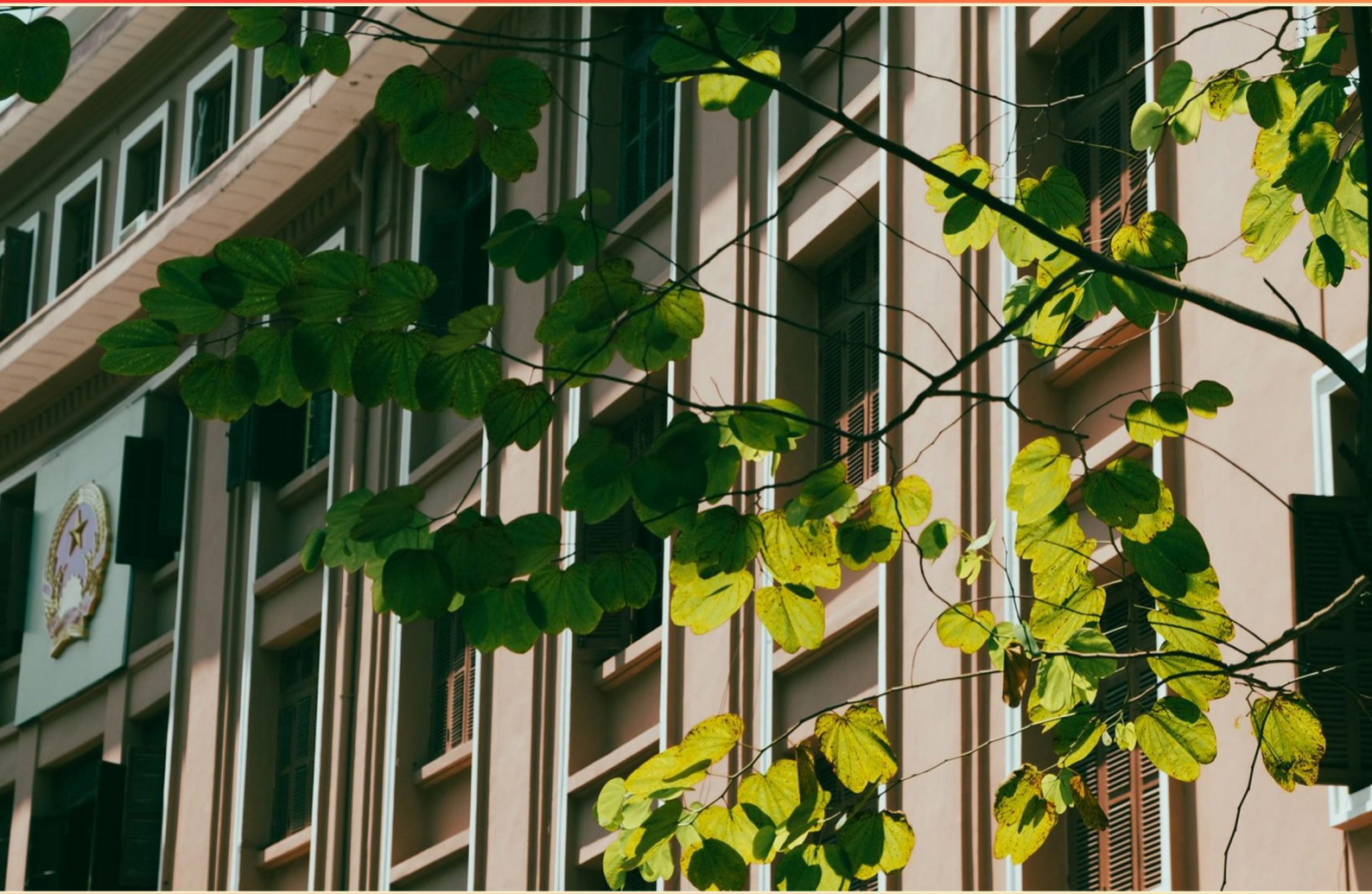


FEDERAL ACQUISITION CERTIFICATION IN CONTRACTING (FAC- C) PRACTICE EXAM (SAMPLE) STUDY GUIDE



Prepare with structure. Pass with confidence



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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 function does educational background serve in FAC-C certification?**
 - A. It is used to determine job promotions
 - B. It ensures a basic understanding of procurement principles
 - C. It qualifies individuals for higher salaries
 - D. It is the sole basis for certification
- 2. Which of the following is NOT a use of evaluation criteria?**
 - A. Assessing price competitiveness
 - B. Determine offeror responsibility
 - C. Evaluating past performance
 - D. Comparing technical proposals
- 3. What should evaluators do when evaluating final proposal revisions?**
 - A. Evaluate them against the criteria in the proposal
 - B. Evaluate them against the evaluation factors in the solicitation
 - C. Evaluate them based solely on cost
 - D. Evaluate them based on past performance only
- 4. When must an appeal from a contracting officer's final decision be filed with the board of contract appeals?**
 - A. Within 60 days
 - B. Within 90 days
 - C. Within 120 days
 - D. Within 180 days
- 5. Which statement is correct regarding the government's policy for describing agency needs?**
 - A. All provisions must be as restrictive as possible
 - B. Restrictive provisions can only be used as authorized by law
 - C. Restrictive provisions can be broadly applied
 - D. Agencies may ignore the need for clarity in describing needs

- 6. In case of arrival after the closing time, what must be established regarding the proposal?**
- A. It can be evaluated based on merit
 - B. It is automatically void
 - C. It may be considered if there are no violations
 - D. It cannot be considered due to timing
- 7. Which evaluation factor is required in all competitively negotiated procurements over the simplified acquisition threshold?**
- A. Financial stability
 - B. Past performance
 - C. Technical superiority
 - D. Cost management
- 8. What does the term “best value” mean in federal contracting?**
- A. It refers to selecting the lowest priced proposal regardless of quality.
 - B. It focuses exclusively on non-price factors in proposal evaluations.
 - C. It involves a selection process that balances price and non-price factors.
 - D. It ensures that every contract award is made to small businesses.
- 9. When must a protest alleging apparent improprieties in a solicitation be filed?**
- A. Any time after bid opening
 - B. Before bid opening or the closing date for proposals
 - C. Within 30 days of contract award
 - D. After the award has been announced
- 10. Calculating indirect costs begins with establishing what crucial figure?**
- A. Total estimated expenses
 - B. The appropriate indirect rate
 - C. A fixed percentage
 - D. Market research data

Answers

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

