Welcome

This course is specifically designed for Contracting Officer's Representatives (CORs) who are responsible for assuring that contractors are performing the technical portion of their contract. Regardless of their assignment, CORs require a breadth of knowledge to perform their role.

CLC 106 will provide CORs with the following:

- Knowledge related to COR roles, responsibilities, and authorities, as well as fundamentals of contracting regulations, types, phases, etc.
- Awareness of ethical, legal, and cultural factors that impact COR responsibilities
- Information necessary to effectively evaluate situations, apply knowledge gained, and make correct decisions to carry out COR responsibilities

You will have 60 days to complete this course.

Print Version
For a printer friendly version of this lesson, select the icon on the left or use the Print menu in the upper right corner of the screen.

Objectives

The purpose of the Contracting Officer's Representative (COR) with a Mission Focus module is to provide the necessary tools that will assist you in carrying out your role during the acquisition process. This module consists of the following lessons.

Authorities

Ethics and Integrity

Acquisition Process Overview

Planning the Acquisition

Developing the Acquisition

Executing the Acquisition Award and Post-Award Strategy

Executing the Acquisition - COR Duties

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Executing the Acquisition - COR Duties

The Authorities lesson provides answers to the following questions:

- What To Expect As a Contracting Officer's Representative (COR)?
- What Is the Authority of the COR?

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Executing the Acquisition - COR Duties

The Ethics and Integrity lesson provides an answer to the following question:

- What Are the Ethical Responsibilities of CORs and Procurement Personnel?

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Executing the Acquisition - COR Duties

The Acquisition Process Overview lesson provides answers to the following questions:

- Why Is Effective Competition Important?
- What Is the Services Acquisition Process?

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Executing the Acquisition - COR Duties

The Planning the Acquisition lesson provides answers to the following questions:

- What Are the Characteristics of an Effective Acquisition Team?
- What Are the Activities of Acquisition Planning?

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Executing the Acquisition - COR Duties

The Developing the Acquisition lesson provides answers to the following questions:

- What Is Involved in the Process of Defining the Requirements?
- What Are the Methods of Contracting?
- What Are the Types and Categories of Contracts?
- What Are the Steps in Planning for the Evaluation of Proposals?
- What Are the Steps of the Source Selection/Negotiation Process?

Objectives

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Developing the Acquisition

Executing the Acquisition Award and Post-Award Strategy

Executing the Acquisition - COR Duties

The Executing the Acquisition – Award and Post-Award Strategy lesson provides answers to the following questions:

- What Are the Activities In the Contract Award Process?
- What Is the Importance of Establishing the COR File?
- What Are the Elements of Contract Performance Management?

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Executing the Acquisition Award and Post-Award Strategy

Executing the Acquisition - COR Duties

The Executing the Acquisition – COR Duties lesson provides answers to the following questions:

- What Are the Fundamentals of Contract Administration and Invoicing?
- How Do Contracting Officer's Representatives (COR) Assess Performance?
- What Are the Types of Contract Modifications?
- What Are the Remedies For Poor Performance?

System Requirements

In order to access all features of this module, your computer must meet specific system requirements and have the necessary software applications.

Select each requirement to learn more.

System Requirements

Screen Resolution

Screen resolution determines how the content appears on the computer monitor. To view the entire content window, screen resolution should be at least **1024 x 768** pixels.

For Windows XP:

1. Right-click the desktop, and then click **Properties** .
2. In the **Display Properties** dialog box, click the **Settings** tab.
3. Move the **Screen resolution** slider to a resolution of **1024 x 768** or higher.
4. Click **Apply** to have the new resolution take effect.
5. If the **Monitor Settings** dialog box appears, look at your display. If you like the new resolution, click **Yes** . If you do not like the resolution, click **No** , and return to step 3 to try a different resolution.
6. Click **OK** .

For Windows Vista, 7, and 8:

1. Right-click the desktop, and then click **Display** .
2. Under Resolution, move the slider to a resolution of **1024 x 768** or higher.
3. Click **Apply** .

System Requirements

In order to access all features of this module, your computer must meet specific system requirements and have the necessary software applications.

Select each requirement to learn more.

Adobe® Flash® Player

Adobe® Flash® Player Version 12+ is necessary to view some of the presentations embedded within the content.

If you do not have Flash® Player, go to the Adobe® Website to download the software.

System Requirements

In order to access all features of this module, your computer must meet specific system requirements and have the necessary software applications.

Select each requirement to learn more.

Adobe® Reader® Player

Adobe®Acrobat® or the Adobe®Reader® Version 10+ software is necessary to access some of the documents embedded in this course.

If you do not have Adobe®Acrobat® or Adobe®Reader® on your computer, then you should download the Adobe®Reader® software from the Adobe®website.

System Requirements

In order to access all features of this module, your computer must meet specific system requirements and have the necessary software applications.

Accessibility

Microsoft®Windows® allows you to change some of the features on your computer. This can be useful if you have physical or visual needs that require special accommodation. The Accessibility Options are located in the Control Panel.

For Windows XP:

1. Select **Start** from the Taskbar to open the Start menu.
2. Select **Control Panel**.
3. From the Control Panel window, select Accessibility Options. In the **Accessibility Options** dialog box, you may change a number of different options on your computer.

