

COR Status Report

Reference Guide

SPM Homepage

COR Surveillance and Oversight

COR Documents

COR Status/Progress Reports

Table of Contents

- Roles and Access 1**
- COR Status Report Workflow 1**
- Accessing the COR Status Report..... 1**
 - Contract Management Tabs: 2
- Creating a COR Status Report 3**
- Editing a COR Status Report..... 4**
- Reviewing a COR Status Report 5**
- Approving/Rejecting the COR Status Report 7**

Roles and Access

Roles with the ability to **Create** a COR Status Report:

- Contracting Officer Representative (COR)

Roles with the ability to **Edit** a COR Status Report:

- Contracting Officer Representative (COR)
- Contracting Officer (CO)
- Contract Specialist (CS)
- Quality Assurance Person of Contact (QAPOC)
- Administrative Contracting Officer (ACO)

Roles with the ability to **Review** a COR Status Report:

- Contracting Officer (CO)
- Contract Specialist (CS)

COR Status Report Workflow

The COR Status Report Workflow works as follows:

1. The COR creates the Status Report and upon submission of the report, SPM generates an email to notify the CO/CS/QAPOC/ACO of the creation.
2. The COR Status Report then goes to the assigned CO/CS's COR Documents section awaiting their review.
3. The Reviewer (CO or CS) reviews and signs the report by clicking the review button.
4. Once the Review is complete, the CO or CS approves or rejects the Status Report in the COR Document section.
5. An email is then sent to the COR alerting them of the approval/rejection.

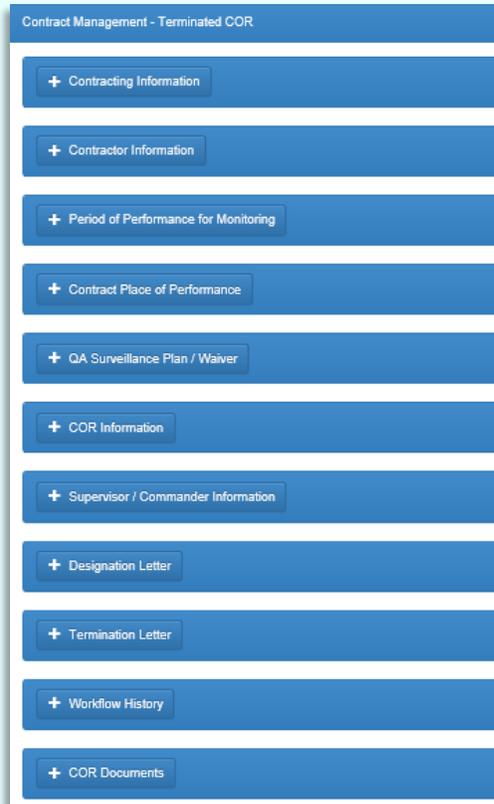
Accessing the COR Status Report

To access the Smart Form Report, select the COR Surveillance and Oversight option from the SPM Menu. The COR Surveillance and Oversight – Search Criteria page displays. Enter in the search criteria and click the Search button.

A list of relevant contracts is returned. The returned search results are restricted by role, agency, and DoDAAC.

COR Name	COR Home DoDAAC	COR Type	Nomination / Appointment Status	Pre Award Number	Contract Number	Delivery / Task Order Number	Contract Officer Name	Contract Specialist Name	Supervisor / Commander Name	Last Action Date	Document Last Action Date	Issuing Office DoDAAC	Reports in Review
FU4417		Primary	Terminated COR		CN12342	D003				2021/11/19		FU4417	NO
FU4417		Primary	Inactive COR		EDATESIDEMO					2022/09/09		S0512A	NO
FU4417		Primary	Inactive COR		F0960391D0999	YC12				2022/09/09	2021/11/12	S0512A	YES
FU4417		Primary	Inactive COR		F3090291C0134					2022/09/09	2023/12/01	S0512A	YES
FU4417		Primary	Inactive COR		FA238423PB009					2024/03/05	2024/01/24	FA2384	YES
FU4417		Primary	Inactive COR		FA442806C9999	0003				2021/12/07	2023/12/01	N00024	NO
FU4417		Primary	Inactive COR		FA442806C9999	0002				2021/12/07	2023/12/04	N00024	NO
FU4417		Primary	Inactive COR		N0001423D0401	N0001423FA401				2023/05/01		HQ0034	NO
FU4417		Primary	Inactive COR		N0001907C0001					2023/11/21	2023/12/01	N00019	NO
FU4417		Primary	Inactive COR		N0001907C0001	0001				2023/11/21		N00019	NO

From the results, select the Contract Number link for the desired contract. Upon selecting the link, the Contract Management page displays.

