



DEPARTMENT OF THE ARMY
BALTIMORE DISTRICT, CORPS OF ENGINEERS
P.O. BOX 1715
BALTIMORE, MARYLAND 21203-1 715

REPLY TO
ATTENTION OF

CENAB-CT-V

6 Nov 98

MEMORANDUM FOR Commander, USACE, Buffalo District, New York -
Pennsylvania Area Office, ATTN: CELRB-CO-
NA(David G. Bingert), 1776 Niagara Street,
Buffalo, NY 14207-3199

SUBJECT: Appointment of Contracting Officer's Representative
(Primary), Task Order No. 0025 under Contract No. DACA31-96-D-
0026 with Radian International, LLC.

1. Pursuant to DFARS 201-602.2 and AFARS 1.602-2-90, you are designated as the contracting officer's representative (COR) in administration of the aforementioned contract.

2. You are authorized by this designation to take action with respect to the following:

a. Verify that the contractor performs the technical requirement of the contract in accordance with the contract terms, conditions and specifications. Specific emphasis should be placed on the quality provisions, for both adherence to the contract provisions and to the contractor's own quality control program.

b. Perform or cause to be performed, inspections necessary in connection with paragraph 2a and verify that the contractor has corrected all deficiencies. Perform acceptance for the Government of services performed under this contract. Prepare and submit Receiving Reports and certify receipt of supplies/services noting "Supplies/Services/Construction have been received and are accepted."

c. Maintain liaison and direct communication with the contractor. Written communication with the contractor and other documents pertaining to the contract shall be signed as "Contracting Officer's Representative" and a copy shall be furnished to the contracting officer.

d. Monitor the contractor's performance and notify the contractor of deficiencies observed during surveillance and direct appropriate action to effect correction. Record and report to the contracting officer incidents of faulty or nonconforming work, delays or problems. In addition, you are required to submit a monthly report (such as payment invoice, etc.), concerning performance of services rendered under this contract.

CENAB-CT-V

SUBJECT: Appointment of Contracting Officer's Representative (Primary), Task Order No. 0025 under Contract No. DACA31-96-D-0026 with Radian International, LLC.

e. Coordinate site entry for contractor personnel as needed, and insure that any Government furnished property is available when required.

f. Prepare and complete the Supply/Service Contractor Appraisal Support System (SSCASS) survey, upon completion of all work or at any interim time when appropriate.

g. Determine when the Contractor should be authorized to acquire property under the contract; approve Contractor recommendations to dispose of property no longer required under the contract; coordinate with the property administrator in the Contracting Officer's office, as appropriate; and other responsibilities regarding Government property as described in FAR Part 45 and its supplements.

h. Provide oversight of contractor's efforts in executing the scope of work. Oversight may entail direction and acceptance of completion of all requirements and deliverables under the contract.

i. Give technical direction which includes but is not limited to: initiating interim tasking (i.e., Work Authorization Directive Systems (WADS), work order, etc.), revise interim tasking, direct manner or method of work, authorization variation of allocated costs.

3. You are authorized to take any or all administrative action which could be lawfully taken by the undersigned with the exception of the following. Those authorities and responsibilities not precluded by the FAR, DFARS, AFARS, and EFARS nor by mention in this appointment letter, shall be considered within the authority of the COR. You may be personally liable for unauthorized acts in accordance with DFARS 201.602-2(5)(v). You may not redelegate your COR authority.

a. Ordering changes in the work or the terms of the contract;

b. Agreeing to changes in price or time, issuing task orders or changes to them; or authorizing the revision in the overall scope of the task order, or direct the Contractor to exceed the task order (or the contract) amount or performance period;

c. Suspending the task order or contract;

CENAB-CT-V

SUBJECT: Appointment of Contracting Officer's Representative (Primary), Task Order No. 0025 under Contract No. DACA31-96-D-0026 with Radian International, LLC.

- d. Approving Consent to Subcontract requests;
 - e. Terminating the contract and resolving disputes under the "Disputes" clause of the contract.
4. This designation as a COR shall remain in effect through the life of the contract, unless sooner revoked in writing by the contracting officer or unless you are separated from Government service. If you are to be reassigned or to be separated from Government service, you shall notify the contracting officer sufficiently in advance of reassignment or separation to permit timely selection and designation of a successor COR. If your designation is revoked for any reason before completion of this contract, turn your records over to the successor COR or obtain disposition instructions.
5. You shall follow proper contract procedures for the administration of property, work authorization, management information reporting, project initiation/close out, and quality assurance. You are required to maintain adequate records to sufficiently describe the performance of your duties as a COR during the life of this contract and to dispose of such records in accordance with District/local policy. As a minimum, the COR file shall contain the following:
- a. A copy of your letter of appointment from the contracting officer, a copy of any changes to that letter and a copy of any termination letter.
 - b. A copy of the contract, task order, or the appropriate part of the contract and all contract modifications.
 - c. A copy of the applicable quality assurance (QA) surveillance plan.
 - d. All correspondence initiated by authorized representatives concerning performance of the contract,
 - e. The names and position titles of individuals who serve on the contract administration team. The contracting officer must approve all those who serve on this team. With the exception, the Construction Division shall reference Engineering Regulation 1180-1-6, as applicable.
 - f. A record of inspections performed and the results.
 - g. Memoranda for record or minutes of any pre/post and ongoing performance conferences.