



# PROCURE-TO-PAY<sup>Orlando</sup> TRAINING SYMPOSIUM 2018

## Contracting Officer Representative Tracking (CORT) Tool

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# What's New With CORT Tool

- Wide Area Workflow (WAWF) Release 5.11.1 March 2018 - Highlights
  - Phase I of Procurement Integrated Enterprise Environment (PIEE), with single sign on capability
  - Integrated Department Activity Address Codes (DoDAAC) hierarchy combines Invoicing, Receipt and Property Transfer (iRAPT), Electronic Document Access (EDA) and Contracting Officer Tracking (CORT) Tool into one master DoDAAC
  - Department Administrator (DA) role will no longer activate/deactivate roles
  - All DAs will also be given Group Administrator (GAMs) roles
    - GAMs can see across all Wide Area Workflow (WAWF) systems
  - Level 4-7s DA will only be GAMs
  - Profiles for all roles to include Contracting Officer (CS), Contract Specialist (CS), and Auditor removed from CORT Tool
    - Access to additional DoDAAC requested via PIEE
- For more information on PIEE, please attend PIEE sessions
  - Weds April 4 at 3:10pm - What is the Data Lake and PIEE?
  - Weds April 4 at 4:10pm - Managing DoDAACS in PIEE

# What's New With CORT Tool

- Re-engineer CORT Tool:
  - Improve surveillance requirements
  - Improve reporting by COR
  - Improve data sharing between the modules and other parts of the PIEE/WAWF
  - Integrate the voucher review process
- Two separate enterprise modules
  - Manage COR Appointments and Termination
  - Manage contract surveillance on all service type contracts (i.e. Facilities, Construction, Environmental , R&D,

# What's New With CORT Tool

- WAWF Release 6.0
  - Contracting Officer Representative (COR) nominations and appointment will be moved to Joint Appointment Module (JAM)
    - COR Nomination Process
    - Contracting Officer Appointment Process
  - CORT Tool will be modified and renamed to the Surveillance and Performance Monitoring Module (SPM)
    - Focus contract surveillance mission of COR and agency
    - Focus data sharing
      - Recurring surveillance data will capture via Hypertext Markup Language (HTML)

# Joint Appointment Module (JAM) - Phase 2

ECP 1178

# Joint Appointment Module (JAM)

- **Government Purchase Card (GPC)**
    - Component Program Manager (CPM)
    - Oversight Agency/Organization Program Coordinator (OA/OPC)
    - Agency/Organization Program Manager (A/OPC)
    - Approving Official (AO)
    - Approving/Billing Official (A/BO)
    - Card Holder
  - **Certifying Officer Appointment (E-DD 577)**
    - GPC Certifying Officer (CO)
    - Local Processing Officer/Reviewer (LPO)
    - Grant Approver
    - Cost Voucher Approver (Non-DCAA)
  - **CORT Tool**
    - Contracting Officer Representative (COR)
- Phase 1**  
(July 2018 deployment)
- Phase 2**  
(November 2018 deployment)
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# Joint Appointment Module (JAM)

- Module allows for two processes for COR appointment
  - COR Nomination Process



- Contracting Officer Appointment Process



# JAM COR Main Menu

JAM COR  
Information

Nomination and  
Appointment  
Status and Search

COR Nomination  
Process

Contracting Officer  
Appointment  
Process

Signature  
Required

COR  
Termination  
Process

View All Agency  
Nominations/  
Appointments  
(Admin)

Administration  
Retained by  
Contracting  
Office

*Note: Menu option is role dependent*

# JAM COR Information

- Existing COR functionality does not capture all of DoDI 5000.72 requirements
  - Menu item “COR Profile” is now changed to “COR Appointee or Nominee”
  - Address contained in PIEE
  - COR adds in Training
    - CO/CS will have ability to add in training
  - Supervisor’s name prefilled from PIEE
    - COR can place in Alternate Supervisor if PIEE Supervisor is not available
    - \*Function under discussion
  - Agency Experience – drop down
  - Technical Experience (Free Text)
    - Community may want ability to upload document showing experience
  - COR Competencies:
  - Office of Government Ethics (OGE) 450 Filer (Y/N), if yes include “OGE 450 File Date”
  - Training Waiver Required (Y/N)

