

# CONTRACTING OFFICER'S REPRESENTATIVE (COR) WORKSHOP

A 3, 4, or 5-Day Hands-On Workshop on  
***Performing COR Duties Ethically and  
Efficiently***

## **Course Description:**

Contracts expend the majority of the federal budget discretionary spending. Schedule compliance, technical achievement of quality thresholds, and managing an inflexible budget are the big worries of a COR, but day-to-day issues, claims, control over work assignments and a host of other worries can overload a COR who isn't properly prepared. Your COR has an important role in executing your budget.

This workshop provides a path to proactive, sane, and sensible work as a COR. Working from real life examples, students will know what they must, can, and cannot do to succeed.

## **Learning Objectives & Topics Covered in this Workshop:**

- Regulations, Terms, and Definitions
- COR Roles, Responsibilities, and Ethics
- The Quality Assurance Surveillance Plan (QASP) and COR Workplan and their application by the COR
- Monitoring and Documenting Contractor Performance
- Contract Modifications versus Constructive Changes
- Unauthorized Commitments, and Ratifications
- Invoices, Claims, Disputes, and Appeals
- Contingency Contracting

**Audience:** This workshop is designed for Technical- and Subject Matter- Specialists who work with contract management

## **Toolkits:**

Each Participant will receive a **Student Handbook** and access to an **Online Toolkit**, containing tools such as checklists, tips, techniques, and numerous other tools to help you use your new skills immediately.

## **Additional Information**

**CPE Credits:** 20.0 -33.5

**CEU Credits:** 1.7-2.8

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Specialized Knowledge

**Delivery Method:** Group Live – Classroom

