

Changes/Modifications (1 day)

COURSE PERSPECTIVE

This course covers how CORs should process contract modifications through the contracting officer. It includes when/how to process special modifications such as change orders, acceleration or stop work orders, and terminations; how to recognize/avoid constructive changes; and how to evaluate contractor requests for equitable adjustment.

FAC-COR COMPETENCIES

This course addresses FAC-COR technical competencies listed in the FAI Competency Model dated October 1, 2022 for *General Acquisition Concepts* [Indicators 1.1, 1.3, 1.5] *General Project Management Concepts* [Indicator 6.3] *Contract Management* [Indicator 8.4].

COURSE CONTENT

- Different types of modifications and when each type is used.
- Processing within and out-of-scope mods.
- Preparing a mod request that adequately describes its scope, schedule, and cost impact.
- Constructive changes, underlying criteria, and actions that may be taken to avoid them.
- Actions must be taken before an option may be exercised.
- When and how a change order may be issued.
- When and how an acceleration order may be issued and its potential cost impact.
- When and how a suspension of work or stop work order may be issued.
- Assessing the reasonableness of delay and disruption costs.
- Assessing a contractor's request for equitable adjustment.
- COR responsibilities COR in supporting termination actions.

COURSE MATERIALS

Attendees receive a student guide comprised of 4 chapters, including easy-to-understand examples, application exercises, and case studies. This guide serves as an excellent desktop reference for later use.

COURSE COMPLETION REQUIREMENTS/CLPs

Eight (8) continuous learning points (CLPs) are issued for successful course completion based on 100% attendance. The instructor may grant up to 30 minutes of excused absence.