

Contract Discrepancy Report

Quick Reference Guide

SPM Homepage

Menu

COR Surveillance and Oversight

Contract Discrepancy Report Access

Create a Contract Discrepancy Report: COR, QAPOC, ACO
Edit a Contract Discrepancy Report: COR, QAPCO, ACO, CO, and CS
Review a Contract Discrepancy Report: ACO, QAPOC, CO and CS

Contract Discrepancy Report Workflow

- 1) Creator submits the Contract Discrepancy Report.
- 2) An email is sent to the Reviewers.
- 3) The Reviewer reviews and signs.
- 4) It is then filed in SPM and an email is sent to all the Reviewers.

Steps to Smart Form Access

Step 1: After selecting COR Surveillance and Oversight from the Menu the following page will display. After entering in search criteria, the user will click the Search button. Search results will be restricted by role, agency and DoDAAC.

Q COR Surveillance and Oversight - Search Criteria

Search As Contracting Officer Representative	Contract Number Equal To	Delivery / Task Order Number Equal To	Pre Award Number Equal To
COR First Name Equal To	COR Last Name Equal To	Nomination / Appointment Status - Select -	COR Type - Select -
Contract Officer First Name Equal To	Contract Officer Last Name Equal To	Contract Specialist First Name Equal To	Contract Specialist Last Name Equal To
Supervisor / Commander First Name Equal To	Supervisor / Commander Last Name Equal To	QA POC First Name Equal To	QA POC Last Name Equal To
ACO First Name Equal To	ACO Last Name Equal To	Issuing Office DoDAAC Equal To	Home Organization DoDAAC Equal To

Step 2: A list of relevant contracts will be returned.

COR Surveillance and Oversight - Search Results

Display 10 items Filter:

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	Issuing Office DoDAAC	Reports in Review
Mitchell, William	FU4417	Primary	Active COR		FA303019D3303		Officer, Oliver			2019/03/14	FU4417	YES
Mitchell, William	FU4417	Primary	Active COR		W15P7T11D9402	3333	Officer, Oliver			2019/03/08	FU4417	YES
Mitchell, William	FU4417	N/A	Active COR		W91QVN14D0035	W91QVN14D00350029	Officer, Oliver			2017/03/15	FU4417	NO

Showing 1 to 3 of 3 items

[Previous](#) [Next](#)

[Back](#) [Export \(CSV\)](#) [Help](#)

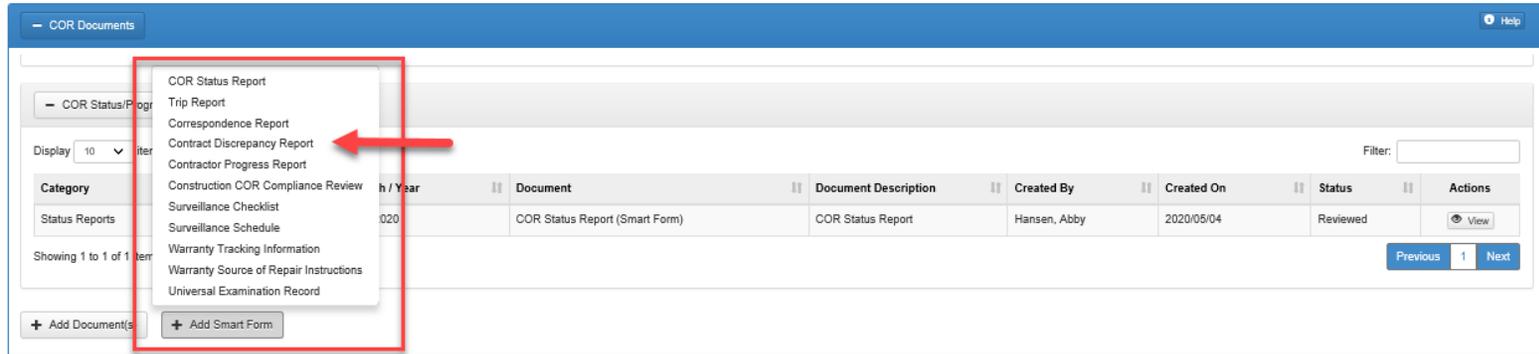
Step 3: After selecting the Contract Number link, the following page will be displayed.

Contract Management - Active COR Expand All Collapse All

- + Contracting Information [Help](#)
- + Contractor Information [Help](#)
- + Period of Performance for Monitoring [Help](#)
- + Contract Place of Performance [Help](#)
- + QA Surveillance Plan / Waiver [Help](#)
- + COR Information [Help](#)
- + Supervisor / Commander Information [Help](#)
- + COR Certifications [Help](#)
- + Supervisor / Commander Certifications [Help](#)
- + Contracting Officer Certifications [Help](#)
- + Designation Letter [Help](#)
- + Termination Letter [Help](#)
- + Workflow History [Help](#)
- + COR Documents [Help](#)

To create, edit or view Smart forms, the user will navigate to the COR Documents section. The user will click on Add Smart Forms and select the appropriate Smart form.

Smart Form Selection



The required fields are: Month, Year, Date Issued, Discrepancies or problems noted, Are Delay/Discrepancies note above caused by the contractor, The contractor's response as to cause, corrective actions and actions to prevent recurrence, Government evaluation, and Reason for selection.

Contract Discrepancy Report Smart Form

+ Add Smart Form - Contract Discrepancy Report

Month * Year *

Submitter Name Contractor Name Contract Number Delivery/Task Order Number

CAGE Code Discrepancy Report Number Date Issued *

Discrepancies or problems noted *

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

The contractor's response as to cause, corrective actions and actions to prevent recurrence. *

Government evaluation *

Reason for selection *

COR Recommendation

Reason for selection

History

Date	Action By	Email	Phone	Role	Status	Signature

← Back Submit Save Help