For Windows Vista, 7 and 8:

1. Select **Start** from the Taskbar to open the Start menu.
2. Select **Control Panel**.
3. From the Control Panel window, select **Ease of Access**. From this menu, select and change the different options on your computer.

NOTE: *Additional Accessibility information is provided later in this lesson.*

System Requirements

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Select each requirement to learn more.

Browsers

This module should be viewed using Internet Explorer 8.0 or higher. The following browser settings should be applied:

- Pop-up blockers disabled
- Cookies enabled at medium-low security level
- Enable Automatic prompting for file downloads in the Security Settings
- Font size or DPI set to normal or small

System Requirements

In order to access all features of this module, your computer must meet specific system requirements and have the necessary software applications.

Select each requirement to learn more.

Computer Specifications

The following minimum computer specifications are required for optimal display.

- Pentium 400 MHz Processor
- 6 GB Hard Drive
- 64 MB RAM

System Requirements

In order to access all features of this module, your computer must meet specific system requirements and have the necessary software applications.

Select each requirement to learn more.

Internet Connection

A minimum Internet Connection Speed of 56 kbps is required.

System Requirements

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Select each requirement to learn more.

Additional Support

If you experience any issues with the course or require additional assistance to make the necessary system changes, contact dauhelp@dau.mil or call the Help Desk at (703) 805-3459 (Option #1), 1-866-568-6924 (Option #1), or DSN 655-3459 (Option #1).

Hyperlinks

Links in the form of text, graphic hotspots, and buttons embedded throughout the module provide you with access to additional information.

Hyperlinked text is always underlined and appears in blue. Clicking a hyperlink may:

1. Display a Popup window
2. Open a PDF document
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Popup

This is a sample popup window. Close it by either reselecting the hyperlink or by selecting the open Popup window.

Navigation

Navigating between Lessons

The Atlas table of contents column to the left lists the lessons in each module. To access each lesson, select its title in the list. The circles next to each lesson title, called Harvey balls, track your progress toward completion. Depending on the version you are using, when you complete a lesson, either a circle will be filled with orange or a green check mark will display.

In cases where the circle does not fill or a check mark does not display immediately after you complete the lesson, it should fill after you access another lesson or the next time you log into the module.

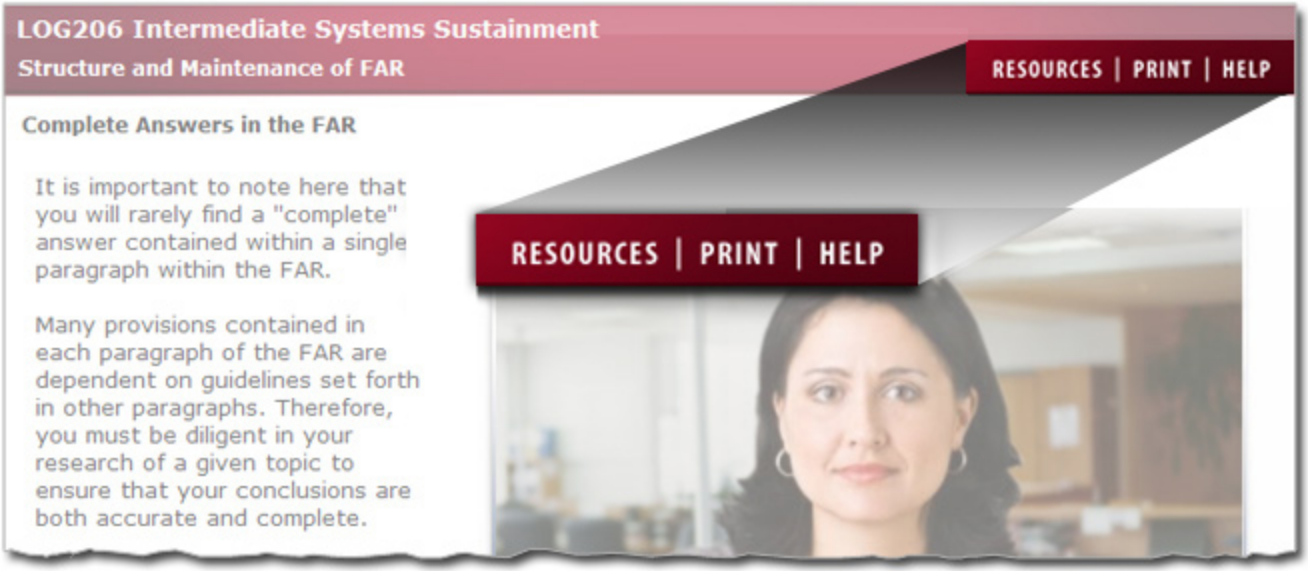
Navigating within Lessons

The "Back" and "Next" buttons, located in the bottom center of the page are the primary lesson navigation tools. Select these buttons with your mouse cursor or use the Left and Right arrow keys of your keyboard to either advance or return to a page.

Module Features

Standard features include the **Resources**, **Print**, and **Help** menus. These menus are accessed by selecting the buttons located in the top right of each page. Close these menus by selecting the small X icon in the top right corner of each menu when visible.

