

Contracting Officer's Representative (COR) Workshop

How to Perform COR Duties Ethically and Efficiently

A 3, 4, or 5 Day Workshop for Government Personnel

This course is specifically designed for Contracting Officer's Representatives (CORs) who are responsible for assuring that contractors are performing the technical portion of their job for the government. This course is designed to provide CORs the breadth of knowledge required to perform their role, including knowledge related to COR roles and responsibilities, as well as fundamentals of contracting regulations, types, phases, and other elements of the procurement process; awareness of ethical, legal, and cultural factors that impact COR responsibilities; and information necessary to effectively evaluate situations, apply knowledge gained, and make the right decisions to carry out COR responsibilities.

Topics Included—

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