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Explanations

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1. What function does educational background serve in FAC-C certification?

- A. It is used to determine job promotions
- B. It ensures a basic understanding of procurement principles**
- C. It qualifies individuals for higher salaries
- D. It is the sole basis for certification

The function of educational background in FAC-C certification is essential as it helps ensure that individuals have a foundational understanding of procurement principles. A solid educational background provides the necessary theoretical knowledge and cognitive skills required for effectively engaging in the complexities of contract management and acquisition processes. Education equips potential contract professionals with concepts related to contracting, federal acquisition regulations, and ethical considerations in procurement. This understanding is critical for effective decision-making and contributes to the overall proficiency required in roles related to contracting. Thus, the educational requirements serve as a baseline to ensure that individuals entering the contracting profession are adequately prepared to handle the responsibilities of the role and understand the implications of their decisions. Other options incorrectly imply that educational background solely determines aspects such as promotions or salary levels, or serve as the singular basis for certification, which is not accurate as the certification process involves a combination of education, experience, and training.

2. Which of the following is NOT a use of evaluation criteria?

- A. Assessing price competitiveness
- B. Determine offeror responsibility**
- C. Evaluating past performance
- D. Comparing technical proposals

Determining offeror responsibility is not considered a use of evaluation criteria in the context of evaluating proposals. Evaluation criteria are primarily designed to assess the different aspects of proposals submitted by competing offerors, focusing on how well they meet the requirements stated in the solicitation. These criteria encompass areas such as technical capability, past performance, and price competitiveness, helping evaluators make informed decisions regarding which offeror best meets the needs of the government. While evaluating past performance, assessing price competitiveness, and comparing technical proposals are directly related to how well offerors can fulfill the requirements of a contract, determining offeror responsibility involves verifying whether an offeror has the necessary resources, experience, and integrity to perform the contract successfully. This responsibility assessment happens outside the evaluation criteria used for award recommendations and typically occurs after a proposal is selected for final consideration, ensuring the selected offeror has the capability and reliability to deliver on the contract.