Select each menu button to learn more.



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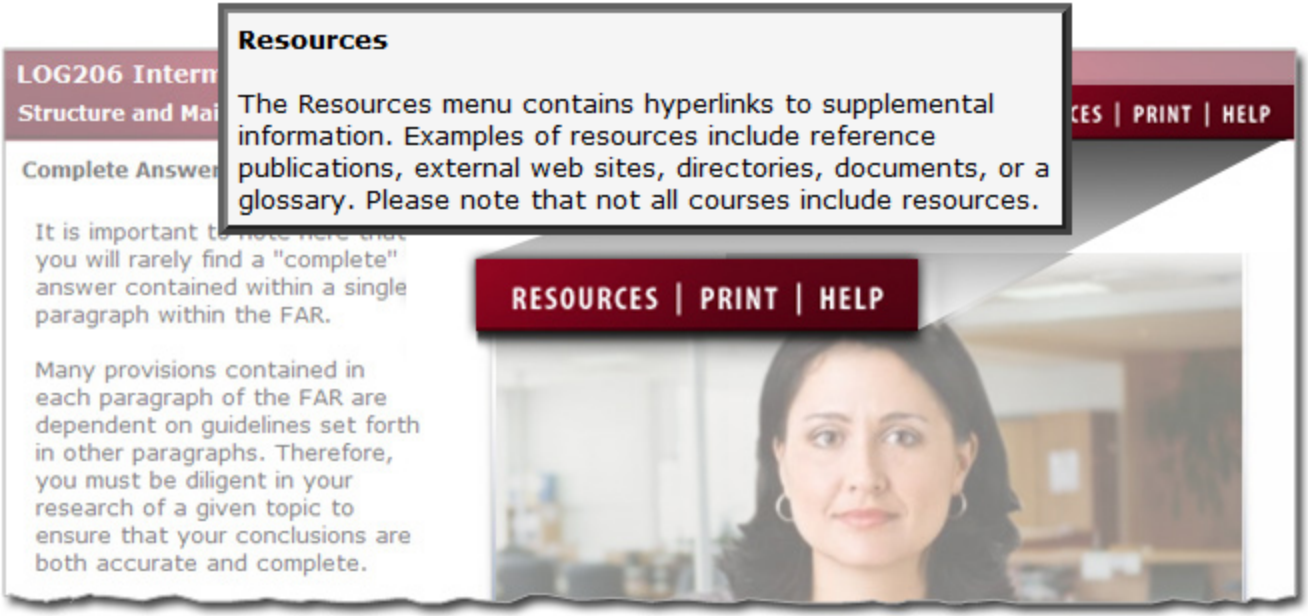

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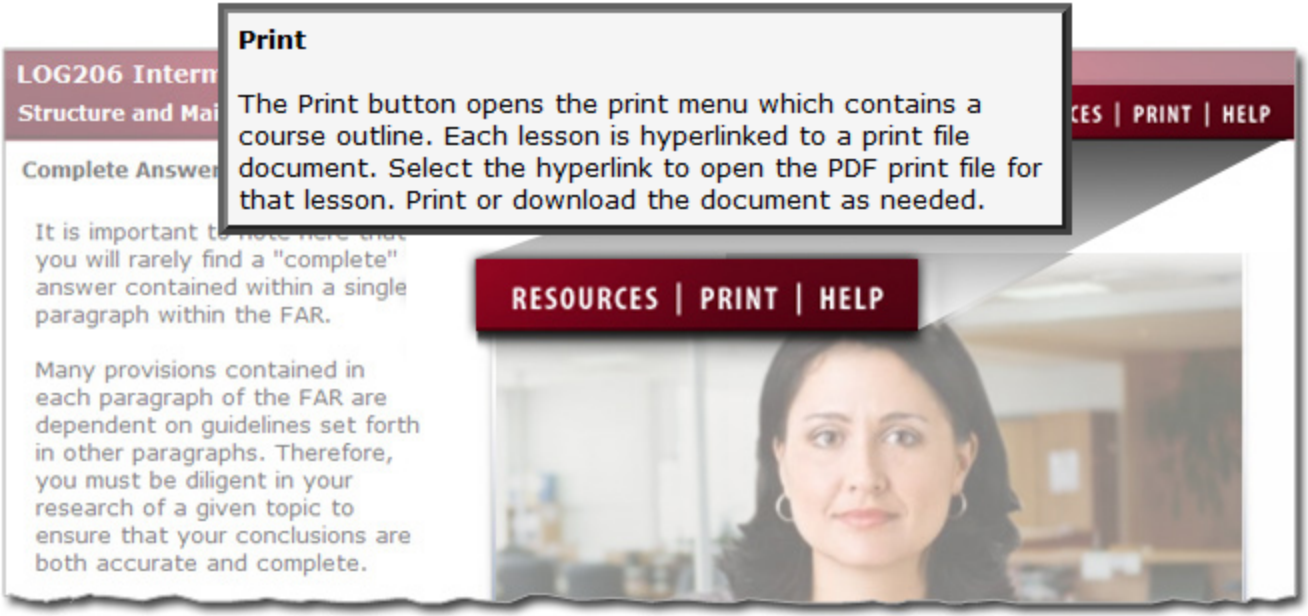

