1. COR/TOCOR Name:	2. Department Name/Code:	3. Date Reviewed:
4. Contract Number:	5. Task Order Number:	6. Contract Type:

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7. **BASIC CONTRACT REVIEW (by Contract Specialist/Administrator)**:	yes	no
8. Does the contract contain a contract administration plan?	☐	☐
9. Does the contract require the contractor to submit status reports to the COR (see CDRLs)?	☐	☐
10. Is a copy of the COR nomination and appointment letter in the contract file?	☐	☐
11. Does the nomination letter explain how the COR is qualified to perform the duties of a COR?	☐	☐
12. Is there GFP in the contract?	☐	☐
13. Has a property administrator been assigned?	☐	☐
14. Are CORs/TOCORs assigned under the contract?	☐	☐
If so, are they properly nominated and designated?	☐	☐
Have they attended COR training? Date:	☐	☐
Have they attended COR refresher training? Date:	☐	☐
15. The COR contractor performance report is due (with response to requirements letter for options and/or within 60 days after final completion of the contract).	☐	☐
16. Does the contract require approval of resumes for key personnel?	☐	☐
17. Is uncompensated overtime proposed in the contract?	☐	☐
18. Does the contractor provide reports on the uncompensated overtime?	☐	☐
19. QUESTIONS FOR THE COR/TOCOR:	yes	no
20. Do you maintain a COR file?	☐	☐
21. Do you document and keep a record of all actions taken, including all phone conversations with the contractor and contract administrator, ordering officer, etc.	☐	☐
22. Are you keeping copies of all correspondence received from the contractor?	☐	☐
23. Do you have an appointment letter?	☐	☐
24. Do you have a copy of the contract and all modifications?	☐	☐
25. Do you have a copy or have access to a copy of the SPAWAR Contract Policy and Procedures Manual (SCPPM)?	☐	☐
26. Are you familiar with the contract administration plan?	☐	☐
27. Do you recommend any changes to the plan? (If yes, see discussion section *(block 65)*).	☐	☐

28. Is there an objective/standard in your performance plan which relates to your duties as a COR?	☐	☐
29. Do you perform any of the following?	☐	☐
Do you initiate requirements?	☐	☐
30. QUESTIONS FOR THE COR/TOCOR: (continued)	yes	no
Prepare Statements of Work?	☐	☐
Award delivery orders under the contract?	☐	☐
Make changes to the contract/delivery order?	☐	☐
31. Do you know when the contractor performance report is due on your contract(s)?	☐	☐
32. Do you monitor contractor performance on site?	☐	☐
33. Do you review/approve invoices?	☐	☐
34. Are you maintaining a copy of all the orders and invoices? If no, where in your activity are they maintained? *(space provided see block 65)*	☐	☐
35. Do you have a working system for tracking due dates and actual receipt of deliverables?	☐	☐
36. Do you have a procedure for reporting deficiencies or potential problems to the contracting officer/contract administrator?	☐	☐
37. Do you have a system of ensuring that the contractor is complying with the personnel qualifications clause of the contract?	☐	☐
38. Do you review resumes?	☐	☐
39. Do you review and maintain progress reports?	☐	☐
40. TIME/MATERIAL AND LABOR HOURS:	yes	no
41. Do you check time cards?	☐	☐
42. Do you have a system of tracking labor hours, cost, travel dollars, and overtime authorized and expended?	☐	☐
43. When you perform reviews of invoices, do you check hours of labor expended and other costs incurred against actual technical progress to ensure that the contractor is on track?	☐	☐
44. Do you compare the expenditures and progress with the estimates shown in the delivery order?	☐	☐
45. Do you require the contractor to substantiate its invoice amounts for labor with evidence of actual payment and by daily job timecards? (Refer to the contract clause).	☐	☐
46. Do you require the contractor to submit with its invoices evidence of actual payment for material charged under the contract?	☐	☐
47. Do you require the contractor to provide full supporting documentation for travel costs claimed?	☐	☐
48. Do you conduct floor checks/site surveillance?	☐	☐
49. COST REIMBURSEMENT:	yes	no
50. Do you request the contractor to substantiate the invoice amounts for labor with evidence of actual payment and by daily timecards? (See the Allowable Cost and Payment Clause).	☐	☐
Does the contractor comply?	☐	☐

51. Do you request or require the contractor to submit with its invoices evidence of actual payments for material charged under the contract? (See the Allowable Cost and Payment Clause).	☐	☐
Does the contractor comply?	☐	☐
52. Do you request the contractor to provide full supporting documentation for travel costs claimed? (See the Travel Costs Clause).	☐	☐
Does the contractor comply?	☐	☐
53. Do you conduct floor checks/site surveillance?	☐	☐
54. Is an audit by Defense Contract Audit Agency necessary for any of the cost reimbursements?	☐	☐
55. GOVERNMENT FURNISHED PROPERTY (Ref: FAR 45):	yes	no
56. Do you have a list of GFP under the contract/task order?	☐	☐
57. Does contractor have possession of GFP?	☐	☐
58. Do you have a record of the condition of GFP?	☐	☐
59. Do you know the procedures followed for disposal of GFP?	☐	☐
60. SECURITY REQUIREMENTS:	yes	no
61. Do you have a copy of the DD254?	☐	☐
62. Have the security requirements changed?	☐	☐
63. PERFORMANCE:	yes	no
64. Is contractor performance satisfactory?	☐	☐
65. DISCUSSION: Problem, Questions, Changes and Comments - (space provided)		

66. RECOMMENDATIONS: As a Result of Review

Signature of Contract Specialist/Negotiator Date

1. COR/TOCOR Name:	2. Department Name/Code:	3. Conference Date:
4. Contract Number:	5. Contract Type:	6. Date of last Conference/ Review:

7. CONTRACTOR PERFORMANCE:	yes	no
8. Is contractor performance satisfactory?	☐	☐
9. Implementation of recommendations of previous review:		
10. Have you implemented the recommendations made as a result of the last review?	☐	☐

11. Are there any changes since the last review? *(explain)*

Signature of Contract Specialist/Negotiator Date