

FCR 403: COR LEVEL III (5-days)

COURSE PERSPECTIVE

FAC-COR Level 2 certification training focuses on acquisition rules and procedures. This Level 3 course focuses on *how to effectively* select sources and manage contracts. It includes how to choose and customize selection procedures for different types of requirements; how to evaluate technical and cost proposals and support a selection decision; how to plan for quality/schedule assurance; how to guide and direct performance; how to assure proper payment; and how to foster a legal and otherwise proper contractor relationship.

FAC-COR COMPETENCIES

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

COURSE CONTENT

- How to choose the best source selection procedure.
- How to set forth the “basis of award” in terms of lowest price technically acceptable (LPTA), value adjusted total evaluated price (VATEP), highest technical reasonable price (HTRP), and tradeoffs approaches.
- How to identify an appropriate contract type.
- How to develop a source selection plan.
- How to identify evaluation criteria based on offeror promise and/or offeror capability.
- How to grade technical proposals using on-the-spot, comparative, self-scoring, or a two-phase approach.
- How to develop probable cost estimates, perform a cost analysis, and support a cost realism adjustment.
- How to advise the contracting officer on competitive range decisions and negotiations.
- How to conduct and support a best value analysis.
- How to customize COR appointment letters.
- How to develop a quality assurance surveillance plan and apply progress monitoring techniques.
- How to guide and direct contractor performance within the scope of the contract.
- How to evaluate a performance-based payment schedule and contractor invoices.
- How to evaluate interim payment requests for reasonableness of labor and other direct costs.
- How to evaluate requests for equitable adjustment.
- How to develop and foster an ethical COR/contractor partnership.

COURSE MATERIALS

Attendees receive a student guide comprised of 11 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 sample evaluation criteria and technical proposal instructions, a spend report, HHS FAC COR Application Form, and HHSWA’s FAC-COR Functional Experience Transcript Form for COR Level III.

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.