

U.S. Department of Energy - Oak Ridge Office
Human Capital Assessment Group
Training Course Bulletin

Course Name: Contract Administration for Technical Representatives
Course Number: 00058
Session Number: 0141

Description: Designed for employees who have valuable technical or functional expertise but little formal training in procurement, who need to know what to do when tasked to be Contracting Officer's Representative (COR) on a DOE non-M&O prime contract. Topics include: authorities and responsibilities; ethics; communicating with the contracting officer, understanding the contract; contract planning; modifying contracts; ratifying contracts; issuing task orders; exercising contract options; evaluating contractor performance; handling performance problems; completing the contract; and contract termination.

Audience: Personnel tasked to be a COR
Vendor: Colleague Consulting LLC
Instructor: Ronald Simpson
Location: Oak Ridge Federal Office Building, Room G-059
Date: June 23-25, 2009
Time: 8:30 a.m. - 4:00 p.m.
Slots: 30
Cost: No cost

To register, access HCAG Homepage and forward a completed electronic Training Request Form, <http://www.ornl.gov/tdd/tddreq.htm>. (SSO employees should register through CHRIS Workflow.)

For additional information, call (865) 576-1082.

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