CMS COR

The Centers for Medicare & Medicaid Services (CMS) Contracting Officer's Representative (COR) is responsible for contract actions and works directly with the Contracting Officer.

Contract Engagement
Team Member

Steps Involved In or Responsible For:

Create Engagement Project Schedule

Works With: *Contract Engagement Team*
Process: *The Contract Engagement Team will develop a "high-level" ISG Transition Activities Project Schedule Template with SLAs.*

Conduct Contract Engagement Team Overview

Works With: *Contract Engagement Team*
Process: *The Overview can begin after the Solicitation is issued. The Engagement Lead will present topics to include:*

- *For Non-ISG Contracts: Review of Data, Infrastructure and Security ISG Questionnaire.*
- *Review of the Statement of Work (SOW) and Statement of Objective (SOO) including any transition-related deliverables.*
- *Review of the ISG Roles and Responsibilities Matrix.*
- *Review of the "high-level" ISG Transition Activities Project Schedule Template with SLAs (timeline should account for protest and potential delays resulting from protest).*
- *Review of the ISG New Contractor Onboarding Checklist.*
- *Review of the required documents and/or templates for obtaining user access to ISG systems (e.g., CMS system user request form, QNET Security Administrator Form, etc.).*
- *Review types of access needed for software and/or systems (e.g., SharePoint, QNET, ALM, etc.).*

Create Contract Engagement Plan

Works With: *Contract Engagement Team*
Process: *The Contract Engagement Team will finalize and approve the timeline that will be used to determine the length of the engagement period.*

Create Contract Engagement Request

Works With: *New Contractor*
Process: *The CMS COR will provide the New Contractor Point of Contact (POC) with an XLS Onboarding Worksheet to fill out. This worksheet can be provided by the HIDS Onboarding Lead or downloaded from the ServiceNow Catalog.*

New Contract Kick-Off Meeting

Works With: *Contract Engagement Team, New Contractor, and HIDS*
Process: *The CMS COR and Engagement Lead will conduct the Contract Kick-off Meeting with the Contract Engagement Team, New Contractor, and the HIDS Onboarding Lead.*

Create and Approve Project Launch Plan

Works With: *New Contractor and Outgoing Contractor*
Process: *The CMS COR, New Contractor, and Outgoing Contractor will create a transition or new project implementation timeline plan.*

Hold Contract Calls as Needed

Works With: *Contract Engagement Team, New Contractor, and HIDS*
Process: *The Contract Engagement Team, New Contractor, CMS COR, and HIDs will schedule and conduct calls regarding the contract as needed. This includes any security or infrastructure meetings or calls that need to take place. This will ensure that the New Contractor has all necessary knowledge, templates, hardware, software, and security related items.*

Steps Involved In or Responsible For: Continued:

Conduct Readiness Reviews

Works With*:* *Contract Engagement Team and New Contractor*

Process: *The CMS COR, Contract Engagement Team, and the New Contractor will conduct several Readiness Reviews prior to the end of the transition period or the Outgoing Contractor's contract end date. The results of the meeting are reported to the Contract Engagement Team.*

Conduct Engagement Lessons Learned

Works With*:* *Contract Engagement Team and New Contractor*

Process: *The Engagement Lead will conduct Lessons Learned with the New Contractor, CMS COR, and Engagement Team. The Lessons Learned should identity process improvements or suggestions regarding the ISG New Contractor Onboarding Checklist.*

Additional Notes

Security Training

RBT & RoB Policy Training: Specialized training is now available titled RBT & RoB Policy Updates: A Briefing for CORs. All CMS CORs are expected to take this training annually.

The CMS COR training includes a review of RBT and RoB resource kits for use with CMS contractors. The training additionally covers the COR responsibilities for collecting training records to demonstrate that all contractors with Significant Security and Privacy Responsibilities (SSR) complete specialized RBT commensurate with their roles within sixty (60) days of beginning work on a contract, and annually thereafter or upon request. The COR is also responsible for implementing the HHS Rules of Behavior for the Use of HHS Information and IT Resources Policy prior to the completion of onboarding for their contracting organizations. This requires contractors to acknowledge and accept the HHS RoB. The COR training addresses this responsibility and reporting process as well, which is similar to that for RBT.

Please access the training at http://cms.gov/cbt under the RBT menu on the Manage Training Information page. For additional guidance on RBT policy implementation, refer to the Risk Management Handbook Chapter 2 Awareness and Training, dated 02/27/2019. For more information on roles, visit National Initiative for Cybersecurity Education (NICE) Cybersecurity Workforce Framework at https://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-181.pdf.

For additional security requirements and training view Security Training and Reference Materials at https://confluence.hcqis.org/display/ISGCO/Training%2Band%2BReference%2BMaterials#TrainingandReferenceMaterials-SecurityReferences.