

## **COR Level I: Basic Contracting for CORs (1 day)**

### **COURSE PERSPECTIVE**

This course provides basic knowledge and skills needed to properly execute COR responsibilities such as acquisition planning, market research, ethical decision-making, and acquisition and contract management. It is designed for technical personnel who are assigned to noncomplex, low-risk contracts/orders or whose only involvement in the contracting process is to assist their organization in assessing technical merit and price reasonableness of competitive proposals.

### **FAC-COR COMPETENCIES**

This course addresses all FAC-COR technical competencies for COR Level I as listed in the FAI Competency Model dated October 1, 2022.

### **COURSE CONTENT**

- The acquisition process, key terms, and responsibilities.
- Major components of a procurement request package.
- Methods of procurement and contract types.
- Key policies and ethical procurement practices.
- Quote/offer evaluation including evaluation plans, common problems, and criteria for sound evaluations.
- Preparation for technical management.
- Administration team: members, authority, roles, and responsibilities.
- Technical submittal review and approval.
- COR service requests.
- Quality assurance, inspection, and acceptance of deliverables.
- Invoice reviews under fixed-price and time-and-materials contracts.
- Avoidance of unauthorized directions and personal service arrangements.
- Adequate file documentation.

### **COURSE MATERIALS**

Attendees receive a student guide comprised of 3 narrative chapters, including easy-to-understand examples, application exercises, and case studies. This guide serves as an excellent desktop reference for later use.

Course handouts include a sample solicitation and the HHS FAC COR Application Form.

### **COURSE COMPLETION REQUIREMENTS/CLPs**

Eight (8) continuous learning points (CLPs) are issued for successful course completion based on 100% attendance. The instructor ma