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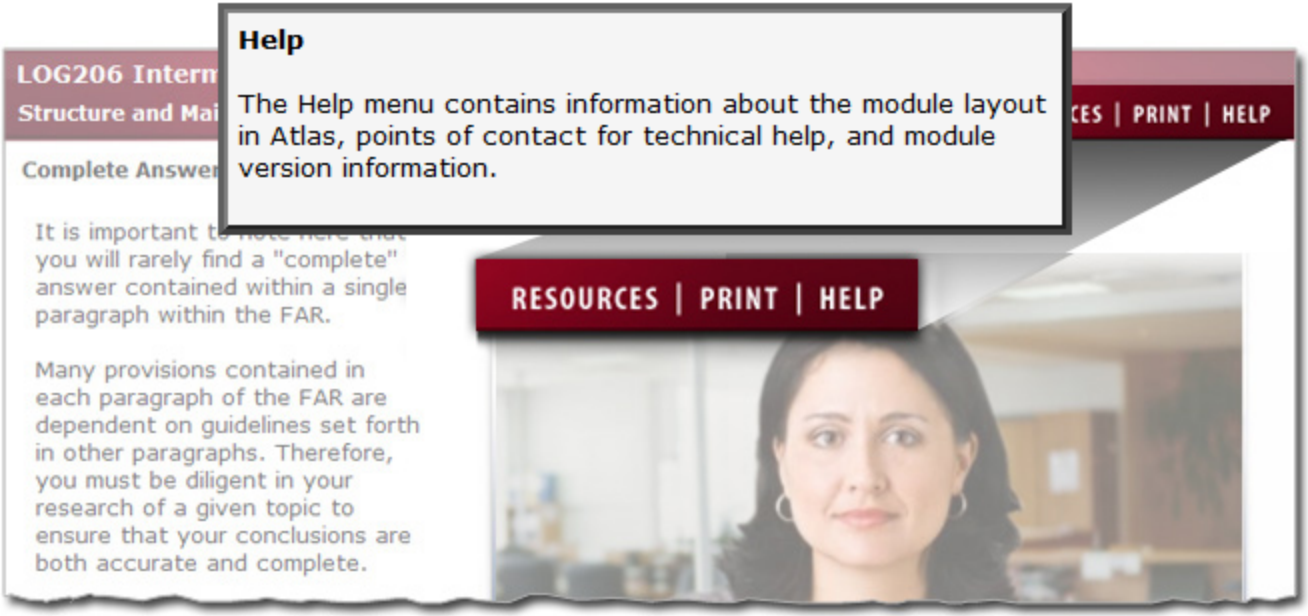


Animated Vignettes

The content of each lesson in this course is driven by a scenario. The following lesson scenarios begin with introductory, animated vignettes:

- Lesson 2: Authorities
- Lesson 4: Services Acquisition Process Overview
- Lesson 7: Executing the Acquisition - Award and Post Award Strategy

Each vignette opens with the narrator. The narrator provides you with the details that will help set the scene of the story to come. Though each story can be different in a number of ways—different characters, different settings, different problems, different types of contracts—they all center on the duties, roles, and responsibilities of a COR in given situations.

The animated vignettes do not employ the use of audio.

Animated Vignettes - Playback Controls

The animated vignettes are controlled with a playback bar:

Play: The vignette will play automatically upon entry to the page. If the vignette is Paused, and you want to play it, use the Play button.

Pause: Use the Pause button if you need to pause the vignette. This feature is especially helpful if you need to carefully read or reread the text displayed. When the pause button is active the playback bar turns red in color.

Prev: Use the Prev button if you want go to the previous text scene.

Next: Use the Next button if you want to advance to the next text scene.

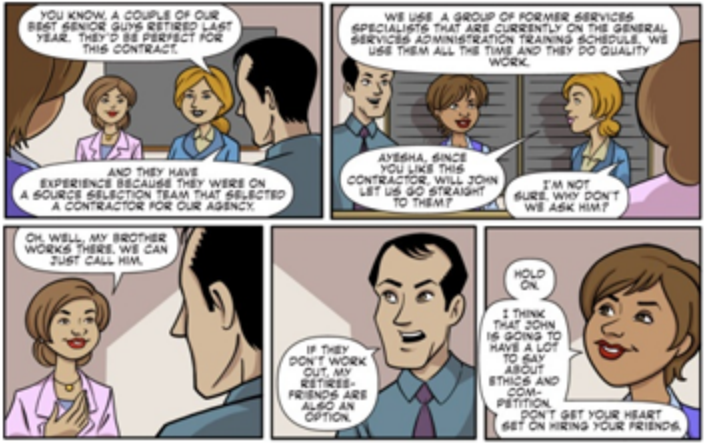
Playback bar: The playback bar displays elapsed time, and the playback bar indicator can be used to scroll through past and future text scenes of the vignette. To scroll, hold the mouse button down on the indicator, and then drag it left or right.