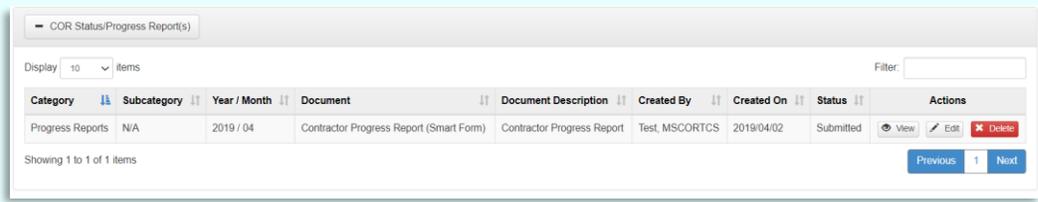


On the page, select the desired tab to expand the section.

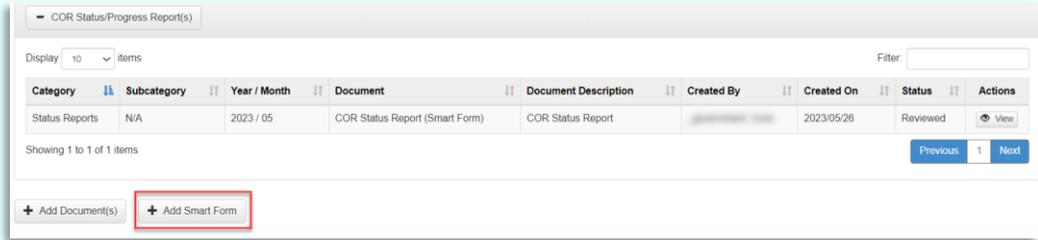
Contract Management Tabs:

- Contracting Information
- Contractor Information
- Period of Performance Monitoring
- Contract Place of Performance
- QA Surveillance Plan / Waiver
- COR Information
- Supervisor/Commander Information
- COR Certifications
- Supervisor / Commander Certifications
- Contracting Officer Certifications
- Designation Letter
- Workflow History
- COR Documents
- Contractor Billing Review

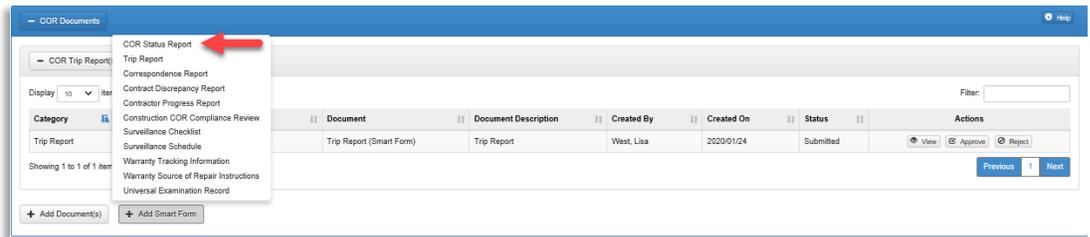
To access the Smart Forms, locate the COR Documents tab and expand. Locate the COR Status/Progress Reports section. In this section, all reports relevant to the user are available.



To submit a new COR Status Report, select the **Add Smart Form** button at the bottom of the section.



To create and submit a COR Status Report, search for the desired contract on the COR Surveillance and Oversight – Search Criteria page. From the returned results, select the desired Contract Number and the Contract Management page displays. Select the COR documents tab and expand. At the bottom of the section, select the **Add Smart Form** button and select **COR Status Report** option from the dropdown list that displays.