# Nomination and Appointment Status and Search

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- Status:
  - COR Nomination/Appointment Statuses are being updated
  - COR may update any nomination in a Draft or Rejected Status (existing)
- Search:
  - All users with and without roles may query for a COR's Nomination or Appointment Status (all statuses)
    - Existing functionality are limited to roles;
  - One query page, (user can determine search parameters and results are based on user, role and access/hierarchy level)

# COR Nomination Process

- COR nomination process will remain with annotated changes.
  - COR self-nominate, self certifies and submit nomination to supervisor for approval or rejection
  - Supervisor will no longer require a role; Supervisor's name from PIEE will be pulled onto the nomination
    - PIEE supervisor will be provided a link to access the JAM COR nomination
    - Supervisor, clicks on link, completes the certification and approves or reject the COR nomination
  - The combination of COR self-nomination and supervisor's approval constitutes the requiring activity nomination package and meets the DoDI requirement
  - CO/CS review the nomination and determines whether to appoint or reject

# COR Nomination Process

- “Contract number known” removed; user must now select the identifier type and enter the applicable number
  - Solicitation, preaward, purchase request, agency identify number or contract number.
- Contract Completion Date brought over from EDA and will no longer editable
- Two new data elements completed by CO/CS:
  - “Period of Performance for Monitoring”
  - “Type of Contract” with drop down menu for CO/CS
- QASP section revised
  - New data element for “Service Type” with drop down menu for service type
- In the Contracting Officer Section
  - Contract must be in EDA/PDS before the CO completes the appointment
  - CO and CS both have the ability to load the Appointment Letter; Letter when saved
  - Appointment/Designation Letter will become an HTML document developed in accordance with Department of Defense Instruction (DoDI) 5000.72

# Contracting Officer Appointment Process

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- Contracting Officer Appointment Process will enhance the existing process
  - Allow the CO/CS to complete most of the contract information up front
  - Reduce the number of rejected nomination
  - Reduce the number of duplicate nomination
  - Reduce the number nomination in draft status
  - Best use for Task Orders and Delivery Orders, New Awards

# Contracting Officer Appointment Process

- CO/CS

- CO/CS accesses JAM to appoint COR either by push from EDA or directly from JAM.
  - Enter Contract Number/Solicitation Number, Delivery Order (prefilled if pushed from EDA).
  - EDA/FPDS pre-populates Issuing Office DoDAAC, Issuing Agency, Contract Completion Date,
  - Complete Place of Performance Country, and Zip Code
  - Enters the Contract Type, Period of Performance Monitoring End Date, Contingency Environment.

# Contracting Officer Appointment Process

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  - Complete Place of Performance Country, and Zip Code
  - Enters the Contract Type, Period of Performance Monitoring End Date, Contingency Environment.

# Contracting Officer Appointment Process

- Assign one or more CORs to the appointment, will identify the primary and alternate CORs, COR Training Type, and OGE 450 Requirements.
- Select CO or CS names from applicable drop down list of associated COs/CSs for Issuing Office DoDAAC.
- Create appointment letter for each COR assigned to the contract.
- Approve, Save, or Cancel the COR Appointment
  - CO Approve, Save or Cancel the COR Appointment
    - If CO Approves, status is set to “Appointment Pending COR Approval” generating and email notification to COR.
  - CS can only Save or Cancel the COR Appointment.
- Routes pre-appointment to COR for completion of certifications and electronic signature on appointment letter.

# Contracting Officer Appointment Process

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- COR
  - COR receives email about appointment,
  - COR accesses PIEE and JAM to complete COR data fields and certifications.
  - COR views appointment letter sent from CO
  - COR electronically signs the appointment letter and routes to Supervisor.
  - Email is sent to the supervisor for approval
  - Status of the appointment is set to “Appointment Pending Supervisor Approval”

# Contracting Officer Appointment Process

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- Supervisor
  - Supervisor receives email about appointment with link to approve.
  - Supervisor clicks on link
  - Complete the certification
  - View the appointment letter
  - Approves the nomination
  - Electronically signs the appointment letter
  - Status is set to “Appointment Pending Supervisor Approval”
  - Routes appointment to CO.