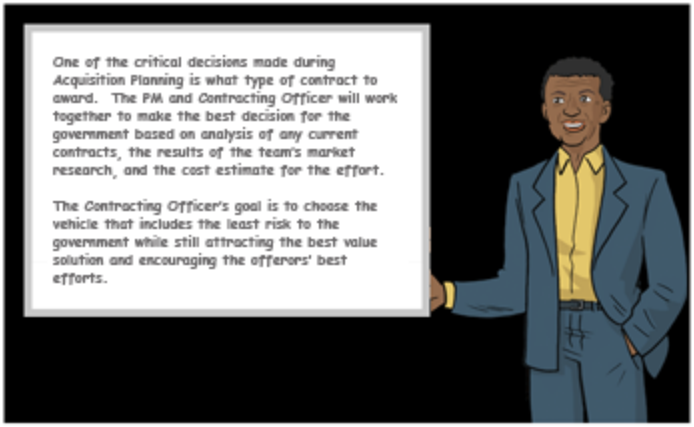
Time Elapsed/Total Time: To the right of the scrub bar is the elapsed time of the vignette.

Please note that the animated vignette does not employ the use of audio.

Transition Pages

The lesson scenarios do not stop with the animated vignettes. In between topics you will come across transition pages used to summarize the previous topic and introduce the next topic, while building upon the introductory story. These pages are not animated; they advance the story using a comic strip format. Occasionally, the narrator will appear in these strips to help the story along, but mostly he'll review the key aspects of each scenario and wrap up each story.





Accessibility

This module was developed in accordance with the Rehabilitation Act Amendments of 1998 Section 508 standards for accessibility for persons with disabilities. To meet these requirements, text alternatives are provided for all graphics.

The text alternatives can be read aloud by a screen reader, allowing individuals with visual impairments to receive information that is presented graphically.

Two graphic text formats are used:

- **Alt tags**: Provide a brief description of the image (which is read aloud by a screen reader when activated)
- **Long Descriptions, or D-links**: Provide a detailed text description of an image when a short description is not sufficient. D-link descriptions are accessed by clicking the **D** located at the bottom right of the page

D

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Long Description

Computer monitor with a wheelchair accessible logo and notebook computer displayed.

D

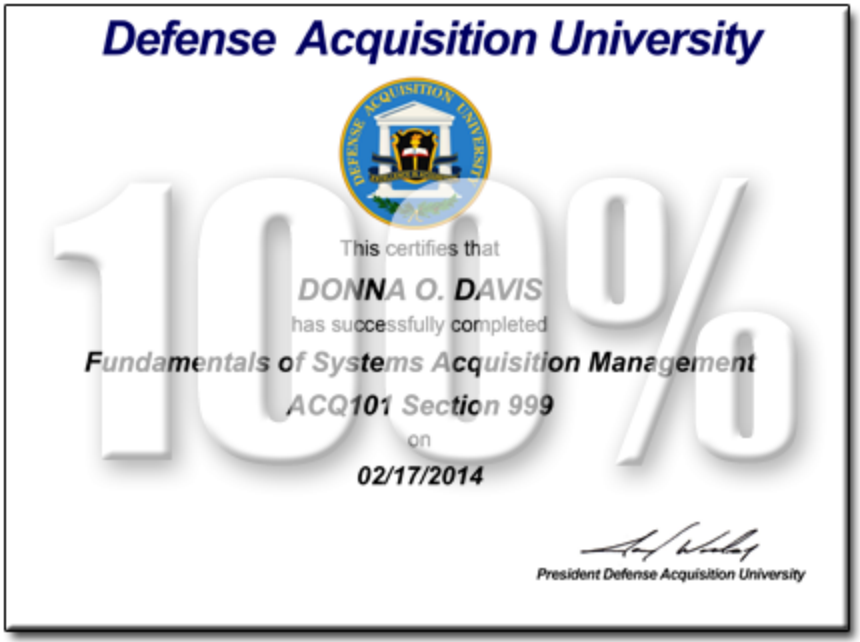
Knowledge Reviews

Knowledge Review questions of various formats including True/False, Multiple Choice, Multiple Correct, and Fill in the Blank may be contained in this course.

The Knowledge Reviews are designed to reinforce learning and check your understanding of the material.

Module Exam

In accordance with DAU policy, you must score 100% on the exam to receive course completion credit. You will have an unlimited number of attempts to achieve 100%. A DAU Certificate of Completion is generated after successful completion of the module exam and the course survey.



Other DAU Continuous Learning Modules for COR's

COR nominees participating in pre-award planning/source selection functions are encouraged to obtain the knowledge necessary to perform in these phases of acquisition through completion of DAU continuous learning modules—or through other sources—that provide an overview of the acquisition process, teaming, authorities, contract classification, performance based services acquisition, contract types, proper file documentation, contract modifications, and contract management.