The **Add Smart Form – COR Status Report** page displays.

+ Add Smart Form - COR Status Report

1. COR Name: _____ 2. Contractor Name: _____ 3. Contract Number: W91QVN14D0035 4. Order Number: W91QVN14D00350029

5. Period of Performance for Monitoring Start Date: 2017/03/15 6. Report Month: March 7. Report Year: 2019

8. Surveillance Method * (Choose all that apply)

Surveillance Method	Frequency	QASP Reference
<input type="checkbox"/> Metrics		
<input type="checkbox"/> Periodic Sampling		
<input type="checkbox"/> Random Sampling		
<input type="checkbox"/> Periodic Inspection		
<input type="checkbox"/> 100% Inspection		
<input type="checkbox"/> Validated Customer Complaints		
<input type="checkbox"/> Unscheduled Visits		
<input type="checkbox"/> Customer Feedback		
<input type="checkbox"/> Third Party Audit		
<input type="checkbox"/> Other (Identify)		

Fill in the relevant fields and select **Submit** or **Save**.

Creating a COR Status Report

16. Additional COR Comments:

Attachments

Attachment Name	Actions
	+ Add

Note: If the user has deleted attachment(s), they will be deleted from the system when the Smart Form is submitted/updated.

17. Reviewers Comments

History

Date	Action By	Email	Phone	Role	Status	Signature	Comments

[← Back](#)
[Submit](#)
[Save](#)
[Help](#)

An email is sent to the CO/CS alerting them to take action once the Smart Form is submitted. The smart form is then available in the COR Documents section of the reviewing CO/CS.

To edit a COR Status Report, search for the desired contract on the COR Surveillance and Oversight – Search Criteria page. From the returned results, select the desired Contract Number and the Contract Management page displays. Select the COR documents tab and expand. Locate the COR Status/Progress Reports section and select the **Edit** button next to the desired contract.

- COR Status/Progress Report(s)

Display items Filter:

Category	Subcategory	Year / Month	Document	Document Description	Created By	Created On	Status	Actions
Progress Reports	N/A	2019 / 04	Contractor Progress Report (Smart Form)	Contractor Progress Report	Test, MSCORTCS	2019/04/02	Submitted	<input type="checkbox"/> View <input style="border: 2px solid red;" type="checkbox"/> Edit <input style="background-color: red; color: white;" type="checkbox"/> Delete

Showing 1 to 1 of 1 items [Previous](#) [Next](#)

Editing a COR Status Report

The selected report displays and is editable.

Edit Smart Form - Contractor Progress Report

Month * Year *

Contract Number Delivery/Task Order Number Date of Report *

The COR must ensure that each progress report is factually accurate and complete and should check each progress report to determine the following:

The contractor meet the delivery dates. *

Detail Problems Forseen:

Modify the desired fields and select the **Update** button at the bottom of the page to submit the report changes.

Are the Delays/Discrepancies noted above caused by the contractor? *

Yes

History

Date	Action By	Email	Phone	Role	Status	Signature
2019-04-02 09:40:31	Test, MSCORTCS		6696996	Contract Specialist	Submitted	Test, MSCORTCS

← Back Update Help

If the report is being resubmitted for CO/CS review, select the **Resubmit** button at the bottom of the page.

← Back Update Resubmit Help

Selecting the **Update** button populates a Signature form to display. To submit the new changes, enter in the Pin and the OTP sent to the email address associated with the account. Select **Sign** to confirm the updates.

Sign Contractor Progress Report

Info : As of 2024/05/07 16:37:17 UTC, an email was sent to your email account [redacted] com with a One-Time Password (OTP). This password will expire in 200 seconds.

The PIEE signature requirement has changed to allow support for all the major browsers. Click here for more information.
 If you have not setup your Digital PIN, click on Manage Digital PIN link to setup your PIN.
 If you are having issue with receiving One-Time Password(OTP) via E-mail, you can also setup OTP on your mobile device by visiting Setup Time-Based One Time Password page.

Pin * [Manage Digital PIN](#)

OTP (One Time Password) * [Send OTP via E-Mail](#)

Are you sure you want to sign this Contractor Progress Report?