# Contracting Officer Appointment Process

- CO
  - CO receives email Supervisor has approved,
  - Reviews full Appointment in JAM
  - Completes the certifications
  - CO electronically signs Appointment letter and appoints COR.
    - Supervisor and COR notified via email of the official appointment
    - Using communication module, the CO/CS may provide the contractor a copy of the appointment letter
  - Upon CO approval and signature a “COR Surveillance” file is created in SPM and access is granted to the COR
    - Access is also granted to CORs on a previous created appointment.
    - All roles/names on appointment are granted access to the COR Surveillance file in SPM

# Signature Required

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- New menu item “Signature Required” for COR, Supervisor, and CO
- Displays list of all COR Appointments/Designation Letters or termination letters requiring signature

# COR Termination Process

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- Displays list of all COR Appointment for user role
- Menu option available to COR, Supervisor, CO and CS
  - Ability for COR to indicate the need to be terminated from a contract
  - Ability for the CO/CS to terminate/revoke the COR when notice is received from COR, Supervisor
  - Ability for the CO/CS to terminate/revoke COR as needed
- Indicate reason for termination

# Administration Retained by Contracting Office (Admin)

- JAM Automated Process to Identify Contracts eligible for a COR
  - JAM checks all contracts/orders loaded in EDA by using the Procurement Data Standard (PDS) XML from EDA (or other data source) to determine the contracts that contain the following:
    - Contracts over 150K
      - Will add a caveat for the capture all A&E Services
      - Must have at least one CLIN with PSC starting with alpha character
    - Clause - DFARS 252.201.7000
- Three lists created based on question “Is COR being designated for this contract?” (Y/N)
  - “If yes, then *COR Appointed*, the COR Surveillance File is created in the SPM Module
  - If No is selected then the CO is asked “Is the contracting officer retaining administration?” (Y/N)
    - If yes is selected, then *CO Retained Contracts List*
    - If no is selected then *No COR Required List*
  - This will enable more accurate COR Compliance tracking
- CO/CS will have the ability to add contract number to all list

# **Surveillance and Performance Monitoring (SPM) Module**

ECP 1179

# Surveillance and Performance Monitoring (SPM) Module

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- Contract surveillance is key to ensuring that contractors perform in accordance with the terms and conditions of the contract and should be all parties
  - CO relies heavily on the COR to keep them informed of ongoing issues and concerns relevant to the contract
  - The COR, being the critical link in supporting the mission of the requiring organization's should:
    - Discuss and document any ambiguities or discrepancies with the contractor and CO
    - Document any discussions with the contractor and keep a copy of this documentation in the COR Surveillance file
    - Formalized process to inform the CO of any ambiguities or discrepancies in the progress report via SPM

# Surveillance and Performance Monitoring (SPM) Module

- Renaming and modifying CORT Tool to account for the mission of contract surveillance and performance monitoring
  - Any individuals, performing contract surveillance will have access and use of this capability;
    - Mandatory use by COR
  - Digitize and standardize any recurring submission for data extraction
    - Continue to permit manual upload of documents
  - Create/ improve real workflow of documentation where applicable between COR and PCO
  - Improve data sharing between the modules and other parts of the PIEE/ WAWF
    - Allow all data added in SPM to be viewed as data/ documents within EDA/ Data Lake
    - Improve communication with DCAA regarding cost vouchers

# Surveillance and Performance Monitoring (SPM) Module

**COR Surveillance  
and Oversight**

Data Entry

**COR Surveillance  
Files**

Read Only

**Admin Reports**

Read Only - Link to Data

**Appointments and  
Nominations  
Query**

Search

**Auditing**

**Contractor  
Performance**

- Surveillance and Performance Monitoring is the active management of the service contract after award has occurred
  - This CAN be a COR but may also be performed by the office responsible for contract surveillance (Issuing Office or Admin Office)
  - Auditing will still capture who did what action BUT the overall documentation should roll up to support a complete view of the contract

