



DEFENSE ACQUISITION UNIVERSITY

COR 222 Contracting Officer's Representative Course

130305

Course Learning/Performance Objectives followed by its enabling learning objectives on separate lines if specified.

1	<p>Recognize the duties, limitations and authority of the COR.</p> <p>Given a contract for which you are the COR, identify the documents required by regulation and policy to be maintained in the COR file</p> <p>Describe the duties of the COR as outlined in the delegation letter</p> <p>Recognize the basic information (period of performance, SOW, contract value) found in a contract to include the uniform contract format</p>
2	<p>Identify key laws and regulations that address fraud, waste and abuse and ethical considerations in federal contracting</p> <p>Identify how potential organizational conflicts of interest can effect contract management</p> <p>Identify how a COR reports suspected incidents of fraud, waste and abuse and unethical conduct</p>
3	<p>Recognize COR responsibilities in acquisition mission support planning</p> <p>Identify market research actions of the COR</p> <p>Identify the process for developing an independent Government cost estimate.</p> <p>List the requirements for preparing a statement of work or statement of objectives.</p> <p>Recognize the role of the COR in the overall strategic planning of an acquisition</p> <p>Recognize the various types of funds and fiscal controls applied to contracts</p> <p>Identify the elements of a Purchase Request</p>
4	<p>Recognize the COR responsibilities in the contract award process</p> <p>Identify the COR responsibilities in the source selection evaluation</p> <p>List the COR responsibilities related to site surveys and pre-award surveys</p> <p>Identify appropriate evaluation factors/criteria</p> <p>List the considerations in determining incentive/award plans</p> <p>Recognize how contract types impacts COR responsibilities</p> <p>Identify the various methods of contracting for a supply or service</p>
5	<p>Given a contract action, identify the delegated technical functions for which the COR is responsible.</p> <p>Verify that the government obligations in the contract are completed.</p> <p>Recognize the requirement to safeguard data with restrictive markings</p> <p>List the contents of a Quality Assurance Surveillance Plan (QASP)/ Performance Assessment Plan (PAP)</p> <p>Identify factors to be assessed when documenting a contractor's performance</p> <p>In performance based contracts, identify techniques for verifying performance of work IAW the Government's QASP</p> <p>Explain the award fee process and the role the COR plays in providing input to the Award Fee Review Board</p>
6	<p>Describe the administrative duties of the COR as outlined in the delegation letter.</p> <p>Distinguish between personal and non-personal services, acting accordingly when working with contractor personnel.</p> <p>Identify the communications necessary among all interested parties to the contract as frequently as needed to ensure the services provided meet the established standards.</p> <p>Define the role and authority of CORs regarding past performance</p> <p>Account for safety, security, labor, Service Contract Labor Standards (formerly Service Contract Act), environmental law, and regulatory requirements the contractor must comply with</p>
7	<p>Identify when proposed changes under the contract are needed; so that the best interests of the government are protected</p> <p>Identify COR responsibilities supporting the planning and submission of contract changes documents needed to negotiate a modification</p> <p>Determine if a change is within the scope of the contract.</p> <p>Recognize how the COR's responsibility for providing cost estimates assist KOs in negotiating proposed changes in scope of work under the contract.</p> <p>Identify the common causes of constructive change</p>
8	<p>Recognize the COR's role in tracking contract expenditures</p> <p>Identify methods of tracking contract obligations using ACRNS and CLINs in a contract</p> <p>Identify the contracting expenditures, funding issues, overruns, requests for travel and overtime that will be discussed with the KO</p>
9	<p>Recognize the COR's role in tracking the contract schedule</p> <p>Analyze contract schedule compliance, to include all SOW requirements and CDRL deliverables</p>



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	Discuss when and why schedule compliance must be brought to the attention of the KO
10	Recognize the importance of the COR as a representative of the Contracting Officer during performance of the contract
	Define the COR's role in the resolution of issues under the contract and his/her role in monitoring corrective actions
	Identify the duty to provide technical clarification to the Contractor without creating an unauthorized obligation or constructive change to the contract
	Distinguish between formal and informal communication and its affect on giving technical direction
	Identify the communications necessary among all parties to ensure the services provided meet the terms and conditions in the contract
11	Describe a COR's responsibilities in inspecting and accepting goods and services
	Compare the inspection clauses for fixed type and cost reimbursement contracts for supplies, services and construction.
	Explain the primary purpose of government inspection.
	Identify documentation requirements when performing inspection and acceptance.
	Explain the COR role in documenting acceptance via the DD Form 250 in Wide Area Workflow.
	List the exceptions to final acceptance.
12	Identify the CORs participation in contract closeout
	Given a scenario, list actions that must be taken to close out a contract.
13	Identify major requirements for timely invoice review and payments
	Discuss the invoice policy of FAR Part 32.9.
	Identify invoice payment requirements associated with appropriate contract invoice clause
	Determine steps to verify the accuracy and validity of the contractor's interim invoices under cost/T&M/LH contracts
	Recognize procedures for reporting invoice issues.
	Recognize invoice requirements for fixed-price deliverables.
	List payment process activities under Prompt Payment Act.
14	Identify control and disposition requirements for government furnished or leased assets
	Describe the reporting requirements for lost, damaged or destroyed Government assets.
	Discuss the contractor's requirements to inventory equipment.
15	Identify the unique characteristics of a construction contract
	Compare the inspection clauses for fixed type and cost reimbursement contracts for construction
16	Identify the unique characteristics of contracts in major systems and R&D acquisitions
	Define EVM and cost performance reporting
	Define the major actions required to evaluate the contractor's engineering efforts and management systems.
	List what you can and cannot discuss with the contractor concerning drawings, specifications and performance parameters