

UNIT 49: CONTRACT ADMINISTRATION PLANNING

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Duty	Plan for contract administration.
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Conditions	Given a contract and contact with technical and other support personnel.
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Overall Standard(s)	Plan for the review, evaluation, and judging of contractor's performance in critical areas. Assure that the roles of contracting officer representatives and other support personnel are properly and clearly defined.
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Policies

<i>FAR</i>	<i>Agency Suppl.</i>	<i>Subject</i>
4.8		Government contract files.
11.6		Priorities and allocations.
37.602-2		Quality assurance surveillance plans for services.
42.002		Interagency agreements for contract administration support.
42.1		Contract audit services.
42.2		Contract administration services.
42.3		Contract administration office functions.
42.6		Corporate Administrative Contracting Officer.
42.11		Production surveillance and reporting.
46.408		Single-agency assignments of Government contract quality assurance.
47.105		Transportation assistance.

Other KSAs

1. Knowledge of the need for effective and efficient contract administration.
2. Knowledge of the activities available to provide contract administration services.
3. Knowledge of the offices (e.g., property and transportation) that commonly support various aspects of contract administration.
4. Ability to identify, read, and understand contract clauses that affect contract administration planning (e.g., clauses that specify the responsibilities of contractor or Government in contract performance).
5. Ability to communicate orally and in writing concerning contract administration requirements.
6. Ability to encourage and facilitate cooperation among the various people and activities involved in contract administration.
7. Ability to make sound, well-informed decisions in preparing contract administration plans.
8. Ability to identify key contract performance indicators of the contractor's overall customer service.

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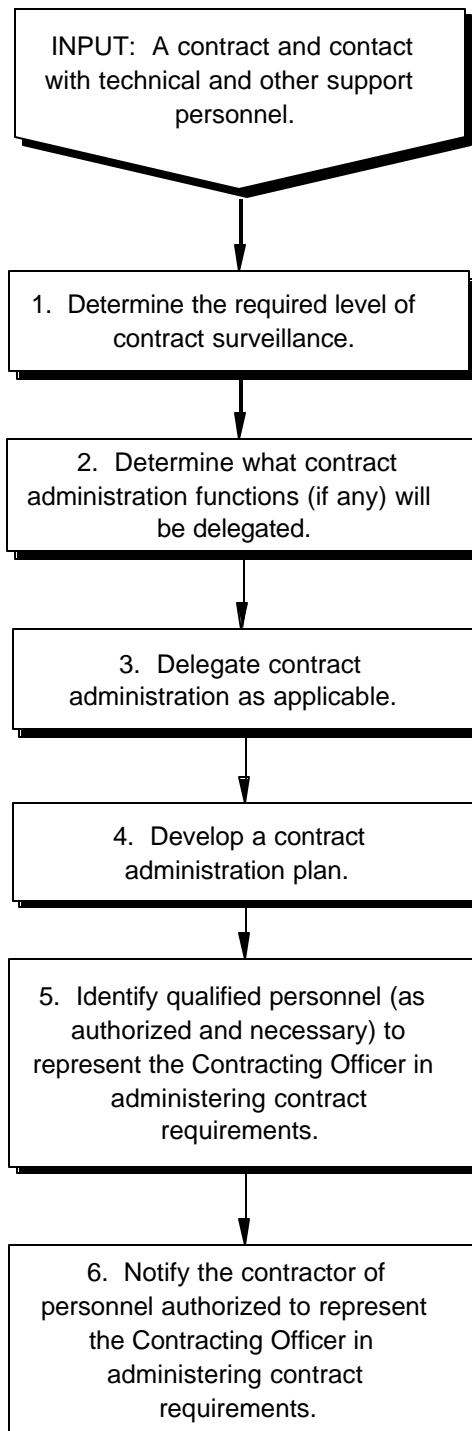
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9. Ability to relate well with people who bring different perspectives to the contract administration process.
10. Ability to conscientiously plan the details of contract administration.
11. Ability to maintain the honesty and integrity of the acquisition process.

Other Policies and References (Annotate As Necessary):

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Tasks

Related Standards

Tasks	Related Standards
<p>1. Determine the required level of contract surveillance.</p>	<p>Consider key factors that may affect the need for contract surveillance, including:</p> <ul style="list-style-type: none"> • The criticality (i.e., importance to the Government) of the supplies or services. Generally, contracts are designated as: <ul style="list-style-type: none"> A. Critical contracts, including: <ul style="list-style-type: none"> - DX-rated contracts under the Defense Priorities and Allocations System (DPAS); - Contracts negotiated under unusual and compelling urgency; and - Contracts for major systems. B. Other contracts for items needed to: <ul style="list-style-type: none"> - Maintain a Government or contractor production or repair line; - Preclude out-of-stock conditions; or - Meet user needs for non-stock items. C. All other contracts. • Contract requirements for reporting production progress and performance. • The contract performance schedule. • The contractor's production plan. • The contractor's history of contract performance. • The contractor's experience with the contract supplies or services. • The contractor's financial capability. • Any special circumstances identified by the contracting office. <p>Contracts at or below the simplified acquisition threshold should not normally require production surveillance.</p>

