

**NATIONAL INDIAN PROGRAMS TRAINING CENTER  
1011 Indian School Road NW, 2<sup>nd</sup> Floor  
Albuquerque, New Mexico 87104**

**CONTRACTING OFFICER'S REPRESENTATIVE  
BASIC CERTIFICATION COURSE**

Date: December 7-11, 2009

Target

Audience: Non-contracting personnel with responsibilities as a representative of the Contracting officer, including Contracting Officer Representatives (CORs), Contracting Officer's Technical Representatives (COTRs), Technical Officers (TOs) and Project Officers (POs)

Course

Description: This comprehensive course is designed to provide non-contracting personnel with knowledge of the federal acquisition process as well as the knowledge and skills to execute their responsibilities as a representative of the contracting officer. The course presents an overview of the acquisition process and focuses on the COR and COTR delegation and responsibilities in addition to ethics in government contracting.

Learning

Objectives: -Know COR delegation and responsibilities  
-Initiate the requirement and solicitation of offers  
-Develop technical evaluation and source selection  
-Monitor contractor performance and deal with unsatisfactory performance

Time: 8:00am – 4:00pm each day

Tuition: No tuition for BIA, BIE or OST employees

Competencies: The competencies identified in the latest version of the Federal Acquisition Institute's "Contracting Officer's Representative Training Blueprints" are addressed in this course

CPE Credits: 40

To Register: Please register in DOILearn or fax a registration form to (505) 563-5076. Supervisory approval is required. Registrations will be accepted on a first-come-first-served basis.