspection and acceptance**
  - C. Special Contract Requirements**
  - D. Contract Administration Data**
  
- 4. FAR 31 deals specifically with which topic?**
  - A. Contractor performance evaluations**
  - B. Contract cost principles and procedures**
  - C. Contract negotiation procedures**
  - D. Market research best practices**
  
- 5. Which component is NOT necessary for mutual assent to occur?**
  - A. Agreement by one party**
  - B. Clear communication of terms**
  - C. Voluntary consent from all parties**
  - D. A signed document**

- 6. What is it called when a contractor evaluates itself or its affiliates?**
- A. Impaired Objectivity**
  - B. Conflict of Interest**
  - C. Self-Assessment**
  - D. Biased Evaluation**
- 7. Are excusable delays inclusive of acts of God or public enemy?**
- A. Yes**
  - B. No**
  - C. Only in chaos**
  - D. Only if specified in the contract**
- 8. Which section of FAR outlines required sources of supplies and services?**
- A. FAR 7**
  - B. FAR 8**
  - C. FAR 6**
  - D. FAR 3**
- 9. What information does the DD 1547 form help to facilitate?**
- A. Creation of contracts**
  - B. Structured approach to profit/fee analysis**
  - C. General purchase requests**
  - D. Record of negotiation discussions**
- 10. Which section of a contract specifies the technical requirements of the deliverables?**
- A. Description/Specifications/SOW**
  - B. Inspection and acceptance**
  - C. Contract Administration Data**
  - D. Packaging and Marketing**

## Answers

SAMPLE

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

SAMPLE

## **Explanations**

SAMPLE

## 1. What does OCI stand for in the context of contracting?

- A. Office of Contract Integrity
- B. Organizational Compliance Indicator
- C. Potential Conflict of Interest**
- D. Operational Conflict Identification

In the context of contracting, OCI stands for Potential Conflict of Interest. This term refers to a situation where a contractor's ability to render impartial and objective assistance or advice to a government agency may be compromised due to other interests or relationships. Understanding Potential Conflicts of Interest is crucial in contracting, as these conflicts can lead to biased decision-making, unfair advantages, or ethical dilemmas that may undermine the integrity of the procurement process. Ensuring transparency and fairness in government contracting is essential for maintaining public trust, which is why procedures to identify and mitigate OCI are tightly regulated. The other options do not accurately define OCI in this specific context. While they may represent relevant concepts in other fields or scenarios, they do not align with the established terminology used in government contracting regarding conflicts of interest. This highlights the importance of understanding terms and their proper applications within the contracting landscape.

## 2. Which document provides a record of an abstract of offers?

- A. DD 1547
- B. DD 1861
- C. SF 1409**
- D. DD 254

The document that provides a record of an abstract of offers is the SF 1409. This form is specifically designed to summarize the offers received during a procurement process and is typically used to provide a clear and concise comparison of those offers. By consolidating key information such as offer prices, delivery times, and compliance with solicitation requirements, the SF 1409 helps contracting officers make informed decisions about which offers are viable for award. This form is particularly useful because it ensures that all relevant data is easily accessible and organized, thereby facilitating transparency and clarity throughout the procurement process. Such standardization in reporting offers allows teams to effectively communicate and analyze the competitive landscape, ensuring that decisions are made based on comprehensive and accurate information. Other documents listed, like DD 1547, DD 1861, and DD 254, serve different purposes in contracting and procurement processes and do not specifically focus on summarizing offers from various suppliers.

### **3. What information is typically provided in Section E of a contract?**

- A. Deliveries or Performance**
- B. Inspection and acceptance**
- C. Special Contract Requirements**
- D. Contract Administration Data**

In a contract, Section E is commonly designated for Inspection and Acceptance. This section outlines the procedures and criteria that govern how the delivered goods or services will be evaluated for compliance with the contractual specifications. It ensures that both parties understand what constitutes acceptable performance and the methods for determining whether the deliverables meet the agreed standards. Inclusion of specific inspection methods, timelines for conducting inspections, and criteria for acceptance are vital to protecting both the buyer's and seller's interests. This helps to prevent disputes after delivery and provides a clear framework for addressing any issues that may arise regarding the quality or performance of the completed work. This focus on inspection and acceptance serves as a critical component of contract management, ensuring accountability and quality assurance throughout the performance period.

### **4. FAR 31 deals specifically with which topic?**

- A. Contractor performance evaluations**
- B. Contract cost principles and procedures**
- C. Contract negotiation procedures**
- D. Market research best practices**

Title 48 of the Code of Federal Regulations, specifically FAR 31, addresses contract cost principles and procedures. This regulation outlines the allowable and unallowable costs associated with government contracts, providing guidance on how contractors should account for costs incurred during the performance of their contracts. Understanding the principles set forth in FAR 31 is essential for ensuring that costs claimed are reasonable, allocable, and consistent with the terms of the contract and applicable regulations. This includes a wide range of topics such as direct and indirect costs, cost accounting standards, and the methods for estimating and billing costs. FAR 31 helps to standardize how costs are treated across different federal contracts, which aids in compliance and financial management for contractors, as well as provides a framework for audits and financial oversight by government agencies. Without a solid grasp of these principles, contractors may face difficulties in managing their expenses effectively, which could lead to compliance issues or financial losses.

