



## COR REFRESHER

### *A 5 Day Hands-On TMS Experience*

This course is for experienced contracting officer's representatives that know projects can present a variety of challenges and responsibilities. This course will provide refresher training and updates on contracting principles that can build a strong foundation for future contracting work. Course includes various, relevant simulations to test your critical thinking abilities.

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.

#### **Learning Objectives**

- Discuss the purpose, process, and the role and responsibilities of the COR as a member of the market research team
- Identify the role and responsibilities of the COR related to the development of the solicitation
- Define best value and discuss the processes to achieve it
- Identify COR responsibilities and activities for the post award orientation and development of the COR Work Plan
- Discuss the government's method of assuring quality through inspection and the COR's role
- Explain the COR's role and responsibilities in reviewing contractor invoices and recommending payment
- Explain the COR's role in addressing contract remedies for different situations
- Explain the role of the COR in evaluating a contractor's performance and contract closeout

**Continuous Learning Points:** 40

#### **Topics Included:**

- Terms and Definitions that apply to Contracts
- The Regulations
- Contracting Officer's Representative Roles and Responsibilities
- Acquisition Planning

**Audience:** For Level II or III CORs who are seeking refresher training while at the same time satisfying their 40 continuous learning points requirements.

#### **Toolkits:**

Receive a **Student Electronic Workbook** and **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:** 4.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:**  
Intermediate

**NASBA Field of Study:**  
Specialized Knowledge

**Delivery Method:** Group Live –  
Classroom





- Market Research
- Interpretation of and writing Effective Government Requirements
- Effective Pre-award Communication (The three types of Exchanges with Offerors)
- Proposal Evaluation
- Contract Negotiation
- Contract Administration Management
- Effective Inspection & Acceptance
- Ethics for Government Personnel Evaluating a Contractor's Performance
- What are the things I need to know about 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
- The Quality Assurance Surveillance Plan (QASP) and its application to the COR
- How to write a QASP
- How to use the QASP to conduct Quality Assurance and Evaluation
- Types of Surveillance
- Contract Administration Management
- Monitoring Contractor Performance
- Documenting Results
- Contract Modifications
- Avoiding Problems
- Unauthorized Commitments
- Ratifications
- How to Detect Contractor Fraud
- Remedies available to you
- Steps to implement Remedies
- Invoices
- Post Award Actions
- Claims
- Disputes and Appeals
- Resolutions
- Termination
- Contract Closeout
- Contract Reporting
- Business Acumen and Communication Skills
- Recording Past Performance
  - Contractor's Performance Assessment Reporting System (CPARS)