



NORTHWEST PROCUREMENT INSTITUTE

425-776-0414 npi@npi-training.com WWW.NPI-TRAINING.COM

326 ADMIRAL WAY, SUITE 200 | EDMONDS, WA 98020

AGENDA

COR Refresher Seminar (Advanced)

This five-day training is meant for experienced CORs and other students who have previously completed a COR certification or comparable forty-hour training course. The course provides students with a review of COR duties and responsibilities as well as a comprehensive examination of recent changes to regulations, legislation, and policy affecting contract administration.

Students review studies, reports, and efforts affecting the role of a COR. The course emphasizes enhancement of skills in contract preparation, formation, and administration through participation in exercises applying lessons learned in NPI, Inc.'s COR Certification course, experience gained in contract administration, and best practices. Students participate in group role-playing exercises and present their findings and solutions. Attendance at the five day course provides the participant with forty credit hours and forty continuous learning points (CLPs).

Day 1: Review of COR Duties, Skills, and Competencies

Recent Changes Impacting COTR Duties

- Legislation
- Reports/Studies
- Case Decisions
- Regulations

Market Research

- Requirements for Market Research
- The Market Research Team: Responsibilities of Program and Technical Personnel
- Market Research Timing
- Market Research Techniques
- Market Research Pricing Considerations
- Using the Results of Market Research

Best Value and Proposal Evaluation

Day 2:

- Best Value Acquisition
- Developing Evaluation Factors and Assigning Order of Importance
- Negotiated Acquisition Procedures
- Simplified Acquisition Procedures
- Rating Systems
- Requesting and Acquiring Information To Be Used in Evaluation
- Evaluation of Cost and Noncost Factors

The Technical Evaluation Panel

- Roles and Responsibilities
- Evaluation Techniques
- Discussions

Day 3**Postaward Orientation and the COTR Workplan**

- Postaward Meeting
- Developing a COTR Workplan

Day 4**Inspection and Monitoring Work**

- Inspection and Acceptance
- Quality Management
- Terms and Conditions of Inspection and Control of Quality
- Changes
- Government Property
- Stop Work

Day 5**Invoice and Payment**

- Commercial Item Contracts
- Service and Supply Contracts
- Construction Contracts

Remedies

- Delays, Including Government Property Delays
- Constructive Changes
- Performance Failures

Performance Evaluation and Contract Closeout

- Past Performance
- Contractor Past Performance Systems
- Performance Ratings
- Subcontractors, Teaming, and Joint Venture Partners
- Disputes
- Claims
- Closeout Documentation
- Other Closeout Issues

Course Wrap-Up and Evaluations