**5. Which component is NOT necessary for mutual assent to occur?**

- A. Agreement by one party**
- B. Clear communication of terms**
- C. Voluntary consent from all parties**
- D. A signed document**

Mutual assent, often referred to as a "meeting of the minds," is a fundamental concept in contract law that requires all parties involved to agree to the terms of the contract. For mutual assent to be established, certain components are essential: - An agreement by one party demonstrates the intention to enter into a contract. - Clear communication of terms ensures that all parties understand what they are agreeing to, reducing misunderstandings and disputes. - Voluntary consent from all parties confirms that they are entering into the agreement of their own free will, without coercion or undue influence. While having a signed document can serve as evidence of mutual assent, it is not a prerequisite for it to exist. Agreements can be formed verbally or through conduct as long as the other components of mutual assent are satisfied. Therefore, the absence of a signed document does not prevent mutual assent from occurring, making it unnecessary for the formation of a contract.

**6. What is it called when a contractor evaluates itself or its affiliates?**

- A. Impaired Objectivity**
- B. Conflict of Interest**
- C. Self-Assessment**
- D. Biased Evaluation**

The concept referred to when a contractor evaluates itself or its affiliates is commonly known as self-assessment. This term encompasses the process where an individual or organization reflects on its performance, practices, or operations to identify areas for improvement or compliance with certain standards or regulations. Self-assessment is critical in contracting because it allows organizations to take an honest look at their practices and make necessary adjustments to enhance efficiency, performance, and compliance. It promotes accountability and transparency, which are essential in maintaining trust with clients and stakeholders. The other concepts listed, such as impaired objectivity and conflict of interest, although related to assessment processes, highlight limitations or ethical considerations that may arise in evaluations. Impaired objectivity refers to the inability to make impartial judgments due to personal interests, while conflict of interest indicates a situation where a person's decisions may be influenced by vested interests. On the other hand, biased evaluation points to a situation where the evaluation lacks neutrality, leading to skewed results. These terms speak to potential pitfalls in evaluation rather than describing the act of evaluating oneself.

**7. Are excusable delays inclusive of acts of God or public enemy?**

**A. Yes**

**B. No**

**C. Only in chaos**

**D. Only if specified in the contract**

Excusable delays are indeed inclusive of acts of God and public enemy. In contract law, an excusable delay refers to a delay in performance that is caused by circumstances beyond the control of the contractor, where the contractor is not held liable for the delay. Acts of God, such as natural disasters (e.g., hurricanes, floods, earthquakes), can significantly hinder or prevent completion of a contract and thus qualify as excusable delays. Similarly, actions taken by a public enemy, such as war or civil unrest, can directly impact a contractor's ability to fulfill obligations as stipulated in a contract, making these delays excusable as well. Including these circumstances ensures fairness in contract execution, recognizing that some delays are truly unavoidable and arise from external factors. Such provisions are generally built into contracts to protect parties from being penalized for situations that are beyond their control, maintaining the integrity and reliability of the contracting process.

**8. Which section of FAR outlines required sources of supplies and services?**

**A. FAR 7**

**B. FAR 8**

**C. FAR 6**

**D. FAR 3**

FAR 8 outlines the required sources of supplies and services, which establishes the guidelines for federal procurement when it comes to acquiring goods and services from specific sources. This section emphasizes the priority order for sourcing, including the use of mandatory government purchasing schedules, such as those offered by the General Services Administration (GSA), and other preferred sources like nonprofit agencies participating in the AbilityOne Program. FAR 8's focus is on ensuring that government agencies make purchases from designated sources to foster efficiency, transparency, and fair competition, thereby adhering to regulations that promote responsible spending of taxpayer dollars while also supporting specific socio-economic programs. The other sections mentioned do not cover this aspect in the same manner; while they may address different procurement topics, they do not specifically detail the required sources of supplies and services, which is the central focus of FAR 8. This makes FAR 8 the correct reference for understanding how to comply with federal sourcing requirements.

## 9. What information does the DD 1547 form help to facilitate?

- A. Creation of contracts
- B. Structured approach to profit/fee analysis**
- C. General purchase requests
- D. Record of negotiation discussions

The DD 1547 form is specifically designed to facilitate a structured approach to profit and fee analysis in government contracting. It serves as a tool that captures essential information regarding the contractor's proposed costs and the basis for their fees, enabling contracting officers to ensure that the costs are reasonable and align with regulations. By providing a standardized method for assessing and documenting profit and fee proposals, the form helps ensure consistency and transparency during the evaluation process, which is essential for fair contracting practices. While the other options deal with relevant aspects of contracting, they do not accurately reflect the primary purpose of the DD 1547 form. The creation of contracts, for example, is a broader process that involves various documents and steps, whereas the DD 1547 specifically addresses the analysis of proposed profit and fee structures. Similarly, general purchase requests and negotiation discussions are important elements of contracting, but they do not utilize the DD 1547 for their execution or documentation.

## 10. Which section of a contract specifies the technical requirements of the deliverables?

- A. Description/Specifications/SOW**
- B. Inspection and acceptance
- C. Contract Administration Data
- D. Packaging and Marketing

The section of a contract that specifies the technical requirements of the deliverables is the Description/Specifications/SOW (Statement of Work). This part of the contract provides detailed information about what is to be delivered, how it should perform, and any specific standards or criteria that need to be met. It often outlines functional and technical specifications that guide the contractor in producing goods or services that fulfill the requirements outlined by the buyer. By using precise language to define expectations, this section helps ensure both parties have a clear, shared understanding of the deliverables, which is essential for project success. It serves as a point of reference for both contract enforcement and compliance assessment later in the project lifecycle. While the other options contribute to the overall contract framework, they do not directly address the specific technical requirements of the deliverables. Inspection and acceptance focus on how the deliverables will be evaluated upon completion, Contract Administration Data deals with managing and overseeing contract terms and conditions, and Packaging and Marketing pertains to the presentation and shipping of products rather than their technical specifications.

## 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://contracting.examzify.com>**

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

SAMPLE