

**NCMA  
Federal Module  
Mini-Exam**

1. According to the FAR:
  - a. An unauthorized commitment may be ratified as long as funds are available
  - b. The contracting officer is the ratification approval authority for actions up to \$2,500
  - c. Agencies should take positive action to preclude the need for ratification actions
  - d. Proper delegation of micro-purchase authority eradicates any need for ratification procedures
  
2. A form of written approval signed by an authorized official that is required by statute or regulation as a prerequisite to taking certain contract actions is defined as a:
  - a. Ratification
  - b. Determination and Findings
  - c. Contracting Officer's Final Decision
  - d. Waiver
  
3. Consolidating two or more requirements for supplies or services, previously provided or performed under separate smaller contracts, into a solicitation for a single contract is defined as:
  - a. Combining
  - b. Consolidating
  - c. Bundling
  - d. Mixing
  
4. Contractor's arrangements to pay contingent fees for soliciting Government contracts have long been considered contrary to public policy because:
  - a. They discourage competition
  - b. Such arrangements may lead to attempted or actual exercise of improper influence
  - c. They result in excessive overhead costs
  - d. Accountability of costs is difficult to track

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5. The Contracting Officer may use competitive proposals in lieu of sealed bids if:
  - a. Time permits the solicitation, submission, and evaluation of sealed bids
  - b. Award will be made on the basis of price and other price related factors
  - c. It is necessary to conduct discussions
  - d. The resulting contract will be with a small business
  
6. If other than full and open competition is anticipated, the acquisition plan must be coordinated with the cognizant:
  - a. Competition Advocate
  - b. Head of the Contracting Activity
  - c. Small Business Office
  - d. Contract administrator
  
7. Normally, testing and approval is required in contracts for:
  - a. Research and Development
  - b. Products requiring qualification before award
  - c. Commercial Items
  - d. Non-commercial items being manufactured for the first time
  
8. When is an indefinite-delivery contract appropriate?
  - a. When it is not possible to estimate accurately the extent or duration of the work
  - b. When the specifications/work statement is clearly defined
  - c. When uncertainties involved in contractor performance do not permit costs to be estimated
  - d. When the exact times and/or quantities of future deliveries are not known at time of award

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9. Agencies are required to use the results of market research to determine:
- If detailed government specifications exist
  - A fair and reasonable price
  - The government's requirements
  - The extent to which commercial items or nondevelopmental items could satisfy the need
10. Contracting activities shall employ simplified acquisition procedures to the maximum extent practicable for acquisitions of commercial items not exceeding:
- \$1,000,000
  - \$100,000
  - \$5,000,000
  - \$3,000,000
11. When acquiring commercial items, the contracting officer:
- Is not required to establish price reasonableness
  - Can accept the commercial standard for price reasonableness
  - Must establish price reasonableness in accordance with 13.106-3, 14.408-2, or Subpart 15.4, as applicable
  - Must establish price reasonableness in accordance with commercial practices
12. It is advantageous to establish Blanket Purchase Agreements with firms who:
- Have past performance records that show them to be unreliable
  - Bid only on purchases over the simplified acquisition threshold
  - Have provided few purchases at or below the simplified acquisition threshold
  - Offer quality supplies or services at consistently lower prices than their competitors
13. Which of the following is true concerning Blanket Purchase Agreements (BPAs)?
- A purchase requisition is required to establish one
  - Use of a BPA exempts an agency from the responsibility for keeping obligations and expenditures within available funds
  - They may be established with more than one supplier
  - They may be established even if there is an existing requirements contract for the same supply or service

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14. Unpriced purchase orders may be used to acquire:
- Repairs to equipment requiring disassembly to determine the nature and extent of repairs
  - Commercial or nondevelopmental items
  - Urgently needed supplies available through multiple sources
  - Routine items for stock
15. A pre-bid conference is never to be used for:
- Answering industry's questions
  - Amending an ambiguous IFB
  - Explaining requirements
  - Conducting market research
16. What is acceptable evidence to establish the time of receipt at the government installation?
- A US Post Office proof of mailing receipt
  - Other documentary evidence maintained by the contractor
  - Oral testimony or statements by the bidder's personnel
  - Time/date stamp of that installation on the bid wrapper
17. Which of the following contract types may be used with Sealed Bidding procedures?
- Cost-Plus-Fixed Fee
  - Firm-Fixed-Price and sometimes fixed-price with economic price adjustment
  - Any type within the family of Fixed-Price contract types
  - Firm-Fixed-Price only
18. Which statement concerning Requests for Information (RFIs) is true?
- Responses to RFIs are not offers and may not be accepted by the Government to form a binding contract
  - Responses to RFIs may be accepted by the Government to form a binding contract
  - RFIs are used when the Government desires market information and intends to award a contract immediately.
  - Use of RFIs is limited to purchases not exceeding the simplified acquisition threshold