3. What should evaluators do when evaluating final proposal revisions?

- A. Evaluate them against the criteria in the proposal
- B. Evaluate them against the evaluation factors in the solicitation**
- C. Evaluate them based solely on cost
- D. Evaluate them based on past performance only

Evaluators should evaluate final proposal revisions against the evaluation factors outlined in the solicitation. This approach ensures that the assessment is aligned with the criteria that were established at the beginning of the procurement process. The evaluation factors serve as a framework to measure the proposals' compliance and ability to meet the specific requirements of the solicitation. By adhering to these established factors, evaluators can ensure a fair and objective assessment of all proposals. This practice is critical because it promotes consistency and transparency in the evaluation process, allowing all bidders to be judged according to the same standards. Furthermore, focusing on the factors specified in the solicitation helps to uphold the integrity of the procurement process, as it reflects the priorities and expectations set forth by the agency before receiving proposals. In contrast, other approaches, such as evaluating solely based on cost or past performance, may overlook other essential aspects of the proposals that could be vital for the successful execution of the contract. This could lead to an imbalance in evaluation and possibly result in selecting a bid that does not fully meet the program's requirements.

4. When must an appeal from a contracting officer's final decision be filed with the board of contract appeals?

- A. Within 60 days
- B. Within 90 days**
- C. Within 120 days
- D. Within 180 days

The requirement to file an appeal from a contracting officer's final decision with the board of contract appeals is established by the Contract Disputes Act (CDA). According to the CDA, a contractor has 90 days from the date of receipt of the contracting officer's final decision to file an appeal. This period is intended to ensure that disputes are resolved in a timely manner, facilitating the efficient execution of contracts and preventing long delays that could impact project timelines and contractual obligations. This 90-day timeframe is crucial for contractors to prepare their case and gather any necessary documentation or evidence to support their appeal before presenting it to the board of contract appeals. It provides a structured process within which both parties can seek resolution, fostering accountability and clarity in the contracting process. This is why the correct answer is 90 days; it aligns with the specific guidelines set out in federal contracting laws governing appeals related to contracting officer decisions.

5. Which statement is correct regarding the government's policy for describing agency needs?

- A. All provisions must be as restrictive as possible
- B. Restrictive provisions can only be used as authorized by law**
- C. Restrictive provisions can be broadly applied
- D. Agencies may ignore the need for clarity in describing needs

The statement that restrictive provisions can only be used as authorized by law is correct because government policy emphasizes compliance with applicable laws and regulations when defining agency needs. This ensures that any restrictions imposed on the description of needs are justifiable and legally permitted, promoting fairness and competition in the procurement process. In the context of government contracting, it is vital to maintain a balance between ensuring that specific requirements are met and allowing for sufficient flexibility to encourage broad participation from potential vendors. While it might sometimes be necessary to specify certain restrictions to achieve the goals of the acquisition, these must always align with the governing statutes and regulations to avoid unfair limitations on competition. Thus, this approach fosters a transparent procurement environment while still addressing the unique requirements of the agency. Other options may suggest approaches that either disregard legal authority or compromise the necessary clarity and openness required in government procurement, which are not in line with established practices or regulations.

6. In case of arrival after the closing time, what must be established regarding the proposal?

- A. It can be evaluated based on merit
- B. It is automatically void
- C. It may be considered if there are no violations
- D. It cannot be considered due to timing**

The correct choice highlights the fundamental principle that proposals submitted after the closing time cannot be considered for evaluation due to strict adherence to submission deadlines set forth in procurement regulations. This principle is crucial in maintaining fairness and equity among all bidders. When a procurement opportunity is publicly announced, a deadline is established to ensure that all interested parties have an equal chance to submit their proposals. Accepting late submissions could compromise the integrity of the procurement process, as it might favor one bidder over others who submitted on time. Therefore, the rules clearly state that proposals received after the designated closing time are not eligible for evaluation, reinforcing the importance of timing in the proposal submission process. This clear prohibition is essential to uphold the competitive nature of contracting and to avoid potential disputes or claims of favoritism, thus ensuring that all participants operate under the same conditions and time constraints.

7. Which evaluation factor is required in all competitively negotiated procurements over the simplified acquisition threshold?

