

# CONTRACTING OFFICER'S REPRESENTATIVE (COR) WORKSHOP

## A 5-Day Hands-On Workshop on *Attaining Certification as COR*

### Course Description:

This course is designed for individuals who want to meet their FAC-COR Level II certification training requirements.

This workshop provides the knowledge, skills, processes, and legal foundation required to serve as COR in any federal organization. Working from real life examples, students will know what they must, can, and cannot do to succeed.

Understanding the roles, rules, and regulations that apply to government contracting is critical for those assigned Contracting Officer Representative duties. Understanding *how* to apply that knowledge with effective techniques, tools, and best practices is beneficial for all personnel that work with government contractors and what this course specializes in. This workshop serves as an excellent resource for contracting and non-contracting personnel to expand their knowledge of the Federal acquisition process and learn proven ways to effectively apply that knowledge for the benefit of all parties involved. Participants gain the certification, knowledge, skills, and tools needed to succeed.

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

- Terms and Definitions that apply to Contracts
- The Regulations
- Contracting Officer's Representative Roles and Responsibilities
  - COR Authority.
  - COR do's and don'ts.

**Audience:** This workshop is designed for Technical- and Subject Matter- Specialists who work as a COR

### 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: 40**

**CEU Credits: 2.8**

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Specialized Knowledge

**Delivery Method:** Group Live – Classroom



- Ethics for Government Personnel Evaluating a Contractor's Performance
- Partnering
  - What is it?
  - How do you do it?
  - How will partnering help your organization?
- What are the Things I need to know about our contract?
  - The elements of your contract.
  - How will the contractor read our contract?
- What are Performance-Based Requirements and how does Performance-Based Contracting change the way we monitor and evaluate our contractor's performance?
- The Performance-Based Statement of Work/Performance Requirements Summary-and its application to the COR
  - How to read it.
  - How to use it.
- The Quality Assurance Surveillance Plan (QASP) and its application to the COR
- How to write a QASP
- How to use the QASP to evaluate a Contractor's Performance
  - What can you do, what can't you do?
- Types of Surveillance
  - How to select the best type
- Contract Administration
- Monitoring Contractor Performance
  - Conducting inspections
  - Acceptable performance levels
  - Identifying deficiencies
- Documenting Results

- Contract Modifications
  - Preparation of purchase requests & accompanying documentation
- Avoiding Problems
- Unauthorized Commitments
- Ratifications
- How to Detect Contractor Fraud
  - Regulations that address contractor fraud
- Remedies available to you
- Steps to implement Remedies
- Invoices
  - Invoice review
  - Acceptable and improper invoices
  - Rejecting an invoice
  - Types of payments
- Post Award Actions
  - Stop work orders
  - Excusable and non-excusable delays
  - Acceleration orders
- Claims
- Disputes and Appeals
- Resolutions
- Termination
- Recording Past Performance
  - Contractor's Performance Assessment Reporting System (CPARS)
  - Past Performance Information Reporting System (PPIRS)
- Contingency Contracting
  - What is Contingency Contracting?
  - How are the rules different?
- What do you really need to know to stay out of trouble?