

Section 3: Contracting Officer's Support Team

Objectives

- Understand the roles and responsibilities of the Contracting Officer and her/his support team
- Understand COR duties/responsibilities and limitations of authority

CONTRACTING OFFICER (KO)

- Appointed in writing by PARC in the form of a warrant
- Each KO can have different level of authority
- KO only people who may bind Government funds
- Appropriate wage determinations have been included in contract to enforce necessary labor laws
- Must ensure all requirements of law, executive orders, regulations, and all other applicable procedures, including clearance and approvals, have been met, such as:
 - Small Business Requirements
 - Required Competition
 - Fair and Reasonable Price
 - Funds are Available



Section 3: Contracting Officer's Support Team

Contracting Officer Support Team

- Field/Technical Personnel – Technical knowledge, knowledge of contractor performance
- Legal Counsel – Litigation and Claims Activity
- Auditor – Audit contractor records when necessary
- Ordering Officer – Awards task orders in the field
- Contracting Officer's Representative (COR) – Assists in contract administration, should be on site

Ordering Officer

- Applies to both IDIQ contracts and VISA cardholders
- Authority delegated by the district Chief, Contracting Division for specific contract
- Must ensure that all requirements of law, executive order, regulation, and all other applicable procedures, including clearance and approvals have been met
- Will be appointed in writing by the Chief, Contracting Division
- Appointment will contain limitations which must be adhered to
- May sign task orders/delivery orders in their name and execute documents only under the title "Ordering Officer"



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CONTRACTING OFFICER'S REPRESENTATIVE (COR)

- The COR is the Contracting Officer's representative on site. Authority is limited. Cannot commit government funds or make any changes to a contract
- Delegation shall:
 - be in writing, stating the COR name, KO name and the contract number
 - clearly define the appointee's scope, authority, responsibility and limitations
 - state that the appointment is not redelegable

Required Training for COR's (PIL 2008-10)

New COR's:

22 Hours of Contract Related Training and

CLC 106 – Contracting Officer's Representative with a Mission Focus (8 hrs. web-based)

CLM 003 – Ethics Training for Acquisition, Technology and Logistics (2 hrs. web-based)

Refresher: required every three (3) years

6 Hours of Contract Related Training and

CLC 106 and

CLM 003



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COR Duties

- Perform inspections
- Accept/receive for services performed
- Monitor contractor's performance
- Verify contractor performs technical requirements in accordance with terms and specifications of the contract
- Coordinate site entry
- Complete contractor performance evaluation and enter in CPARS database

CONTRACTING OFFICER'S REPRESENTATIVE (COR)

Authority:

- COR may take any action under a contract which could lawfully be taken by the Contracting Officer except where the terms and conditions of the contract itself would be changed or the delegation specifically prohibits such authority
- Authorities given are specific and technical in nature
- Have technical authority to interpret scopes of work
- Have no monetary authority



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CONTRACTING OFFICER'S REPRESENTATIVE (COR)

Limitations of authority:

- COR is not authorized to award, agree to, sign any contract or modification thereto, or in any way obligate the payment of money by the government
- COR not authorized to initiate procurement actions by use of: Blanket Purchase Agreement, Other Simplified Acquisition Procedures or task/delivery orders against IDIQ contracts
- COR's records are part of the official contract file and as such may be reviewed by the Inspector General. Files should be set up and maintained in accordance with the official recordkeeping system of the Department of the Army

CONTRACTING OFFICER'S REPRESENTATIVE (COR)

COR Duties:

- Read and understand the terms of the contract
- Enforce contract compliance
- Interpret plans/specs
- Monitor contractor's quality control plan
- Implement government's quality assurance plan
- Monitor contractor performance/ progress
- Prepare performance evaluations as required and input to appropriate database
- Monitor contractor safety
- Prepare pay estimates/receiving reports
- Contract close out



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COR File Contents

(Includes but not limited to)

- Appointment Letter
- Copy of contract (modifications)
- Record of inspections
- Record of safety meetings
- Copies of all correspondence signed by COR
- Copies of all task orders
- Contract Discrepancy Reports
- Monthly COR Report to KO

REVIEW

- Describe the duties of a Contracting Officer
- Describe the duties of a COR

