

CONTRACTING OFFICER'S REPRESENTATIVE (COR) WORKSHOP

A 5-Day Hands-On Workshop

Course Description:

Elevate Your Career with Our Engaging 5-Day COR Certification Training Workshop!

Embark on a transformative journey designed to empower you with the comprehensive expertise required to excel as a Contracting Officer Representative (COR) within any federal agency. Our dynamic 5-day course is meticulously crafted for individuals eager to fulfill their FAC-COR Level II certification training requirements and beyond.

Why Choose Our Workshop?

- **Real-World Application:** Dive into an immersive learning experience where real-life scenarios guide you through the intricacies of COR duties. Discover not only what you are empowered to do but also the critical boundaries of your role.
- **Expert-Led Insights:** Benefit from the wisdom and experience of seasoned professionals who have navigated the complexities of government contracting. Our instructors bring to the table not just knowledge, but actionable insights that can be applied from day one.
- **Comprehensive Coverage:** From the foundational legal aspects to the nuanced skills required for success, our workshop covers every angle. We delve into the roles, rules, and regulations governing federal contracts, ensuring you have a robust understanding of your responsibilities and how to execute them effectively.
- **Practical Tools and Techniques:** Learn through a blend of theory and practice, employing the latest tools, techniques, and best practices tailored for government contracting. Our approach is designed to make you an effective liaison between your agency and its contractors, optimizing outcomes for all parties.

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: 40.0

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



- **Networking and Collaboration:** Join a community of like-minded professionals, expanding your network and sharing experiences. This course is not only an educational journey but also a chance to connect with peers facing similar challenges and opportunities.

What Will You Gain?

- **Certification:** Achieve your FAC-COR Level II certification, marking a significant milestone in your professional development.
- **Deep Understanding:** Master the federal acquisition process, gaining a clear understanding of how to navigate and apply the rules for maximum efficiency and integrity.
- **Skill Enhancement:** Equip yourself with the skills, knowledge, and tools necessary for success in a COR role, enhancing your effectiveness and career prospects.

Who Should Attend?

This workshop is ideal for contracting and non-contracting personnel alike who are looking to deepen their understanding of federal acquisition, including:

- Individuals aiming for FAC-COR Level II certification
- Government employees tasked with COR duties
- Professionals seeking to enhance their government contracting expertise

Join Us for an Unforgettable Learning Experience!

Don't miss this opportunity to boost your career, enhance your skills, and become a certified Contracting Officer Representative. Our engaging, informative, and practical workshop is your gateway to success in the federal contracting arena. Secure your spot today and take the first step towards becoming a key player in your organization's success story.

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.
- Legal considerations and Ethics for Government Personnel Evaluating a Contractor's Performance
- 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?