

The following matrix cross-references the competencies of the *Contract Management Standard, Second Edition (CMS2)* with the *Federal Acquisition Regulation (FAR)*.

<b>CMS COMPETENCY</b>	<b>JOB TASK</b>	<b>FAR PART</b>
<b>1.0 GUIDING PRINCIPLES</b>		
1.1 Skills and Roles	Career Development, Contracting Authority, and Responsibility	1
1.2 Contract Principles	Statement of Guiding Principles for the FAR	1
1.3 Standards of Conduct	Improper Business Practices and Personal Conflicts of Interest	3
	Contractor Responsibility Standards	9
1.4 Regulatory Compliance	Application of Labor Laws to Government Acquisitions	22
	Environment, Energy and Water Efficiency, Renewable Energy Technology, Occupational Safety, and Drug-Free Workplace	23
	Protection of Privacy and Freedom of Information	24
	Manage Patents, Data, Copyrights, Bonds, Insurance, and Taxes	27, 28, 29
1.5 Situational Assessment	Special Contracting Methods	17
	Emergency Contracting	18
	Foreign Acquisition	25
	Major Systems Acquisition	34
	R&D Contracting	35
	Construction and A-E	36
	Service Contracting	37
	Federal Supply Schedule Contracting	38
	Acquisition of Information Technology	39
	Acquisition of Utility Services	41
	Extraordinary Contractual Actions and the Safety Act	50
1.6 Team Dynamics	Acquisition Team	1
	Definitions of Words and Terms	2
	Document Lessons Learned/Best Practices	4
1.7 Communication and Documentation	FAR Compliance	1 - 52

## 2.0 PRE-AWARD

### 2.1 DEVELOP SOLICITATION

2.1.1 Plan Solicitation	Shape Internal Customer Requirements	11
	Conduct Market Research	5, 7, 10
	Perform Risk Analysis	6, 8, 10, 15, 19, 26
	Formulate Contracting Strategy	12, 13, 14, 15, 16
	Finalize Solicitation Plan	12, 13, 14, 15

<b>2.1.2 Request Offers</b>	Execute Solicitation Plan	12, 13, 14, 15
	Prepare Solicitations	12, 13, 14, 15
	Issue Solicitations	5, 12, 13, 14, 15
	Amend Solicitations	12, 13, 14, 15
<b>2.2 DEVELOP OFFER</b>		
<b>2.2.1 Plan Sales</b>	Conduct Pre-Sales Activities	3, 5
	Evaluate Solicitation	2
	Conduct Offer/No-Offer Analysis	6, 9
	Finalize Sales Plan	7, 12, 13, 14, 15
<b>2.2.2 Prepare Offer</b>	Execute Sales Plan	12, 13, 14, 15
	Develop Execution Plan	45, 46
	Develop Risk Mitigation Plans	32, 42, 49
	Assess Teaming Options and Partners	9, 19, 44, 51
	Participate in Pre-Offer Conference	5
	Finalize Offer	4, 53

## 3.0 AWARD

<b>3.1 FORM CONTRACT</b>		
<b>3.1.1 Price or Cost Analysis</b>	Comprehend Offer	12, 13, 14, 15
	Evaluate Seller Terms & Their Impact on Risk	12, 13, 14, 15
	Determine Reasonable Pricing	30, 31
	Document Analysis Results	30, 31
<b>3.1.2 Plan Negotiations</b>	Clarification Requests	12, 13, 14, 15
	Document Negotiation Objectives	12, 13, 14, 15
	Conduct Discussions	12, 13, 14, 15
<b>3.1.3 Select Source</b>	Review Compliance of Offer(s)	12, 13, 14, 15
	Source Selection	12, 13, 14, 15
	Conduct Negotiations	12, 13, 14, 15
	Finalize Negotiations	12, 13, 14, 15
	Final Offer Revision	12, 13, 14, 15
	Prepare Contract Document	12, 13, 14, 15
	Finalize Contract Award	12, 13, 14, 15
	Document Outcome of Offer	12, 13, 14, 15
<b>3.1.4 Manage Disagreements</b>	Submit Protests and Appeals	33
	Respond to Protests and Appeals	33

## 4.0 POST-AWARD

### 4.1 PERFORM CONTRACT

4.1.1 Administer Contract	Execute Contract	12, 13, 14, 15
	Conduct Post-Award Conference Meeting	42
	Maintain Contract Documentation/Files	4, 45
	Provide Cost Information	30, 31
	Establish/Maintain Communications	1
	Evaluate Interim Contractor Performance	42, 47, 48
	Manage Deliverables	12, 13, 14, 15
4.1.2 Ensure Quality	Plan for Contract Performance Delivery	46
	Plan for Contract Performance Monitoring	46
	Inspect and Accept Contract Performance	46
4.1.3 Manage Subcontracts	Determine Supply Chain Requirements	9, 19, 44
	Issue Subcontracts	9, 44
4.1.4 Manage Changes	Manage Contract Changes	43
	Conduct Contract Interpretation	2, 33
	Determine Contract Termination	49
<b>4.2 CLOSE CONTRACT</b>		
4.2.1 Close Out Contract	Validate Contract Performance	42
	Verify Physical Contract Completion	42
	Prepare Contract Completion Documents	4
	Coordinate Final Disposition of Owner-Provided Property/ Equipment/Information	45
	Settle Subcontracts	44
	Reconcile Contract	4
	Make Final Payment	4, 31, 32
	Evaluate Final Contractor Performance	42, 47, 48
	Finalize Contract	4, 12, 13, 14, 15, 42, 52