# COR Surveillance and Oversight

- Rename the menu item “Contract List Status” in CORT Tool to COR Surveillance and Oversight;
  - Data entry
  - Data entered in this section should be extractable and transferred to various systems
  - Data may be entered on multiple contracts at the same time
- Each role has the ability to add documents/generate HTML pages and forward to the appropriate personnel for approval
  - If an HTML form has not been developed, user will be allowed to add a word document
- All documents in final/PDF form are transferred to COR Surveillance File and the Data Lake Purple Contract File
- Add additional subsection for data entry based upon document/data type

# COR Surveillance and Oversight

- COR Status/Progress Report
- COR Trip Report
- COR Correspondence
  - Link to Contractor Communication Module (CCM); display any correspondences between COR and Contractor
- Surveillance
  - Checklist
  - Schedule
- Plan(s)
  - Environmental
  - Maintenance
  - Safety
  - Work
  - Drawing Specifications and Performance Parameters
- Schedule
  - Integrated Master Schedule
  - Other

- Reports
  - Test
  - Deficiency
  - Other
- Construction and Architect and Engineering (A&E)
- Contractor Billing Review
  - Link to Data Lake to View or Provide ability to Download Contractor Execution Report
- Earned Value Management
- Contractor Performance
  - Contract Deliverables
  - Contract Compliance
- Warranty
- Miscellaneous:
  - Memorandum for the Record
  - Contractor Travel Request
  - Other (When selected allow user to identify and name)

# COR Surveillance File

- Upon selection of contract number, user will be presented with the following data and view from JAM
  - Title: “COR Management for Contract Number XXXXXXXXXXXXXXXXXXXX”
  - COR Information Section (View only)
  - Contracting Information Section (View only to all roles except CO/CS/DA/DPAP Admin)
  - Contractor Information Section (View only) (i.e. Name, Award Date, CCD)
  - Quality Assurance Surveillance Plan and Waiver Section (View only for all roles except COR/CO/CS)
    - QASP and waiver from JAM is displayed in the section as view only
  - Contract Place of Performance Section (View only for all roles except (COR/CO/CS))

# COR Surveillance File

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- Contracting Officer Information Section (View only for all role)
  - COR Appointment/Designation Section (View only for all roles)
  - COR Revocation/Termination Section (View only for all roles)
  - Annual COR Inspection Checklist Section (View only for all roles except CO/CS)
- The user will be able to view the rendered documents of data entered by all user from COR Surveillance and Oversight Section
  - All of the subsection in the COR Oversight and Surveillance will also be displayed

# COR Surveillance File ( Individual Folders)

- COR Status/Progress Report
- COR Trip Report
- COR Correspondence
  - Link to Contractor Communication Module (CCM); display any correspondences between COR and Contractor
- Surveillance
  - Checklist
  - Schedule
- Plan(s)
  - Environmental
  - Maintenance
  - Safety
  - Work
  - Drawing Specifications and Performance Parameters
- Schedule
  - Integrated Master Schedule
  - Other
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- Contractor Performance
  - Contract Deliverables
  - Contractor Compliance
- Warranty
- Miscellaneous:
  - Memorandum for the Record
  - Contractor Travel Request
  - Other (When selected allow user to identify and name)

# Administrative Reports

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- New menu called “Admin Reports”
  - Display of current reports from MRS (frequently used reports)
  - Display of Data Lake Use Cases currently planned to include
    - Service Contract with CORs Appointed in DoD CORT Tool
    - Submission of Status Report to the Contracting Officer
    - Contract 360 Report for a COCOM
    - Refresher Training Requirement for COR Appointed in CORT Tool
    - COR Career Field and Certification Levels
    - COR Inspection Checklist
    - COR Span of Control
  - Army has submitted multiple new reports to be developed
  - No Ad Hoc reporting

# Appointments and Nominations Query

- General search page that allows users to search for contracts, appointments, statuses, roles, DoDAAC, Contracting Center
- Added ability to search by:
  - Last name comma first name and last name comma first initial
  - From a high level DA perspective, searching for users with common last name can result in large results
- New search based on contract number that contains all documents
  - Listed Results based on Contract Number
  - Contract Name
  - Contract Address
  - CORs
  - Primary/Alternate
  - Contract Completion Date
  - All Contract Surveillances Documents for CORs
  - All QASPs for CORs

