

COR Level II: Basic COR (FCR - 201 equivalent) 40 Hours (5 days)

COURSE PERSPECTIVE

Technical personnel play a vital role in acquiring research, studies, customized software and hardware, and support services by contract for their agencies. They prepare the work statement; evaluate proposals; recommend source selection; and, as the appointed contracting officer's representative (COR), review, guide and direct the contractor's performance. Program success relies upon their informed and timely input. Effective contracting requires that they possess and correctly apply technical and administrative skills. Most technical personnel become involved in acquisitions due their technical background. This course looks to improving agency acquisitions and contractor performance by enhancing their knowledge and practical application of contracting principles.

FAC-COR COMPETENCIES

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

COURSE CONTENT

- COR's role and responsibilities in the acquisition process and applicable requirements from the FAR and implementing policy.
- Key elements of acquisition planning including market research, competition, source selection, contract type, use of indefinite delivery contracts, cost estimating, funding, special requirements for service contracts, logistical considerations, government-furnished property, and information security.
- Authorized limitations on full and open competition; justifications for other than full and open competition; and small business requirements and set-aside programs, and small business goals.
- Preparing a performance-based work statement, source selection criteria, and technical proposal instructions.
- Compliance with solicitation constraints including communication with prospective offerors, disclosure of information, and confidentiality.
- COR input to the source selection process including a technical evaluation plan, proposal evaluation, and reaching a consensus, cost realism and best value analysis, and source selection recommendations.
- Planning quality/schedule assurance, evaluating contractor performance, selecting remedies for nonconforming or delinquent work, and preparing contractor performance assessment reports.
- Supporting timely execution of contract modifications and avoiding unauthorized changes.
- Issuing within scope technical directions.
- Reviewing contractor invoices and vouchers and providing timely feedback.
- Standards of procurement ethics including areas of proscribed conduct under the Procurement Integrity Act and criminal conflict of interest statutes.

COURSE MATERIALS

Attendees receive a student guide comprised of 13 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 work statement, solicitation, a sample COR Appointment Letter, and a Merit Systems Protection Board Order regarding COR appointments.

COURSE COMPLETION REQUIREMENTS/CLPs

Forty (40) continuous learning points (CLPs) are issued for successful course completion based on 100% attendance and passing a final exam. The instructor may grant up to 2 hours of excused absence.