COURSE SYLLABUS

COR Essentials Course

Gain foundational knowledge and skills to perform the duties of a Contracting Officer's Representative (COR) effectively.

Group classes (Washington, DC) and onsite training are available for this course.
For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/cor-essentials



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Course Outline

Module 1: Overview of the Federal Acquisition Process

- Define key acquisition concepts, principles, and terms.
- Describe the Federal Acquisition Regulations System.
- Identify the three phases of the acquisition process.
- Name three contracting methods and identify when each should be used.
- Explain the two fundamental contract types.
- Specify the key standards of conduct and Procurement Integrity Act.

Module 2: Roles and Responsibilities – Who Does What?

- Describe the contracting lines of authority.
- Explain the meaning of an unauthorized commitment and ratification.
- Define the COR's role and responsibilities.
- Identify the role of others involved in the acquisition process.

Module 3: Postaward Phase – Engagement, Monitoring, and Compliance

- Identify the information that should be included in the COR's file.
- Participate in a kickoff meeting and postaward orientation conference.
- Select the appropriate method(s) for monitoring a contract.
- Describe what is involved in performing inspection and acceptance.
- Explain how to handle contract payments.

Module 4: Postaward Phase – Modifications, Remedies and Closeout

- Explain contract modifications and options.
- Define your role (COR) during a contract dispute.
- Distinguish between terminations for convenience and for default.
- Explain how and when contractor performance is evaluated.
- Describe the contract closeout process.