

## CHAPTER 8

### CONTRACT ADMINISTRATION SUPPORT

#### PART 1

#### INTRODUCTION

##### 8-1 PURPOSE.

This section prescribes the responsibilities and procedures to be followed in providing contract administration support to disposal, and storage activities to ensure compliance with contracts.

##### 8-2 SCOPE.

This section covers contract administration operations.

##### 8-3 RESPONSIBILITY.

a. The contracting officer has the overall responsibility for contract administration.

b. The Operations Division is responsible for advising the contracting officer of any observed violations of contract terms, and recommending corrective action of all contracts and orders.

c. The Specialist is responsible for performing field contract administration as directed.

##### 8-4 FIELD CONTROL.

Depot Manager and the Contracting Officer will assign a Contracting Officer Representative (COR). He or she is responsible for establishing and maintaining controls on each contract, order, and corresponding Specialist activity.

#### PART 2

### MONITORING STOCKPILE CONTRACTS

##### 8-5 PURPOSE.

To provide requirements and instructions for the Specialist assigned to monitor a stockpile contract.

##### 8-6 CONTRACT ASSIGNMENT.

a. A contract will be assigned to a Specialist who will normally be responsible for field contract administration.

b. The Specialist must be furnished the contract and applicable specifications. When the Specialist does not have these or any past performance records of a producer, copies will be requested from the Directorate of Storage Operations and Logistics.

c. Complete understanding of all contractual requirements by the Specialist is essential. These may sometimes include, but not limited to:

- (1) Bid sample;
- (2) Pre production sample and its due date;
- (3) Specification requirements;
- (4) Guaranteed and/or estimated quantities;
- (5) Delivery or shipping time;
- (6) Contract period;
- (7) Minimum and maximum orders;
- (8) Mandatory contractor inspection and testing (FAR, Part 46);
- (9) Liquidated damages;
- (10) Packaging, packing, and marking; (including blocking and bracing of car load lots);
- (11) Contract Work Hours and Safety Standards Act (FAR, Part 22);
- (12) Walsh-Healy Public Contracts Act (FAR, Part 22); and
- (13) Equal Employment Opportunity (FAR, Part 22).

d. When the contract information is not complete or needs clarification, the Specialist must request the necessary information from the contracting officer through the Directorate of Storage Operations and Logistics.

#### 8-7 CONTRACTING OFFICER'S REPRESENTATIVE (COR).

The primary responsibilities are:

- (1) To read and maintain copy of the contract and all applicable modifications and delivery orders.
- (2) To act as day-to-day point of contact for the Depot Manager, Contract Specialist/Contracting Officer and Contractor.
- (3) To maintain the BOSS (Base Facilities Operations Support Services) contract work request/task order log.
- (4) Convene monthly review meetings with the Depot Manager and Contractor; document the meeting using the Surveillance Plan Monthly Checklist.
- (5) To timely respond to Contractor's technical inquiries.
- (6) To report all deficiencies in writing to the Contracting Officer.
- (7) To certify using the *DD1155 Order for Supplies and Services* that services have been received, are acceptable and, if for partial

payment, by verifying that the Contractor's progress is commensurate with claim of payment.

- (8) To request proposals and any additional supporting documents.
- (9) To review proposals for accuracy.
- (10) To advise, if warranted, the need for contract modifications.
- (11) To ensure timely receipt of certified payrolls, to review and submit to the Contracting Officer.
- (12) To perform labor standards interviews on SF 1445 and submit to the Contracting Officer.