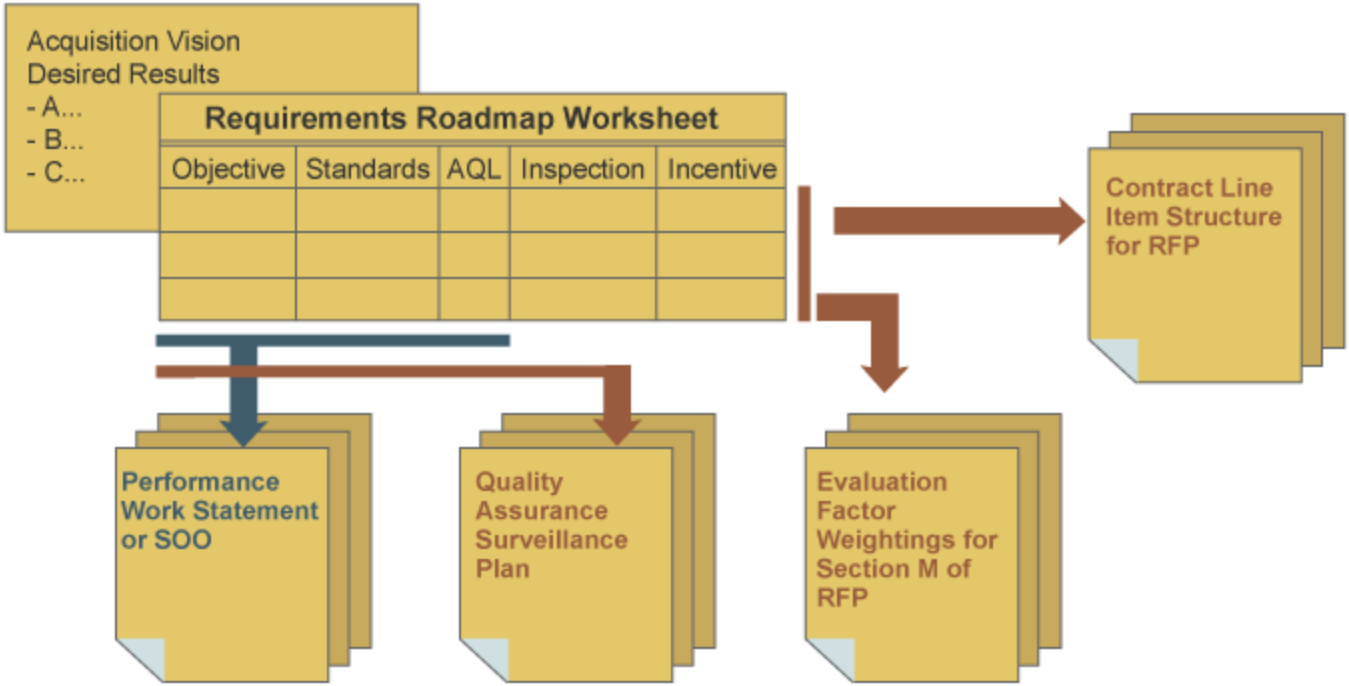
Examples of relevant DAU modules include:

- CLC 004 Market Research
- CLC 006 Contract Terminations
- CLC 007 Contract Source Selection
- CLC 011 Contracting for the Rest of Us
- CLM 003 Ethics Training for Acquisition Technology and Logistics 2004
- CLM 013 Work Breakdown Structure
- CLM 024 Contracting Overview
- FAC 030 A-76 Post Competition Accountability
- CLC 055 Competition Requirements for DoD Acquisition
- CLC 013 Services Acquisition
- CLC 133 Contract Payment Instructions
- CLC 206 Contracting Officer's Representatives in Contigency Environment
- CLC 222 Online Training for Contracting Officer's Representatives

For a complete listing of available DAU Continuous Learning modules, look in the DAU I-catalog.

Roadmap Provides Linkage

Looking for help? A smart COR would go to the Services Acquisition Mall (SAM) to find tools such as the Requirements Roadmap. The SAM provides information CORs can use to develop good requirements documents such as the PWS, Performance Metrics and the QASP. The SAM can be accessed at http://sam.dau.mil/.



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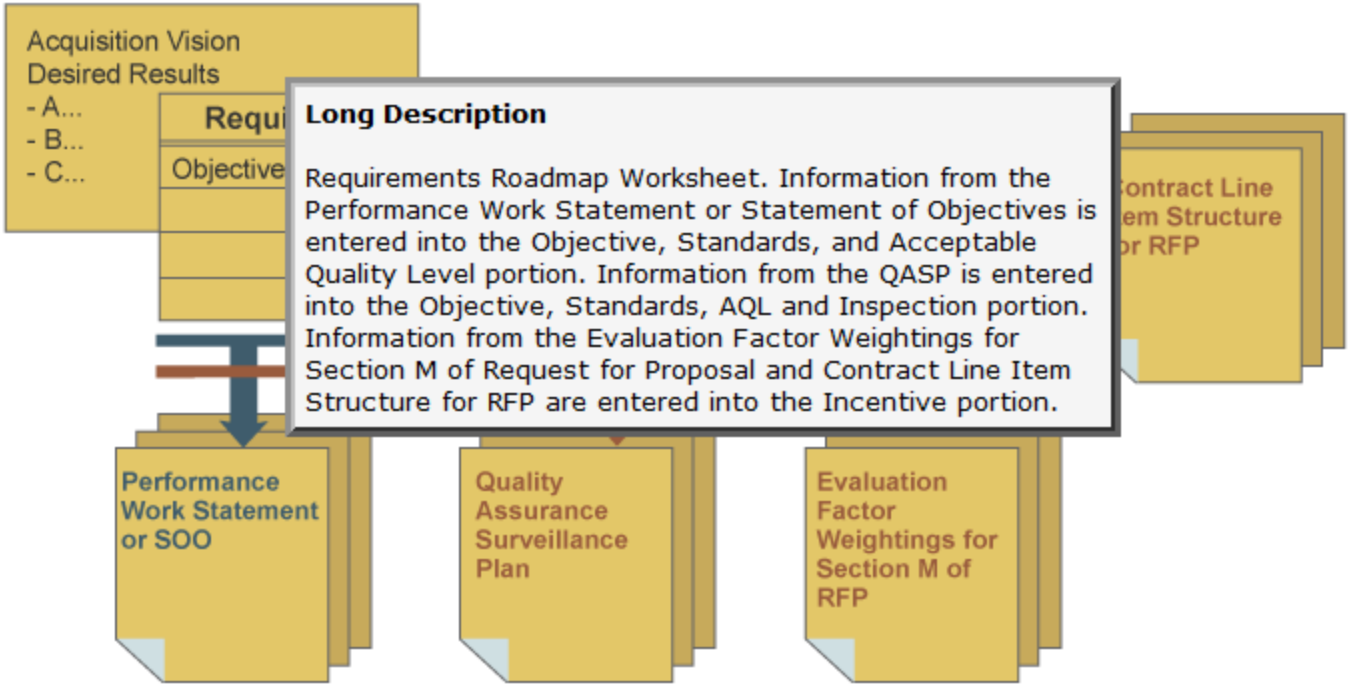

