

**QUARTERLY REPORT OF
CONTRACTING OFFICER'S REPRESENTATIVE (COR)
EVALUATION REVIEW
CONSTRUCTION**

CONTRACT NUMBER			DATE
CONTRACTOR			
COR			
NOTE: If any response to statement is "NO", attach an explanation for each negative response and corrective action taken/initiated.			
A. ADMINISTRATION/FILE MAINTENANCE/RECORDS			
YES	NO	N/A	TASKS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Separate COR File maintained for each contract administered.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Copy of COR Appointment letter is on file.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Written verification of COR annual review of DOD 5500.7-R(JER).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. List of names and position title of individuals serving on the Contract Administration Team and documentation of approval by the Contracting Officer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Names, titles, and training records of individuals functioning as QAEs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Copies of the following documents on file:
			<input type="checkbox"/> Contract <input type="checkbox"/> Delivery Orders <input type="checkbox"/> Contract Modifications <input type="checkbox"/> D.O. Modifications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Records of dates/times of severe weather conditions that may have affected contract performance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Copies of correspondence initiated by authorized representative concerning of contractor.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Record of inspections and results.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Copies of pertinent factual data (e.g. photographs, witness" statement) on file.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Copy of Contractor's QC Plan is on file.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Copies of progress schedules approved by the Contracting Officer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Documents filed in an orderly method: Memorandums for Record or minutes of meeting; discussions with the Contractor or others concerning the contract or performance; correspondence to the Contractor, COR, KO and/or others concerning the contract; reports of inspection; report of faulty or nonconforming work; reports on delays of problems.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Test reports/results filed. Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Copies of submittals and approvals on file.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. MFR of minutes of any pre-performance conferences.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Contractor's QC efforts/records have been reviewed and determined to be in accordance with the Quality Control Plan.

B. INSPECTION AND ACCEPTANCE			
YES	NO	N/A	TASKS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Was the Contracting Officer Promptly notified of the exact date the Contractor began performance
			19. Has the COR reported to the Contracting Officer incidents of unsatisfactory performance by the Contractor?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Did the COR report any delays in the contractor's progress due to the fault of the Government and made recommendations for extensions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Does the COR maintain copies of all invoices and receipt documents to include progress payments?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Did the COR report discrepancies between actual conditions and those represented in the contract specifications or drawings?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Was the Contracting Officer notified of the exact date the Government took beneficial occupancy?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Did the COR report any labor disputes to the Contracting Officer?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. Has the COR approved and documented Contractor's request for overtime? Has a copy of the approval been forwarded to the Contracting Office?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Was notification provided to the Contracting Officer of the Contractor's failure to complete the contracted work in a timely manner? Did the COR recommend time period for assessment of liquidated damages?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Was the Contracting Officer notified of the exact date of completion and final acceptance of work under the contract?
COR SIGNATURE			DATE
CONTRACT SPECIALIST SIGNATURE			DATE
CONTRACTING OFFICER SIGNATURE			DATE