

COR Essentials Course

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

Group classes in Washington, DC and onsite training is 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 terms, phases, and regulatory frameworks including the FAR.
- Understand acquisition methods, contract types, and competition requirements.
- Identify socioeconomic policies, labor laws, and commercial item preferences in procurement.
- Examine the Procurement Integrity Act and standards of ethical conduct for federal employees.
- Learn about acquisition planning, market research, and the role of the COR in the contract lifecycle.

Module 2: Roles and Responsibilities – Who Does What?

- Explain the contracting hierarchy and legal lines of authority in government contracting.
- Understand the COR's delegated role, responsibilities, and limitations in contract management.
- Distinguish between authorized and unauthorized commitments and the ratification process.
- Identify key acquisition team members and their specific functions in the procurement process.
- Review sample clauses related to technical direction and notification of changes.

Module 3: Post-Award Phase – Engagement, Monitoring, and Compliance

- Establish and manage the COR file, including documentation and key correspondence.
- Participate in post-award meetings and contractor orientation sessions.
- Select and apply appropriate methods for contract performance monitoring and compliance.
- Perform inspection and acceptance of supplies and services in accordance with contract terms.
- Understand contractor invoicing requirements and government payment responsibilities.

Module 4: Post-Award Phase – Modifications, Remedies and Closeout

- Identify and recommend contract modifications and assist in negotiation and documentation.
- Support the contracting officer in resolving disputes and understanding contract remedies.
- Differentiate between termination for default and termination for convenience.
- Conduct contractor performance evaluations using CPARS and five-point rating criteria.
- Complete contract closeout procedures and finalize contractor documentation.