Long Description

Requirements Roadmap Worksheet. Information from the Performance Work Statement or Statement of Objectives is entered into the Objective, Standards, and Acceptable Quality Level portion. Information from the QASP is entered into the Objective, Standards, AQL and Inspection portion. Information from the Evaluation Factor Weightings for Section M of Request for Proposal and Contract Line Item Structure for RFP are entered into the Incentive portion.

D

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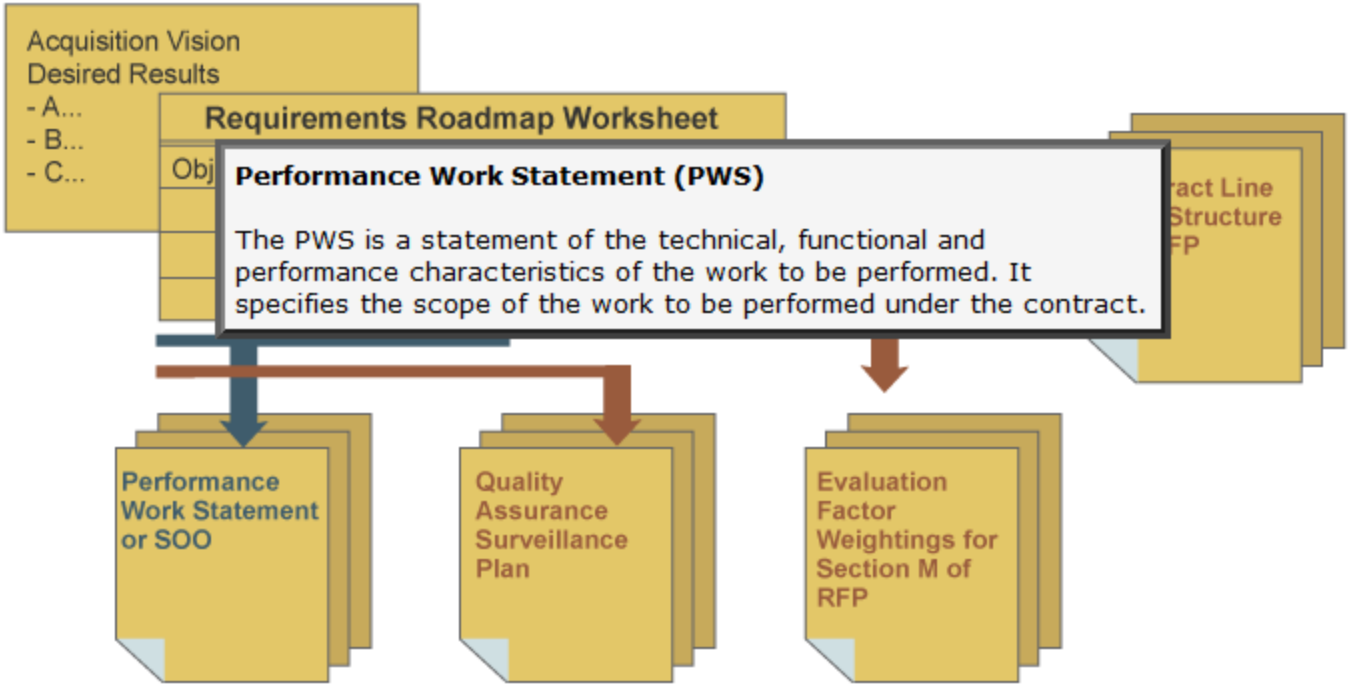

