

Contractor Progress Report

Quick Reference Guide

SPM Homepage

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COR Surveillance and Oversight

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.

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.

Steps to Smart Form Access

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

Search Reset Help

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

Q 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		W15F7711DG462	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 Surveillance Plan/Waiver, COR information, Supervisor/Commander Information, COR Certifications, Supervisor/Commander Certifications, Contracting Office Certifications, Designation Letter, Termination Letter, Workflow History, and Surveillance Documents.

Contract Management - Active Expand All Collapse

+ Contracting Information	Help
+ Contractor Information	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
+ Surveillance Documents	Help

To create, edit or 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.

Smart Form Selection

The screenshot shows the 'Surveillance Documents' interface. At the top, there is a 'Display' dropdown set to '10 items' and a 'Filter' input field. Below this is a table with columns: Category, Subcategory, Month / Year, Document, Document Description, Created By, Created On, Status, and Actions. The table contains 8 rows of data. A dropdown menu is open over the 'Add Smart Form' button, listing various smart form options: COR Status Report, Trip Report, Correspondence Report, Contract Discrepancy Report, Contractor Progress Report, Construction COR Compliance Review, Surveillance Checklist, Surveillance Schedule, Warranty Tracking Information, Warranty Source of Repair Instructions, and Universal Examination Record. A red arrow points to the 'Contractor Progress Report' option in the dropdown menu.

Category	Subcategory	Month / Year	Document	Document Description	Created By	Created On	Status	Actions
COR Correspondence	N/A	03 / 2019	Correspondence Report (Smart Form)	Correspondence Report	Mitchell, William	2019/03/14	Submitted	View Edit Delete
COR Correspondence	N/A	03 / 2019	Correspondence Report (Smart Form)	Correspondence Report	Mitchell, William	2019/03/14	Submitted	View Edit Delete
COR Status / Progress R	COR Status Report	2019	COR Status Report (Smart Form)	COR Status Report	Mitchell, William	2019/03/13	Rejected	View Edit Delete
COR Status / Progress R	Trip Report	2019	COR Status Report (Smart Form)	COR Status Report	Mitchell, William	2019/03/13	Approved	View
COR Status / Progress R	Contract Discrepancy Report	2019	COR Status Report (Smart Form)	COR Status Report	Mitchell, William	2019/03/13	Approved	View
COR Status / Progress R	Contractor Progress Report	2019	COR Status Report (Smart Form)	COR Status Report	Mitchell, William	2019/03/13	Approved	View
COR Trip Report	Construction COR Compliance Review	2019	Trip Report (Smart Form)	Trip Report	Mitchell, William	2019/03/14	Submitted	View Edit Delete
N/A	Surveillance Checklist	2019	Universal Examination Record (Smart Form)	Universal Examination Record	Mitchell, William	2019/03/14	Submitted	View Edit Delete
Reports	Surveillance Schedule	2019	Document.docx	Deficiency Reports	Mitchell, William	2019/03/14	Submitted	View Edit Delete
Reports	Warranty Tracking Information	2019	Document.docx	Deficiency Reports	Mitchell, William	2019/03/14	Submitted	View Edit Delete
Reports	Warranty Source of Repair Instructions	2019	Document.docx	Deficiency Reports	Mitchell, William	2019/03/14	Submitted	View Edit Delete
Reports	Universal Examination Record	2019	Document.docx	Deficiency Reports	Mitchell, William	2019/03/14	Submitted	View Edit Delete

Showing 1 to 8 of 8 items

[+ Add Document\(s\)](#) [+ Add Smart Form](#)

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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 funds 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 * 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:

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:

<input type="checkbox"/>	Project status
<input type="checkbox"/>	Measurement of achievements against objectives
<input type="checkbox"/>	Problems Encountered
<input type="checkbox"/>	Actions taken to correct deficiencies
<input type="checkbox"/>	Percentage of work completed
<input type="checkbox"/>	Acceptability of the work
<input type="checkbox"/>	Work remaining
<input type="checkbox"/>	Evaluation

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

History

Date	Action By	Email	Phone	Role	Status	Signature

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