

MEMORANDUM

FROM: Patrice Cunningham, Contracting Officer
Office of Acquisition Management, National Procurement Service Center


TO: Judy Suzuki

SUBJECT: Appointment as a Task Order Contracting Officer's Representative under Contract Number EP-W-14-020, Task Order 15

DATE: October 15, 2018

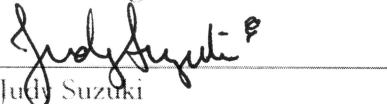
I hereby appoint you as a task order contracting officer's representative (COR) under the subject contract. This appointment is effective as of the date of this memorandum and shall expire: 1) when (the) task order(s) is/are completed, 2) when you are relieved of your COR responsibilities, or 3) when rescinded in writing by myself or any successor contracting officer (CO). You may not delegate your COR responsibilities. The alternate COR, if one has been appointed, may act only if you are on leave or travel.

As a task order COR, you are a key player in protecting the Government's interests and carrying out the Government's obligations under the contract. To do so effectively, it is important that you are familiar with the contract terms and conditions as well as your responsibilities and limitations as a COR. You are hereby authorized and put under obligation to carry out those responsibilities set forth in Attachment 1. You are not authorized to take any action which is not set forth herein and are specifically directed not to take any of the prohibited actions set forth in Attachment 2. Further clarification of these responsibilities and prohibitions may be obtained from the Contracting Officer. Any act on your part which is not within the scope of this appointment may lead to your personal financial liability to the contractor. If you have any questions concerning your delegated authority, please do not hesitate to contact me by phone on (202) 564-1378 or by e-mail at **Cunningham.patrice@epa.gov**.


Patrice Cunningham

Contracting Officer

10-15-18
Date


Judy Suzuki

Task Order Contracting Officer Representative

10-16-18
Date


Li La Lin

Task Order Contracting Officer
Representative's Supervisor

10-17-18
Date

CMM, properly transfer, monitor the use and disposal of Government property under the contract. Coordinate Government property issues with the CO and property Administrator.

4. Technical Assistance

- a. Review contractor work plans for approval/disapproval. When requested, prepare detailed findings and recommendations on reasonableness of the proposed work, labor hours and mix, materials and quantities, etc., based on comparison with the SOW and the independent Government cost estimate. In accordance with Chapter 16 of the CMM, conduct evaluations of offers received under multiple award contracts.
- b. Inform the CO of any potential or real conflicts of interest which may arise under the contract. Recommend possible mitigation or avoidance strategies.

5. Record Keeping

- a. Establish and maintain a separate file for documents and correspondence pertaining to the task order. Place in this file correspondence to and from the contractor, work associates, and contracting officer; comments and approval of deliverables; documentation of verbal communication with the contractor; technical direction; voucher reviews and disapprovals/approvals; contractor evaluations; and other documents pertaining to the contract. Document actions, conversations, meetings, technical directions, etc., as they occur and include these in the file. See EPA's records retention policy and how it applies to CORs at <http://www.epa.gov/records/policy/schedule/sched/202.htm>
- b. Protect information that is prohibited from disclosure by law, such as trade secrets and privileged or confidential commercial or financial information, certain interagency and intra-agency predecisional deliberative communications, information about individuals when disclosure would constitute a clearly unwarranted invasion of personal privacy, and records or information compiled for law enforcement purposes, if certain interests would be harmed by release, including when disclosure could reasonably be expected to interfere with enforcement proceedings or to constitute an unwarranted invasion of personal privacy.

6. Monitoring Contractor Performance

- a. In accordance with EPA Order 1900.1A, Proper Use of Contractor Services, and the terms of the acquisition, provide and document technical direction to the contractor. Guard against inappropriate contractor services, such as personal services and inherently Governmental functions.
- b. Assist the contractor in interpreting technical requirements. Differences of understanding or opinion of technical requirements between the Government and the contractor which cannot be resolved shall be referred to the CO for resolution.
- c. Monitor and oversee the contractor's technical effort and ensure that performance strictly conforms with the terms and conditions of the contract. Promptly inform both the contractor and the CO of any unsatisfactory performance or noncompliance with the contract or task order statement of work and terms and conditions.

b. Track funds expended versus funds remaining on the task order. Ensure that costs do not exceed available funding. Notify the CO if additional funds will be required. Prepare funding requests.

c. Progress Reports--Review monthly technical and financial progress reports. Compare progress to contractor invoice charges. Resolve errors or deficiencies in the reports. Consult with the CO on any potential problems identified through such reviews. Monitor contractor costs and promptly report, in writing, wasteful contractor practices to the CO

d. Review invoices and monthly progress reports to ensure that the contractor utilizes the labor skill mix (labor categories and hours) necessary to fulfill the Government's requirement. The contractor's labor skill mix used on the task order, should closely approximate what was agreed to in the approved work plan. Excessive use of either lower or higher skilled labor should trigger a closer review of actual usage versus the approved work plan. d. Review invoices and monthly progress reports to ensure that the contractor utilizes the labor skill mix (labor categories and hours) necessary to fulfill the Government's requirement. The contractor's labor skill mix used on the task order, should closely approximate what was agreed to in the approved work plan. Excessive use of either lower or higher skilled labor should trigger a closer review of actual usage versus the approved work plan. Place the invoice review document checklist in the file.

e. On a semi-annual basis (January and June) the COR will send a copy of at least two invoice reviews that they have completed on the file. These copies will be sent to the CO and IDIQ COR

11. Closeout

Notify the CO when contractor performance is completed under the work assignment, delivery order, or task order. Assist with closeout procedures.

context of procurement opportunities. This guide is available on OAM's website at <http://epawww.epa.gov/oamintra/policy/pmgci.pdf>;

16) **DO NOT** make commitments or promises to any contractor relating to the award of a contract.