

FAC-COTR Fulfillment Process

FAC-COTR FULFILLMENT PROCESS/REQUEST FORM

FAC-COTR is a competency based program, requiring those who seek certification to demonstrate satisfactory proficiency in the required competencies. For those who have served in the COTR role and participated in COTR training previous to the FAC-COTR program, they may seek recognition for fulfillment of the FAC-COTR requirements and demonstrate their proficiency by completing this fulfillment request form.

Name
 Job Title Agency
 Series Grade

Complete the table below, demonstrating your proficiency in each general business competency and each technical contracting competency and aligned skill. You may attach other documents that demonstrate proficiency in the competencies.

General Business Competency	Proficiency Justification
<p><i>Attention to Detail</i> Is thorough when performing work and conscientious about attending to detail.</p>	
<p><i>Decision-Making</i> Makes sound, well informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.</p>	
<p><i>Flexibility</i> Is open to change and new information; adapt behavior or work methods in response to new information, changing conditions, or unexpected obstacle; effectively deal with ambiguity.</p>	
<p><i>Influencing/Negotiating</i> Persuades others to accept recommendations, cooperate, or change their behavior; work with others towards an agreement; negotiates to find mutually acceptable solutions.</p>	
<p><i>Integrity/Honesty</i> Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.</p>	
<p><i>Interpersonal Skills</i> Shows understanding, courtesy, tact, empathy; develops and maintains relationships; deals with difficult people; relates well to people from varied backgrounds; is sensitive to individual differences.</p>	

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General Business Competency	Proficiency Justification
<p>Oral Communication Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing presentations, listens to others; attends to nonverbal cues.</p>	
<p>Planning and Evaluating Organizes work, sets priorities, determines resource requirements, determines goals and strategies; coordinates with other organizations, monitors progress; evaluates outcomes.</p>	
<p>Problem Solving Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and make recommendations.</p>	
<p>Project Management Develops and maintains a workable plan and manages resources to accomplish the overall goal of the project; plans, manages and follows through to ensure the smooth flow and timely completion of activities that deliver project results; anticipates obstacles or gaps that would impact project success and works to continuously improve the agency's capability to achieve success.</p>	
<p>Reasoning Identifies rules, principles, or relationships that explain facts, data or other information; analyzes information and makes correct inferences or accurate conclusions.</p>	
<p>Self-Management/Initiative Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrate responsible behavior.</p>	
<p>Teamwork Encourages and facilitates cooperation, pride, trust; fosters commitment; works with others to achieve goals</p>	
<p>Writing Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner, produces written information that is appropriate for the intended audience.</p>	

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Technical Contracting Competency	Proficiency Justification
<p>Strategic Planning Ability to advise customers on their acquisition-related roles and in the development and implementation of strategies needed to assure that supplies and services are available when needed to meet mission requirements.</p>	
<p>Market Research (Understanding the Marketplace) Ability to collect and analyze relevant market information and identify possible sources for the acquisition through effective market analysis and industry knowledge.</p>	
<p>Defining Government Requirements in Commercial/Non-Commercial Terms Ability to determine or develop offer evaluation factors that will discriminate between offerors and that tie back to the technical requirements included in the solicitation. Ability to determine the most appropriate method of acquisition for each procurement request.</p>	
<p>Defining Contractual/Business Relationships Ability to identify and select the most appropriate contractual terms and arrangements; for example, in pricing, financing, and payment methods.</p>	
<p>Effective Communication/Solicitation of Offers Ability to manage the solicitation process and adhere to procedures, including writing and publicizing the procurement, conducting discussions and conferences, and amending or canceling the solicitation when appropriate.</p>	
<p>Detailed Bid Evaluation Skills Ability to receive, handle, and evaluate bids adhering to proper procedures.</p>	
<p>Proposal Analysis and Evaluation (Analytical Skills) Ability to receive, handle, and evaluate quotations/proposals adhering to proper procedures. Ability to obtain proper disclosure of accounting practices and to determine if the firm's accounting practices comply with Government cost accounting standards.</p>	
<p>Negotiation Skills Ability to plan negotiation positions and prepare negotiation strategies. Ability to conduct a negotiation session and document the elements of the negotiated agreement.</p>	

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<p><i>Requirements Management (Effective Communication of Contract Requirements)</i> Ability to administer contract requirements and manage vendor relationships for effective delivery of goods and services.</p>	
<p><i>Performance Management</i> Ability to monitor contract performance and take any necessary action and apply remedies to protect the rights of the Government. Ability to use performance metrics to evaluate actual performance against goals.</p>	

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I have demonstrated proficiency in the FAC-COTR competencies as explained above and request that this justification be considered as fulfillment of the requirements for FAC-COTR certification.

Employee Signature

Date

Agency Verification and Recommendation

I have reviewed and verified the applicant's justification and documentation for proficiency in the FAC-COTR competencies and concur/do not concur (circle your decision) that the individual has gained the required proficiency for FAC-COTR certification.

Supervisor's Endorsement

Date

Component ACM Concurrence

Date

Bureau Procurement Chief Approval

Date