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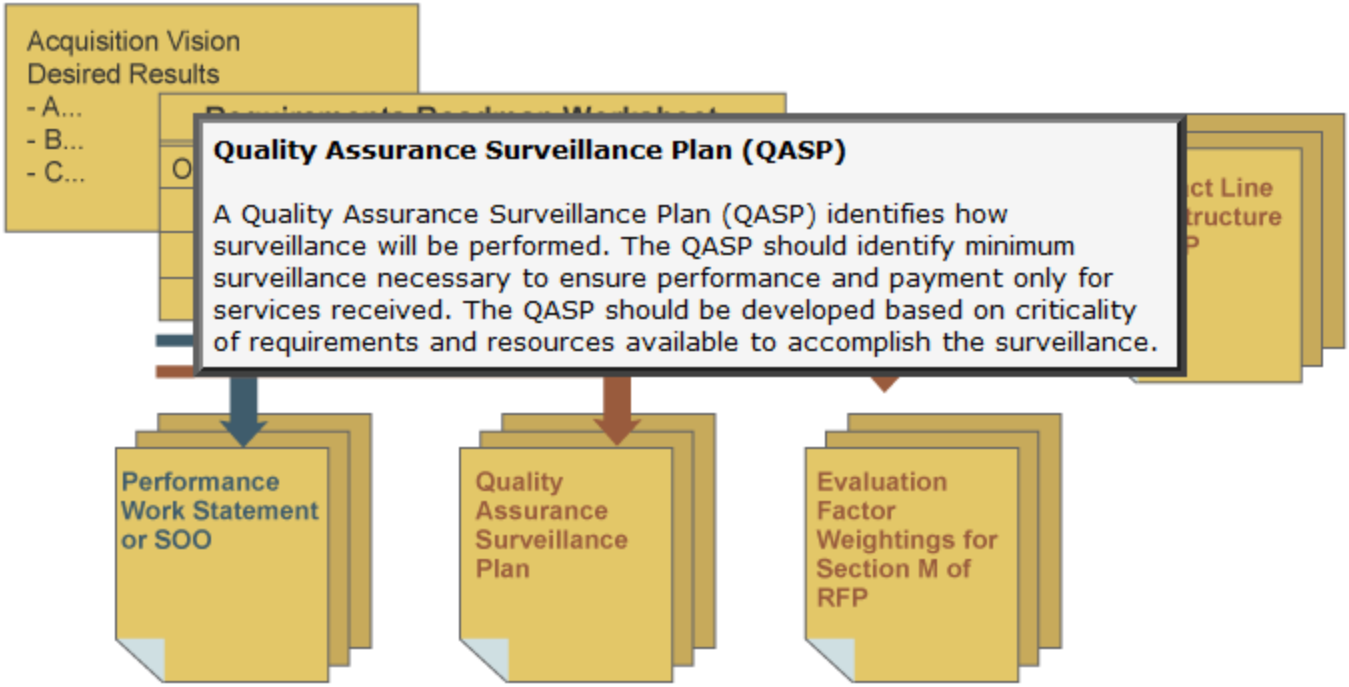

D

DoD COR Tracking Tool

The DoD CORT Tool is a web based capability for the appointment and management of CORs. It provides built in workflows for the nomination process to include email alerts/status reminders for monthly status report due-ins and delinquencies.

The CORT Tool provides contracting personnel and requiring activities/COR management the means to track and manage COR assignments across multiple contracts DoD-wide. This tool allows a prospective COR, COR management and Contracting Officer to electronically process the nomination and appointment of CORs for one or multiple contracts. It has also been deployed and in use for many long term contingency operations including OIF and OEF.

For more information go to
Department of Defense Contracting Officer Representative Tracking Tool (CORT Tool).

COR Training and Certification Requirements

DOD has developed a COR training and certification standard that includes specific DAU courses or equivalents.

- Type A
  - CLC 106, CORs With A Mission Focus, 8 hours on-line
- Type B/C
  - COR 222, Contracting Officer's Representative Course, 32 hour resident course
  - CLC 222, On-line alternative to the resident COR 222 course, 32 hours

Contingency (when applicable)

- CLC 206, CORs in the Contingency Environment, 2-3 hrs. on-line

All CORs

- CLM 003 or agency equivalent on procurement ethics

COR Refresher

- Hours specified for Type A, B and C
- Courses selected by COR and supervisor

References

DAU Community of Practice
https://acc.dau.mil/cor

Defense Procurement and Acquisition Policy (DPAP)
http://www.acq.osd.mil/dpap/pdi/eb/cor.html

Acquisition Center of Excellence (ACE) for Services
https://acc.dau.mil/ace

Emergency Response and Recovery Contracting Community of Practice
https://acc.dau.mil/emergencyresponse

Contingency Contracting
https://acc.dau.mil/contingency

Federal Acquisition Regulation Site
http://farsite.hill.af.mil/vffara.htm

Defense Federal Acquisition Regulation Supplement
http://farsite.hill.af.mil/VFDFARA.HTM

Services Acquisition Mall
http://sam.dau.mil/

Contractor Performance Assessment Reporting System
http://www.cpars.csd.disa.mil/cparsmain.htm

Lesson Completion

You have completed the content for this lesson.

To continue, select another lesson from the Table of Contents on the left.

If you have closed or hidden the Table of Contents, click the Show TOC button at the top in the Atlas navigation bar.