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19. Communication with an offeror for the sole purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the proposal is called:
- Verification
  - Clarification
  - Discussion
  - Remuneration
20. A certificate of Current Cost or Pricing Data:
- Does not constitute a representation as to the accuracy of the contractor's judgment on the estimate of future costs or projections
  - Is required upon exercise of an option at the price established at contract award, regardless of dollar value
  - Is required for proposals in support of interim billing price adjustments valued in excess of \$500,000
  - Is no longer required
21. The least preferred method of submitting ideas/concepts to the Government is:
- In response to Broad Agency Announcements
  - Through participation in Small Business Innovation Research Programs
  - In response to Program Research and Development Announcements
  - Unsolicited proposals
22. The Contract Work Hours and Safety Standards Act requires:
- Each contractor and subcontractor to furnish a weekly statement of compliance with respect to the wages paid each employee during the preceding week
  - Makes it unlawful to induce any person employed in the construction or repair of public buildings or public works, financed in whole or in part by the U.S., to give up any part of the compensation to which that person is entitled under a contract of employment
  - States that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor
  - Mandates that no laborer or mechanic doing any part of the work contemplated by the contract be required or permitted to work more than 40 hours in any work week unless paid for all additional hours at not less than 1 1/2 times the basic rate of pay

23. The Walsh-Healey Public Contracts Act:
- a. Addresses use of high technology ball bearings
  - b. Applies to construction contracts over \$2,500
  - c. Requires that all manufacturing be accomplished outside the U.S.
  - d. Applies to applicable contract actions exceeding \$10,000
24. Performance and payment bonds are required or may be required for:
- a. Construction contracts exceeding \$2,000
  - b. Construction contracts exceeding \$100,000
  - c. Services and supply contracts exceeding the simplified acquisition threshold when necessary to protect the Government's interest
  - d. Both b and c
25. Performance-based payments shall be used only:
- a. When the contracting officer and the offeror are able to agree on the performance-based payment terms
  - b. When a definitized fixed-price type contract is contemplated
  - c. When the contract does not provide for other methods of contract financing.
  - d. When all of the above conditions are met
26. Protests may be filed with:
- a. Either the Agency or the Government Accountability Office (GAO)
  - b. The Agency, the GAO, or the General Services Board of Contract Appeals (ADP acquisitions)
  - c. Either the contracting officer or the United States Court of Federal Claims
  - d. Small Claims Court for awards under the Simplified Acquisition Threshold
27. The person responsible for selecting the appropriate type of contract for an R & D requirement is:
- a. The program manager
  - b. The contracting officer
  - c. The acquisition manager
  - d. The R & D Chief

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28. Contracts to acquire information technology systems in successive, interoperable increments are known as:
- multi-year
  - successive
  - modular
  - Alpha
29. Which of these is NOT a normal function of a contract administration office?
- Review the contractor's compensation structure and insurance plans
  - Conduct post-award orientation conferences
  - Assist the contractor in management of its subcontractors
  - Determine the contractor's compliance with Cost Accounting Standards
30. Which of the following is true if a contractor has an approved purchasing system?
- Consent is required for subcontracts identified in the subcontracts clause of the contract
  - Purchases below the Simplified Acquisition Threshold must be reviewed by the contracting officer
  - Only items on the government Qualified Products List may be used
  - F.O.B. origin may not be used
31. A person holding itself out to the general public to provide transportation for compensation is called:
- A contract carrier
  - A universal carrier
  - A common carrier
  - A commercial carrier
32. Authority for entering into or modifying contracts in order to facilitate the national defense under extraordinary emergency conditions is granted by:
- Public Law 85-804
  - The Head of the Contracting Activity
  - The Secretary of Defense
  - A level above the contracting officer

33. Techniques for conducting market research include:
- a. Holding pre-solicitation conferences
  - b. Publishing formal requests for information
  - c. Reviewing catalog and other generally available product literature
  - d. All of the above
34. Federal Agencies must specify their needs in such a manner as to:
- a. Minimize cost of the procurement
  - b. Reduce overhead in the procurement function
  - c. Promote full and open competition
  - d. Minimize the lead-time to acquire the desired goods or services