# Auditing

- Display of all actions and history taken by a user on a Contract number to include, but not limited to the following:
  - JAM Appointment, COR Termination, Documents created, Documents submitted, approve, and rejected, COR Training,
  - Overall documentation should roll up to support a complete view of the contract
- Auditor access based upon DoDAAC registration request
  - Access is provided for a specified period of time
  - Access to the COR Surveillance File of this module and JAM module, if needed.
- Auditor searches on contract number or order number
  - JAM link is provided and user will see appointment information
  - COR Surveillance File contents are displayed
  - iRAPT link is provided to review invoices
  - Link is established to Government Furnished Property (GFP) module to show GFP
  - SPRS Link is provided to show contract performance data
  - Link is established to warranty database showing warranty information
- Auditor role similar to other WAWF systems Auditor roles and set date within PIEE

# Contractor Performance

- New Module in design:
  - Shares data captured from the SPM surveillance process with EDA/ Data Lake for use in reports to include the ability to render all documents in these modules as well
  - Shares vendor performance data with the DCAA Auditor when the contract is a cost contract with vouchers being approved by DCAA
  - Alerts individuals surveilling contract when a cost voucher is submitted
  - Permits viewing of the voucher in iRAPT through a user interface from SPM
  - Shares data captured from various document with the Supplier Risk Assessment System (SPRS)
  - SPRS will share data captured from any warranty with warranty database

# v6.0.0 Proposed Release Schedule

- |  |                             |
|--|-----------------------------|
| • <b>Software Requirements Review (SRR)</b>                      | • <b>10 Apr 2018</b>        |
| • <b>Preliminary Design Review (PDR)</b>                         | • <b>1-3 May 2018</b>       |
| • <b>Critical Design Review (CDR)</b>                            | • <b>5-6 Jun 2018</b>       |
| • <b>Build 1 / Engineering Drop Delivery and JITC deployment</b> | • <b>15 Aug 2018</b>        |
| • <b>JITC SIT / FSIT</b>   | • <b>20-31 Aug 2018</b>     |
| • <b>Fix Problems / Test</b> (3 Sep Labor Day)                   | • <b>4-19 Sep 2018</b>      |
| • <b>Build 2 / Engineering Drop Delivery and JITC deployment</b> | • <b>19 Sep 2018</b>        |
| • <b>OAT I</b>   | • <b>24 Sep-5 Oct 2018</b>  |
| • <b>Fix Problems / Test</b> (8 Oct Columbus Day)                | • <b>8-24 Oct 2018</b>      |
| • <b>Build 3 / Engineering Drop Delivery and JITC deployment</b> | • <b>24 Oct 2018</b>        |
| • <b>OAT II</b> (12 Nov Veterans Day)                            | • <b>29 Oct -9 Nov 2018</b> |
| • <b>DISA Deployment Prep</b>                                    | • <b>12-15 Nov 2018</b>     |
| • <b>OAT II Wrap Up</b> (22 Nov Thanksgiving Day)                | • <b>13 Nov 2018</b>        |
| • <b>Deployment Weekend</b>                                      | • <b>16-18 Nov 2018</b>     |

# Final Thoughts

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- Participate in PMO scheduled Ongoing Wring Out Meeting (Tues – Thurs)
  - Voice Concerns
  - Ask Questions





# Procure-to-Pay



## Training Symposium

**April 3 - April 5, 2018 • Hilton Orlando - Orlando, FL**

# Back-up

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# JAM COR Information

- Menu item “COR Profile” is now changed to “COR Appointee”
- Address contained in PIEE
- COR adds in Training
  - CO/CS will have ability to add in training in a different section
- Supervisor’s name prefilled from PIEE
  - COR can place in Alternate Supervisor if PIEE Supervisor is not available \*Function under discussion
- Agency Experience (Select one):
  - Less than 6 months
  - Between 6 months – 12 months
  - 12 months or more
- Technical Experience (Free Text)
  - Community may want ability to upload document showing experience
- COR Competencies:
  - Type A
  - Type B and C
- OGE 450 Filer (Y/N), if yes include “OGE 450 File Date”
- Training Waiver Required (Y/N)

