



**FCR-201-DL
COR LEVEL II TRAINING
SYLLABUS**

TITLE/NUMBER

COR Level II Training/FCR-201-DL

DESCRIPTION

Technical personnel play a vital role in acquiring equipment, systems, and support services by contract for the government. They prepare the work statement; evaluate proposals; recommend source selection; and, as the appointed contracting officer's representative (COR), review, guide and direct the contractor's performance. Program success relies on their informed and timely input.

Effective contracting requires that technical personnel possess and correctly apply technical and administrative skills. Most technical personnel become involved in acquisitions because of their technical expertise. This course looks to improve agency acquisitions and contractor performance by enhancing knowledge and practical application of contracting principles.

OBJECTIVES

Students who successfully complete this course will be able to:

- Identify their responsibilities in the acquisition process and applicable requirements from the FAR and agency policy.
- Address key elements of acquisition planning including market research, competition, source selection, contract type, use of indefinite-delivery contracts, cost estimating, funding, special considerations for service contracts, logistical considerations, government-furnished property and information, and security.
- Recognize authorized limitations on full and open competition, develop a justification for other than full and open competition, and support small business set-aside goals and programs.
- Prepare a performance-based work statement, source selection criteria, and technical proposal instructions.

PREREQUISITES

None.

WHO SHOULD ATTEND

Individuals seeking FAC-COR Level II certification.

CREDIT

Students who successfully complete this course earn 40 continuous learning points (CLPs).

REQUIREMENTS

- **Student materials:** Instructions will be provided for students to download the initial class materials, including the *COR Level II Training Student Guide*, exercises, and other reference material.
- **Hardware and software:** Students will require access to a computer and a high-speed Internet connection during and outside of class sessions to complete assigned individual and team activities. Telephone access is also required. A URL and toll-free audio-conference number will be provided.

STRUCTURE

The course is offered online in a series of ten 4-hour sessions. Proficiency is assessed through class participation, poll questions, group exercises, and a final exam.

Virtual Classrooms

Virtual instructor-led training (vILT) sessions are hosted on the Adobe Connect distance-learning platform, which is accessed from student computers via an Internet connection and toll-free telephone line.

Typical Session

Every session begins with a walk-through of session goals and objectives. Students will have the opportunity to complete surveys, online learning activities, and group exercises. Everyone in the class is considered a “learning resource” and, as such, will have an opportunity to share their knowledge and experience.

During the first session, students will be assigned to teams. Depending on the discretion of the instructor, students may change teams from exercise to exercise or remain on the same teams throughout the course.

Teams work collaboratively to complete a series of exercises. Solutions to the exercises are seldom obvious and require considerable thought and analysis. Each team is placed into a separate breakout room to work out their answers to the exercises. This is done to enhance the learning process and to promote the team approach encouraged by the FAR. Proposed solutions are then presented when students return to the main class session from the breakouts. It is both permissible and encouraged for individual members of a team to reach different conclusions. All students are given the opportunity (responsibility) to serve as spokesperson for the team in presenting results.

Before revealing the correct answer, the instructor facilitates a discussion to allow students to support their individual positions. Once the correct answer is revealed, each student should seek a full understanding of the rationale for the answer.

GENERAL SCHEDULE

FCR-201-DL will span two weeks, with sessions scheduled five days per week, Monday through Friday. Each session will begin promptly at 1:00 p.m. Eastern Time unless otherwise indicated in the registration details for the course. Sessions are approximately four hours long, as shown in the specific class schedule.

ASSESSMENT

Students must earn an average of at least 80 percent on the final exam to pass the course.

- **Comprehension:** The final exam will be administered in the last session of the course. The exam contains 30 multiple-choice questions, where there is only one correct answer for each question.
- **Class participation:** Class participation, including timeliness, is encouraged throughout the course.

POLICIES

- **Attendance:** In accordance with FAI policy, students are not allowed to miss *any* class time. In an extreme case beyond a student's control, the instructor may excuse a student absence provided notification has been received at the earliest possible opportunity (preferably in advance of the absence). The instructor will assess the nature of activities and amount of time missed to determine if the attendance requirements have been met.
- **Student responsibility:** Students are responsible for achieving the learning objectives. Any problems or difficulties encountered should be communicated to the instructor.

- **Missed exams:** There will normally be no makeup for a missed exam. In extenuating circumstances, students should contact the instructor for further guidance.
- **Remediation:** One retake of the final exam may be allowed depending on agency policy.
- **ADA:** This course is required to meet ADA accessibility guidelines. Students should inform their agency departmental 508 coordinator or the agency acquisition career manager of their specific need and should specify that they have adaptive software and hardware to assist them in taking the course. Students may contact NPI at npi@npi-training.com or 425-776-0414 for assistance.
- **Non-attribution:** Statements made in the classroom forum should be treated as privileged information and are not to be attributed to a specific individual when outside the classroom.

COMMUNICATIONS

- **Announcements:** General messages outside class hours will be broadcast in the “Commons,” a 24/7 virtual classroom, and may also be sent via e-mail. Messages may include weekly assignments, resource links, FAQs, tips, important dates, or reminders.
- **Student collaboration:** The Commons also serves as a virtual student hall where students may communicate and collaborate with the instructor or other students, or receive individual support from the instructor.
- **E-mail:** For urgent matters, questions or notifications may be sent to the instructor’s e-mail.