

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Montana State Office
5001 Southgate Drive, P.O. Box 36800
Billings, Montana 59107-6800
<http://www.mt.blm.gov/>

In Reply To:

1510 (935MC) P

October 22, 2004

EMAIL TRANSMISSION - 10/22/2004
Information Bulletin No. MT-2005-007

To: State Management Team

From: Deputy State Director, Division of Support Services

Subject: Registration for Contracting Officer's Representative (COR) - Level II Services
and Supply Course DD: 12/15/2004

A survey was done in September to determine if there was enough interest in attending the Contracting Officer's Representative (COR) - Level II Services and Supply Course if it were held in Billings. There was enough interest for this training; therefore, the course is being offered for all employees of all agencies in Billings.

In accordance with the Department of the Interior Contracting Officer's Warrant System, any person performing the duties of Contracting Officer's Representative on contracts is required to be certified and to maintain that certification. Twenty-four hours of initial COR training is required before any employee can be certified as a COR. After an employee is certified as a COR, 8 hours of maintenance training is required every 3 years. The COR-Level II Services and Supply course will provide you with a complete look at the acquisition process including the regulations, the importance of adequate specifications or requirements document preparation, methods of acquisition, and contract administration. The class will also provide an opportunity for discussion of day-to-day contract administration and examines contract administration responsibilities.

Target audience is: New and experienced CORs, inspectors, and procurement people working on service and supply contracts. Purchase orders/contracts for temporary help are considered service contracts and will require that the COR be certified. This course meets certification requirements for the Department of the Interior agencies and will meet the Level I requirement for the Forest Service. Following is information for this course:

Name of Course: Level II – COR Training

Dates and Times: January 25-27, 2005, from 8:30 to 3:30 each day, with departure by 1:30 pm on the final day

Location: Hampton Inn, 5110 Southgate Drive, Billings, MT

Price: \$245 each based on at least 20 attendees

Students attending this class must register directly with the vendor, Northwest Procurement Inc. (NPI), by completing the attached payment form and submitting to NPI. Make your payment directly to NPI. Northwest Procurement Inc. will accept the government credit card. Please make your registration **no later than December 15, 2004.**

The Hampton Inn has also reserved a block of rooms if you wish to stay at this hotel. Please call (406) 248-4949 to make your reservations prior to January 10, 2005. The price is \$60.00 plus tax for a single room. You are responsible for payment of your room.

If you have any questions, please contact Charlene Gunther at (406) 896-5195.

Signed by: Debra M. DeBock, for Sandra L. Guches

Authenticated by: Jennifer C. McKinley, (MT-935)

1 Attachment

1-NPI Registration Form (1 p)

Distribution w/attn.

Assistant Field Manager, Glasgow Field Station

Assistant Field Manager, Havre Field Station



**NORTHWEST PROCUREMENT INSTITUTE, INC.
TRAINING & CONSULTING**

P.O. Box 1328, Edmonds WA 98020 * (425) 776-0414 * FAX (425) 776-0467
http://www.npi-training.com * Email npi@npi-training.com

Registration, Invoice and Receipt

YOUR INFORMATION

Student: _____ Date: _____

Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: (_____) _____

Fax: (_____) _____

E-Mail Address: _____

COURSE INFORMATION

Name: _____ COR/COTR Workshop – Level II

Location: _____ Billings, Montana

Tuition: _____ \$245.00 Course Dates: _____ January 25-27, 2005

METHOD OF PAYMENT

Check: _____ **SF-182:** _____

Credit Card:

Card Number: _____ Expiration Date: _____

Card Holder Name: _____ Fax No: _____