Course Number

FHWA-NHI-310123

New Training

Course Title

FHWA Contracting Officers Representative (COR)

Contracting Officer's Representatives (COR) are integral to the acquisition process and perform critical acquisition functions; FHWA relies on CORs to help the Contracting Officer (CO) monitor work conducted under contracts in order to meet the Agency mission. Because of this important role, FHWA needs to develop the knowledge of their new and mid-career hires in the area of acquisition management.

The overall course goal is to address the essential core competencies, outlined by the Office of Federal Procurement Policy (OFPP), required for CORs to effectively monitor Federal Government contracts. The class is tailored to meet the specific needs of FHWA CORs with examples and content directed to common contract types and issues faced by FHWA and Federal Lands Programs.

Participants who successfully complete the course will earn 40 Continuous Learning Points in support of a Level II FAC-COR certification.

Outcomes

Upon completion of the course, participants will be able to:

- Explain the duties and responsibilities of the Contracting Officer's Representative (COR)
- Discuss COR best practices
- Define key acquisition terminology
- Associate the importance of professional business skills with effectively monitoring the work under the contract
- Determine the elements of contract monitoring appropriate for a given contract
- Describe the process leading up to contract award
- Appropriately respond to legal and ethical issues that may arise

Target Audience

New/mid-career hires who anticipate being appointed as a COR, current CORs who desire refresher/updated COR training. Agreement Officer's Technical Representatives, persons monitoring task orders under an Indefinite Delivery/ Indefinite Quantity contract, and anyone desiring Basoc CPR Training.

Training Level: Basic

Fee: 2013: $500 Per Person; 2014: N/A

Length: 5 DAYS (CEU: 3 UNITS)

Class Size: MINIMUM: 20; MAXIMUM: 30

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