

U.S. Army Corps of Engineers (USACE)
CONTRACT SPECIALIST PROFICIENCY GUIDE TASK TRACKING SHEET

For use of this form, see EP 715-1-8; the proponent agency is CECT-P.

SECTION I - ADMINISTRATIVE DATA

Name	Rank/Grade
Unit	UIC
Duty Station	Phone
Email	

SECTION II - USACE CONTRACT SPECIALIST PROFICIENCY GUIDE TASKS

***Denotes Key Task (bold) / Supporting Tasks (not bolded)**

Task Number: Name of Task	Initial Assessment Date	Re-Assessment Date	Mentor's Signature <i>(After Proficiency Shown)</i>
*Task 1-1: Mission of the U. S. Army Corps of Engineers			
*Task 1-2: Mission and Organizational Structure of the Directorate of Contracting			
*Task 1-3: Project Delivery Business Process			
*Task 1-4: Differences between Civil and Military Construction Contracting			
*Task 1-5: Automated Information Systems Used in USACE to Accomplish Construction Contracting			
*Task 1-6: Types of Funding Used for Construction Contracting			
*Task 2-1: Acquisition Plan for a Construction Contract			
*Task 2-2: Role of Small Business in Contingency/ Emergency Contracting			
*Task 2-3: Develop a Source Selection Plan			
*Task 2-4: Presolicitation Announcement for Construction			
*Task 2-5: Construction Contract Format vs. Uniform Contract Format			
*Task 2-6: Review Construction Plans and Specifications			
*Task 2-7: Obtain Presolicitation Clearances			
*Task 2-8: Develop a Construction Solicitation			
*Task 2-9: Conduct Peer Review			
*Task 2-10: Issue Solicitation			
*Task 2-11: Receive Proposals and Determine Responsiveness			
*Task 2-12: Conduct Source Selection Process			
*Task 2-13: Explain Contract Funding Process			
*Task 2-14: Perform Construction Pre-Award and Award Functions			

*Task 2-15: Process Pre and Post Award Protests			
*Task 2-16: Procurement of Construction Phase Support Services			
Task 2-17: Contingency Contracting Support in CONUS to a Federal Emergency Management Agency Contingency Response Team			
*Task 3-1: Notification and Debriefing Unsuccessful Offerors			
*Task 3-2: Conduct Post Award Functions up to Notice to Proceed			
*Task 3-3: Roles and Responsibilities of Construction Contract Administration Process			
*Task 3-4: Construction Contract Administration Process			
Task 3-5: Perform Construction Contract Administration			
Task 3-6: Payments Under Construction Contracts			
Task 3-7: Acceleration and Expediting of Construction Contracts			
Task 3-8: Construction Contract Modification Process			
Task 3-9: Profit Objective using the Alternate Weighted Guidelines Method			
Task 3-10: Obtain and Use a Defense Contract Audit Agency Audit			
Task 3-11: Process Claims			
*Task 3-12: Perform Construction Contract Closeout			
Task 3-13: Authority for and Types of Contract Terminations			
*Task 3-14: Recurring Issues in Construction Contracts			
*Task 3-15: Audits and Inspections by Oversight Agencies			
*Task 4-1: Authority for A-E Contracting			
*Task 4-2: A-E Selection Process			
*Task 4-3: A-E Solicitation/Request for Price Proposal			
*Task 4-4: Negotiate and Award an A-E Contract			
*Task 4-5: A-E Task Order Process			
*Task 4-6: Post Award Actions under A-E Contracts			

SECTION III - USACE CONTRACT SPECIALIST REQUIRED AND RECOMMENDED TRAINING

***Denotes Key Training (bold) / Recommended Training (not bolded)**

Course Number	Course Title	Date Completed	Mentor's Signature
*PROSPECT 004	Architect-Engineer Contracting		
*PROSPECT 180	Estimating for Construction Modifications		
PROSPECT 183	Formal Source Selection		
*PROSPECT 334	District Officer Introductory Course		
*PROSPECT 366	Construction Contract Administration		

*PROSPECT 368	Negotiating Construction Contract Modifications		
PROSPECT 425	Design Build Construction		
*FISCAL LAW	Fiscal Law Initial (3 days)		
*FISCAL LAW	Fiscal Law Refresher (1 day) (Annually)		
*ETHICS	Ethics (Annually)		
*ACQUISITION ETHICS	Acquisition Ethics (Annually)		
CON 243	Architect-Engineer Contracting		
CON 244	Construction Contracting		

Comments

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