**General Instructions**

(COR Transition Period Report to the Contracting Officer)

1. The enclosed COR Transition Period Report shall be completed monthly by the Contracting Officer’s Representative (COR) and submitted to the Contracting Officer (KO) assigned to the utility services contract through the CORT Tool.
2. The Report should document the results of the COR’s observation of the System Owner’s performance during the Transition Period, using various surveillance/monitoring methods:
	1. Direct Observation (e.g. observation of utility meetings attended with the System Owner)
	2. Assessment of Deliverables (e.g. verification of the timeliness and quality/sufficiency of required submittals, such as Spill Prevention Plans, Material Safety Data Sheets (MSDS’), associated System Owner plans and regulations, approved/agreed upon reporting formats)
	3. Review of Invoices/Payments (if applicable) (e.g. verification of the accuracy of submitted invoices and payment receipts for all billable costs)
3. The Report should be used by the COR to capture both negative and positive aspects of the System Owner’s interaction, involvement, and performance during the Transition Period.

**COR Monthly Transition Period Report**

**(to the Contracting Officer)**

1. CONTRACT NUMBER:

2. CONTRACT TRANSITION PERIOD OF PERFORMANCE: ***(****Click here to enter text.)*

3. SYSTEM OWNER: ***(****Click here to enter text.)*

4. METHOD(S) OF SURVEILLANCE *(ex: Direct Observation, Assessment of Deliverables, Review of Invoices/Payments)*: ***(****Click here to enter text.)*

5. COMPLIANCE: This document is in accordance with the Inspection of Services Clause FAR 52.246‑4 (for non-regulated contracts) and the Quality Assurance Surveillance Plan requirements.

6. OVERALL ASSESSMENT: Complete items 6a through 6c below. Provide supporting detailed explanation in Item 7, as necessary. Attach additional documentation for supporting evidence if required.

*a. Deliverables provided by the contractor this month (list them here):*

*b. Was the System Owner’s performance timely?* [ ]  *YES* [ ]  *NO\**

 *\*(If answered “NO”, provide explanation below)*

*c. Are there any significant issues that should be brought to the contracting officer’s attention?*

[ ]  *YES\*\** [ ]  *NO*

 *\*\*(If answered “YES”, provide explanation below)*

7. ADDITIONAL COR COMMENTS *(to support responses provided in Section 6 above, as necessary. COR Comments should be entered for the applicable area(s) listed below.)*:

1. Quality/Meetings:
2. Schedule/Deliverables:
3. Management:
4. Other Areas:

8. SIGNATURE: I hereby certify that services have been received and accepted IAW terms of the utility services contract, with any exceptions noted.

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CONTRACTING OFFICER’S REPRESENTATIVE SIGNATURE / DATE