

APD ALERT

Contracting Officer's Representative (COR)

Designation



Background

Contracting Officer's Representatives (CORs) play a critical role in ensuring that contractors meet the commitment of their contracts. They ensure proper development of requirements and assist Contracting Officers (COs) in managing their contracts. The Office of Management and Budget, Office of Federal Procurement Policy (OFPP), with assistance from the Federal Acquisition Institute (FAI) has updated the Federal Acquisition Certification for Contracting Officer's Representatives (FAC-COR), originally issued in November 2007, to establish a risk-based, three-tiered certification program for civilian agencies that better reflects the important role of the COR. The term "COTR" was changed to "COR" to align with the Federal Acquisition Regulation (FAR) which now incorporates a definition for "Contracting Officer's Representative" and includes the designation of a COR as part of a Contracting Officer's responsibilities. The new FAC-COR requirements became effective January 1, 2012.

To ensure REE is meeting this requirement, program offices should provide their COR recommendations to the contract office as part of the requirements package. If the recommended CORs are not FAC-COR, COs should instruct the CORs to obtain FAC-COR Level I (i.e., complete 8 hours of COR training) prior to the pre-award phase of the contract. COs should request and keep a copy of the COR's FAC-COR certificate in the contract file.

Any COR not certified at the time of contract award shall have six (6) months (per AGAR Advisory 85) to obtain FAC-COR Level I. COs shall follow up with their non-FAC-COR certified designated CORs to verify this requirement has been met, and obtain copy of the COR's FAC-COR certificate for the contract file. CORs who fail to meet this requirement within the prescribed time must be removed as the COR for the contract, and a FAC-COR certified COR designated as a replacement.

The standard procurement document COR designation letter template has been revised to reflect these changes, and includes information for CORs on registering in the FAI Training Application System (FAITAS) and how to obtain a FAC-COR. Please note, the Acquisition Programs and Oversight Branch (APOB) does not need copies of the COR designation letter.

Contracting Officer Responsibilities in the Acquisition Tracking System (ATS)

To ensure CORs are tracked for FAC-COR, ethics reporting, etc., a Contracting Officer's Representative field has been added to the award page in ATS. COs are responsible for adding the COR for all new and existing awards that require a COR designation. If awards do not require a COR (i.e., supplies or services below the Simplified Acquisition Threshold) do not complete the field in ATS (i.e., leave it blank). This field must be maintained for the life of the contract/order and must always reflect the current COR.

Questions regarding this alert can be directed to APOB on 301-504-1725, or via e-mail at APOB@ars.usda.gov.

ISSUE DATE: April 2012
Updated August 2012

APD ALERT 2012-05