- A. Financial stability
- B. Past performance**
- C. Technical superiority
- D. Cost management

In competitively negotiated procurements over the simplified acquisition threshold, past performance is a required evaluation factor because it provides insight into a contractor's ability to deliver quality products and services based on their prior work history. Assessing past performance helps contracting officers gauge risk; they can identify potential issues by examining how well a contractor performed on similar projects. This evaluation factor supports the government's goal of ensuring effective use of taxpayer money by selecting contractors who have demonstrated reliability and competence in fulfilling their contractual obligations. In addition to past performance, other evaluation factors may be considered, but they are not mandated by law for all competitively negotiated procurements. For instance, while financial stability, technical superiority, and cost management are important considerations, they are not universally required across all contracts and can vary based on the specific nature of the procurement and the agency's needs. Thus, the emphasis on past performance reflects a strong commitment to accountability and performance-based contracting in the federal acquisition process.

8. What does the term "best value" mean in federal contracting?

- A. It refers to selecting the lowest priced proposal regardless of quality.
- B. It focuses exclusively on non-price factors in proposal evaluations.
- C. It involves a selection process that balances price and non-price factors.**
- D. It ensures that every contract award is made to small businesses.

In federal contracting, the term "best value" refers to a selection process that balances both price and non-price factors when evaluating proposals. This approach allows contracting officers to assess not just the cost associated with a proposal, but also the quality, technical merit, past performance, and other relevant criteria that contribute to the overall value of the procurement. The best value concept recognizes that in many situations, the lowest price does not necessarily equate to the best outcome for the government. By considering a combination of factors, contracting officers can make more informed decisions that lead to higher quality outcomes and better overall performance on contracts. This method promotes a holistic evaluation to achieve the most advantageous procurement for the government. Aspects such as technical approach, schedule, and management capability may be weighted according to the needs of the project, making the decision-making process more inclusive and strategic. This contrasts sharply with other approaches that may focus solely on price or exclude important qualitative measures altogether.

9. When must a protest alleging apparent improprieties in a solicitation be filed?

- A. Any time after bid opening
- B. Before bid opening or the closing date for proposals**
- C. Within 30 days of contract award
- D. After the award has been announced

A protest alleging apparent improprieties in a solicitation must be filed before bid opening or the closing date for proposals because it is essential to address any issues related to the solicitation itself prior to the commencement of the competitive bidding or proposal evaluation process. This allows for corrective actions to be taken if necessary, ensuring that all potential bidders or offerors have an equal and fair opportunity throughout the solicitation and award process. Filing a protest at this stage prevents moving forward with proposals that might be based on flawed or unfair criteria. If such protests were allowed post-bid opening or after the contract award, it would undermine the integrity of the procurement process and could lead to unnecessary delays and complications. Therefore, the regulations clearly state that concerns regarding the solicitation need to be raised as early as possible to maintain the transparency and fairness of the competitive process.

10. Calculating indirect costs begins with establishing what crucial figure?

- A. Total estimated expenses
- B. The appropriate indirect rate**
- C. A fixed percentage
- D. Market research data

Establishing the appropriate indirect rate is a fundamental step in calculating indirect costs because it directly influences how these costs are allocated across various projects or contracts. The indirect rate represents a proportion of indirect costs to a direct cost base, which is essential for understanding how overhead and administrative expenses contribute to the overall cost of services or products offered. Without an accurate indirect rate, it would be impossible to fairly distribute indirect expenses, leading to inaccurate budgeting and cost estimation. The determination of the indirect rate is typically based on historical data, industry standards, and the specific operational environment of the organization. This rate must reflect the actual costs that are not directly attributable to a particular contract or project, which allows organizations to plan and manage their financial resources effectively. Establishing this rate is a cornerstone of cost accounting practices in contracting, ensuring compliance with federal regulations and enabling rational decision-making during the procurement process. Other options do not serve as the initial figure for calculating indirect costs. Total estimated expenses, while important for overall budgeting, encompasses both direct and indirect costs without providing the necessary breakdown to facilitate accurate rates. A fixed percentage may not account for the variability and specificity of indirect costs in different contexts. Market research data, while valuable for understanding cost environments and pricing strategies, does not

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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