Cancel Sign

To review a COR Status Report, search for the desired contract on the COR Surveillance and Oversight – Search Criteria page. From the returned results, select the desired Contract Number and the Contract Management page displays. Select the COR documents tab and expand. Locate the COR Status/Progress Reports section and select the **Review** button in the Actions column of the desired contract.

Reviewing a COR Status Report

The screenshot shows a table with columns for 'Status' and 'Actions'. A row with 'Submitted' status is visible. In the 'Actions' column for this row, there are 'View' and 'Review' buttons. A red box highlights the 'Review' button, and a red arrow points to it.

The selected report displays.

Review Smart Form - COR Status Report

1. COR Name: [Text Field]
 2. Contractor Name: [Text Field]
 3. Contract Number: A2012452
 4. Order Number: [Text Field]

5. Period of Performance for Monitoring Start Date: 2020-02-03
 6. Period of Performance for Monitoring End Date: 2021-05-27
 7. Report Month: May
 8. Report Year: 2020

9. Surveillance Method * (Choose all that apply)

Surveillance Method	Frequency	QA/SP Reference
<input type="checkbox"/> Metrics		
<input type="checkbox"/> Periodic Sampling		
<input type="checkbox"/> Random Sampling		
<input type="checkbox"/> Periodic Inspection		
<input type="checkbox"/> 100% Inspection		
<input type="checkbox"/> Validated Customer Complaints		
<input type="checkbox"/> Unscheduled Visits		
<input checked="" type="checkbox"/> Customer Feedback	Yearly	Section
<input type="checkbox"/> Third Party Audit		
<input type="checkbox"/> Other (Identify)		

10. The contractor is up to date in submitting or performing the following * (Choose all that apply)

<input type="checkbox"/> Monthly Invoices	<input type="checkbox"/> Cost Vouchers	<input type="checkbox"/> Subcontractor Information
<input type="checkbox"/> Required Deliverables	<input checked="" type="checkbox"/> Contractor Status Reports	<input type="checkbox"/> Contractor Progress Reports
<input type="checkbox"/> Contract Manpower Reporting (C/MRA)	<input type="checkbox"/> SPOC LOA Personnel Updates	
<input type="checkbox"/> Other (Identify)		

11. Employees

a. Number of employees currently on the contract: [Text Field]
 b. Number of new employees (if any) that were placed on contract in the last month: [Text Field]

11. Complete the following and provide detailed information. Attach additional documents if explanation is long or requires supporting evidence.

a. Contractor Quality of Work *

Unsatisfactory
 Marginal
 Satisfactory
 Very Good
 Exceptional

Comments: [Text Area]

b. Contractor Performance Timely *

Yes
 No

If no, identify delay: [Text Area]

c. Is the contractor progressing on schedule? *

Yes
 No

If no, provide rationale: [Text Area]

d. Are there significant issues that should be brought to the contracting officer's attention? *

Yes
 No

If yes, identify the issues: [Text Area]

Once reviewed, scroll down to the bottom of the report and select the **Review** button.

12. Discrepancies

a. Are there any discrepancies to report? *

Yes
 No

If yes, identify the discrepancies: [Text Area]

b. Actions being taken by the contractor to correct discrepancies:

If yes on (a), identify actions being taken: [Text Area]

13. Customer Complaints *

Yes
 No
 Not Applicable

a. The number of customer complaints: [Text Field]
 b. The number of valid customer complaints: [Text Field]

14. Were all items in the QA/SP addressed? *

Yes
 No
 Not Applicable

If no, provide rationale: [Text Area]

15. Are the Delay/Discrepancies noted above caused by the contractor? *

Yes
 No
 Not Applicable

16. Additional COR Comments:

Attachments

Attachment Name	Actions

Note: If the user has deleted attachment(s), they will be deleted from the system when the Smart Form is submitted/updated.

