Contractor Progress Report

Quick Reference Guide

Contractor Progress Report Access	**Create a Contractor Progress Report**: COR, CO, CS, ACO, and QAPOC **Edit a Contract Progress Report:** COR, CO, CS, ACO, and QAPOC
Contractor Progress Report Workflow	The Contract Progress Report is recorded in SPM when it is created, there are no approvals or reviews.
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.

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

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		W15P7T11DG402	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

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Step 3: After selecting the Contract Number link, the following page will be displayed. Each contract will have the following sections of information: Contracting Information, Contractor Information, Contract Place of Performance, QA Survelliance Plan/Waiver, COR information, Supervisor/Commander Information, COR Certifications, Supervisor/Commander Certifications, Contracting Office Certifications, Designation Letter, Termination Letter, Workflow History, and Surveillance Documents.

Smart Form Selection

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

The required fields are: Month, Year, Date of Report, Are the expenditures in line with the work performed and with the work planned, How does the percentage of work completed compare to the funs expended, and How does the status of the deliverables (report, designs, texts) compare to the progress report.

Contractor Progress Report Smart Form

+ Add Smart Form - Contractor Progress Report

Month *
[March ▼]

Year *
[2020 ▼]

Contract Number
[0123456]

Delivery/Task Order Number
[ ]

Date of Report *
[2020/03/06]

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 [- Select - ▼] meet the delivery dates. *

Detail Problems Forseen:

Are the expenditures in line with the work performed and with the work planned? *

[   ]

How does the percentage of work completed compare to the funds expended? *

[   ]

How does the status of the deliverables (reports, designs, texts) compare to the progress report? *

[   ]

The contractor progress review contains the following:

☐	Project status
☐	Measurement of achievements against objectives
☐	Problems Encountered
☐	Actions taken to correct deficiencies
☐	Percentage of work completed
☐	Acceptability of the work
☐	Work remaining
☐	Evaluation

Are the Delays/Discrepancies noted above caused by the contractor? *
[- Select - ▼]

History

Date	Action By	Email	Phone	Role	Status	Signature

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