

Contractor Performance Evaluation (1 day)

COURSE PERSPECTIVE

Contracting Officers Representatives are responsible for documenting and evaluating contractor performance. These evaluations may be used to (i) detect performance problems and initiate corrective action; (ii) allocate monetary and non-monetary performance incentives; (iii) prepare interim and final performance assessment reports; and (iv) make subsequent source selections.

This course provides tools and guidance to establish a performance baseline, assess the contractor's performance, detect problems and initiate corrective action, and support a contractor performance assessment report.

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 Requirements* [Indicators 6.1, 6.3, 6.6] and *Performance Evaluation/Quality Assurance* [Indicator 7.1, 7.2, 7.3, 7.4, 7.5].

COURSE CONTENT

- Defining the contract scope in terms of quality, time, and cost.
- Establishing metrics for measuring quality, time, and cost.
- Specifying a performance measurement baseline (PMB).
- Conducting a baseline review.
- Forming a government project management team.
- Preparing a government quality assurance surveillance plan (QASP).
- Evaluating quality performance through acceptance testing.
- Evaluating quality performance through document reviews.
- Evaluating contractor compliance with service level agreements
- Preparing a schedule assurance plan.
- Evaluating progress on completion form requirements.
- Evaluating timely performance on term form requirements.
- Assessing nonperformance including mitigating circumstances.
- Linking performance to monetary and non-monetary incentives.
- Evaluating contractor quality management.
- Evaluating contractor scope control and change management.
- Evaluating contractor information security management.

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.