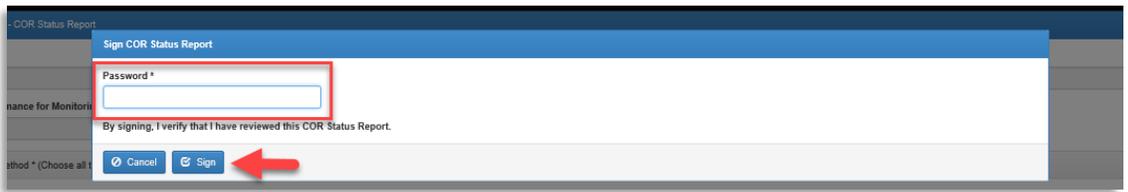
17. Reviewers Comments

History

Date	Action By	Email	Phone	Role	Status	Signature	Comments
2020-05-04 13:21:23	[User]	[Email]	5555555555	Contracting Officer Representative	Submitted	[Signature]	

Buttons: Back, View as PDF, Review, Help

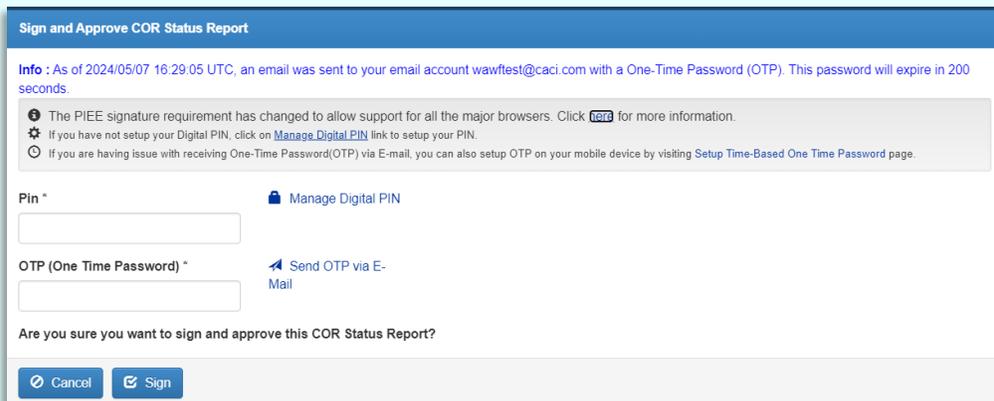
Selecting the **Review** button populates a **Sign COR Status Report** popup. Reviewers are required to sign their review via password. To move forward with the review, enter the password and select **Sign**. If the report does not pass the review, select back. Additional edits may be made by the COR Status Report creator prior to the approval or rejection of the report.



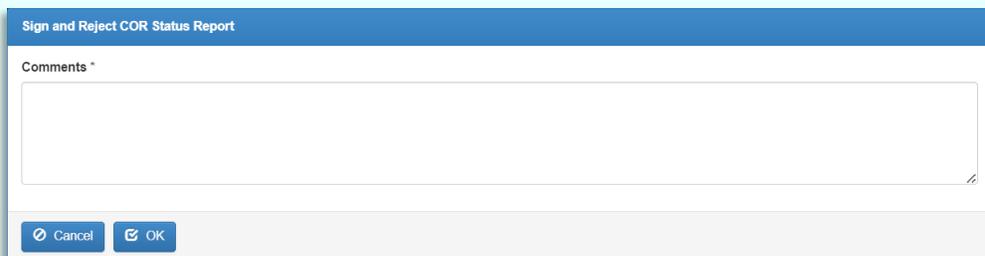
To approve/reject a COR Status Report, search for the desired contract on the COR Surveillance and Oversight – Search Criteria page. From the returned results, select the desired Contract Number and the Contract Management page displays. Select the COR documents tab and expand. Locate the COR Status/Progress Reports section and find the desired contract. In the Actions column, select the **Approve** or **Reject** buttons.



If the report is approved, the process is complete. Selecting the Approve button populates a **Sign and Approve COR Status Report** screen. Enter in the PIN and OTP that was emailed to the address associated with the account. Click the **Sign** button to complete the process.



If the report is rejected, it shows back up on the initiating COR's dashboard with a Rejected status. Click the **Reject** button to send the report back. Clicking the button populates a **Sign and Reject COR Status Report** screen. Enter a comment and select the **OK** button to proceed.



Approving/Rejecting the COR Status Report