COURSE SYLLABUS

Contracting Officer's Representative Course (Self-Paced)

Develop the knowledge and skills required to effectively perform the responsibilities of a Contracting Officer's Representative (COR).

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/contracting-officer-s-representative-course-self-paced



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Course Outline

Module 1: What Is a COR?

- Defines the role and responsibilities of a Contracting Officer's Representative (COR)
- Explains the authority and limitations of a COR
- Introduces key terminology and acquisition team members
- Discusses the legal framework governing COR actions

Module 2: What Do I Need to Know About Ethics and Integrity?

- Explores the ethical standards expected of CORs
- Describes procurement integrity and conflict of interest
- Provides examples of ethical dilemmas
- Outlines consequences of unethical behavior

Module 3: How Do I Contribute to Acquisition Planning?

- Describes the COR's role in early acquisition planning
- Outlines market research methods
- Explains how to develop a statement of work (SOW)
- Details how COR input supports cost and schedule decisions

Module 4: How Am I Involved in Awarding the Contract?

- Details how CORs assist in the source selection process
- Explains reviewing proposals and providing technical input
- Clarifies communication boundaries during evaluations

Module 5: What is My Role in Managing the Contract?

- Explains daily oversight responsibilities
- Discusses invoice review and acceptance procedures

- Covers contractor performance evaluation
- Introduces tools and documentation for contract tracking

Module 6: What if I Need to Modify the Contract?

- Defines different types of contract modifications
- Explains COR limitations in authorizing changes
- Outlines the modification process and documentation

Module 7: What if the Contract is Changed by Mistake?

- Identifies unauthorized commitments and their risks
- Explains how to avoid making unauthorized changes
- Describes ratification procedures

Module 8: What Can I Say and What Should I Document?

- Clarifies appropriate COR communication with contractors
- Explains required documentation practices
- Covers records retention and file management

Module 9: How Do I Monitor Performance?

- Describes performance metrics and monitoring techniques
- Introduces surveillance plans and checklists
- Discusses addressing contractor deficiencies
- Explains documentation of performance issues

Module 10: How Do We Handle “Issues” with a Contractor?

- Explains dispute resolution processes
- Outlines escalation procedures
- Provides guidance on issuing cure and show cause notices

Module 11: Are There Special Considerations for Service Contracts?

- Identifies unique requirements of service contracts
- Describes roles of performance-based acquisition
- Discusses contractor personnel oversight

Module 12: Are There Special Considerations for Construction Contracts?

- Explains construction-specific contract regulations
- Highlights safety and site inspection protocols
- Details construction schedule monitoring

Module 13: Are There Special Considerations for Research and Development (R&D) Contracts?

- Defines the structure of R&D contracts
- Outlines managing technical uncertainties
- Describes reporting and milestone tracking

Module 14: The Role of a COR in a Contingency Environment

- Identify cultural taboos in a contingency environment
- Identify the process for reporting bribery, kickbacks, and other illegal acts
- Given a contingency scenario, evaluate a contractor’s compliance with performance terms and conditions