## COR Entered

COR Information*	Name, email, phone prefilled
COR Training*	Add in Training
Supervisor*	Name, email, phone prefilled
Alternate Supervisor	Email address
Agency Experience*	Drop Down Box
Technical Experience*	Open Text Box
COR Competencies*	Drop Down Box
OGE 450 Filer*	Drop Down Box
Training Waiver*	Drop Down Box

# Contracting Officer Appointment Process

## CO/CS Role

- For Post Award: Contract is awarded
- EDA provides message to CO/CS –Is a COR being appointed? If yes, CO will be taken to Joint Appointment Module (JAM) and provided list of information needed to start appointment
- CO/CS starts appointment and enters in the information on right hand side
- CO can specify if COR is on base contact and/or task orders – IDIQ contract and all orders, show parent CORs
- CO/CS can enter JAM and start appointment without going through EDA first
- Allow CO/CS to appoint different CORs on task orders

## CO/CS Enters Following Information

Contract Number*	Brought in from EDA, NOT editable
Task Order*	Brought in from EDA, NOT editable
Issuing Office DoDAAC*	Brought in from EDA, NOT editable
Level 2 - Issuing Agency*	Agency Prepop from PIEE Hierarchy
Contract Type*	Drop Down List
Contract Completion Date*	Brought in from EDA, NOT editable
Period of Performance for Monitoring Beginning and End Date	Calendar
Type of Contract	Drop Down List
Place of Performance Country	Entered by COR, CO or CS
Place of Performance Zip Code CONUS	Entered by COR, CS or CO
Zip Code + 4	Brought in from FDPS, NOT Editable

# Contracting Officer Appointment Process

## CO/CS Role

- CO/CS continues entering in information
- CO/CS can start appointment and save it without officially designating and appointment will be in “draft” status
- CO, not CS must still officially appoint each COR or alternate COR
- New data element for CO to determine number of CORs on the contract from beginning of process
- Appointment letter will be created for each COR based on “Number of CORs on Contract”
- Appointment sent to COR

		CO/CS Enters Following Information
	Number of CORs on Contract*	Drop Down List
	Contracting Officer Representative*	COR’s email address entered
	Type of COR*	Drop Down List (Primary, Alternate)
Repeats for Number of CORs	Contracting Officer Representative	COR’s email address entered
	Type of COR	Drop Down List
	Contracting Specialist*	Pull from Contract or issuing agency DoDAAC
	Quality Assurance POC	QAPOC Name Lookup
	Administrative Contracting Officer POC	ACO Name Lookup
	COR Training Type*	Drop Down List (A, B,C)
	Contingency Environment*	Drop Down List
	Sum Total of CORs*	SUM – COR Total
	Appointment Letter*	Creates (HTML Page and as Data)

# Contracting Officer Appointment Process

## COR Role

- COR receives email from WAWF system that they have been appointed as a COR with directions to register in WAWF if not already registered
- COR creates “JAM COR Information” in JAM
- COR goes to “Nomination and Appointment Status and Search” to see list of designations and statuses
- COR clicks on “Appointment Pending COR Approval”
- COR completes fields to right
- COR approves appointment and it is sent to Supervisor to certify and approve
- Allow COR to place in Alternate Supervisor here
- If Alternate Supervisor is filled in, Appointment letter sent to Alternate for signature
- COR can complete some data and save, but to route to Supervisor all data needs to be completed

## COR Supervisor

- COR Supervisor does not need to be an active JAM user and will not be part of role activation
- COR Supervisor receives email to certify with link, similar to SAAR process
- If Alternate Supervisor placed in, this Sup will also receive email
- COR Supervisor certifies and approved
- Supervisor can see the entire appointment if not an active JAM user as read only

## Contracting Officer

- CO receives email that Supervisor has signed off
- CO reviews appointment
- CO Certifies
- All data elements open for CO to edit that were editable
- CO officially “Appoints” COR
- Copy to Contract File in CSPM

## COR Enters Following Information

Certifications*	COR agrees to 9 Certifications
Date Certified*	Date Stamped from System
COR Comments	Open Text Box
Supervisor*	Name Prefilled from PIEE
Alternate Supervisor	Email address
Appointment Letter*	Loaded and COR can expand to view
COR Signature*	Capture COR Electronic Signature