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Related Standards

Tasks	Related Standards
<p>2. Determine what contract administration functions (if any) will be delegated.</p>	<p>Consider:</p> <ul style="list-style-type: none"> • Agency and contracting activity policy on the delegation of contract administration; • The FAR 42.002 requirements that: <ul style="list-style-type: none"> - Agencies must avoid duplicate audits, reviews, inspections, and examinations of contractors by more than one agency; and - The requesting activity must reimburse the servicing agency for services rendered; • The list at FAR 42.302(a) of functions normally delegated; • The list of functions that must be delegated when applicable: <ul style="list-style-type: none"> - Forward pricing rate agreement negotiation; - Indirect cost final and billing rate determinations; and - Cost Accounting Standards administration; • The list at FAR 42.302(b) of functions that may be specifically delegated; • Any additional delegations authorized by prior agreement with the contract administration office (CAO), provided that: <ul style="list-style-type: none"> - The required CAO resources are available; - The head of the contracting activity or designee has approved the delegation of any authority to issue orders under provisioning procedures in existing contracts or under basic ordering agreements for items and services identified in the schedule; and - The delegation does not require the CAO to undertake new or follow-on acquisitions; • Prior coordination with the contract administration office (when required); • The need for special surveillance of a major system acquisition; • The need for specialized support services at a contractor or subcontractor facility; and • The resources available at the contract administration office (CAO).

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Related Standards

<p>3. Delegate contract administration as applicable.</p>	<p>As provided in agency procedures, delegate contract administration or specialized support services, either through interagency agreements or by direct request to the cognizant CAO identified in the Federal Directory of Contract Administration Services Components. The delegation should include:</p> <ul style="list-style-type: none"> • The name and address of the CAO designated to perform the administration (this information also must be entered in the contract); • Any special instructions, including any: <ul style="list-style-type: none"> - Functions in FAR 42.302(a) withheld; - Specific authorization to perform functions listed in FAR 42.302(b); or - Additional delegation in accordance with a prior agreement and any necessary approval; • A copy of the contract to be administered; and • Copies of all contracting agency regulations or directives: <ul style="list-style-type: none"> - Referenced in the contract; or - Otherwise necessary for contract administration (unless previously provided). <p>A CAO or a contracting office retaining contract administration, may request support from the CAO cognizant of the contractor location where performance of specific contract administration functions is required. The request must:</p> <ul style="list-style-type: none"> • Be in writing; • Clearly state the specific functions to be performed; and • Be accompanied by a copy of pertinent contractual and other necessary documents. <p>Subcontract administration support may be requested as long as the request conforms to FAR requirements and good business practice.</p>
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Related Standards

<p>4. Develop a contract administration plan.</p>	<p>The plan should be designed to facilitate effective and efficient contract administration considering:</p> <ul style="list-style-type: none">• The required level of contract surveillance;• Contract terms and conditions related to administration;• Contractor performance milestones;• Government performance milestones (e.g., for providing Government furnished property or responding to contractor plans and other required submissions);• Contractor reporting procedures;• Contract quality requirements;• Name, position, and authority of contract administration team members; and• Milestones for any reports required from contract administration team members. <p>Documentation of the plan should meet the requirements of the agency, activity, and good business practice.</p>
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<p>5. Identify qualified personnel (as authorized and necessary) to represent the Contracting Officer in administering contract requirements.</p>	<p>Contracting and contract administration offices typically include a wide variety of full-time specialists who represent the Contracting Officer in contractor system reviews and other contract administration activities. These specialists may include:</p> <ul style="list-style-type: none"> • Quality Assurance Representatives (QARs); • Software specialists; • Property specialists; and • Others. <p>When authorized by the contract and necessary for effective and efficient contract administration, the Contracting Officer may also appoint technical representatives for specific contracts. The representatives may be known by a variety of names, including:</p> <ul style="list-style-type: none"> • Contracting Officer Representative (COR); • Contracting Officer's Representative (COR); • Contracting Officer Technical Representative (COTR); or • Technical Representative of the Contracting Officer (TRCO). <p>Technical representative designations must follow agency and activity guidelines. Generally:</p> <ul style="list-style-type: none"> • The cognizant Contracting Officer must assure that each representative possesses the necessary technical qualifications. • Technical representatives must undergo training on their responsibilities and authority as a representative of the Contracting Officer. • The delegation must include a copy of the applicable portions of the contract and other necessary guidance. • The delegation remains in effect throughout the life of the contract unless canceled or modified by the cognizant Contracting Officer.
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<p>6. Notify the contractor of personnel authorized to represent the Contracting Officer in administering contract requirements.</p>	<p>Notices should be complete and accurate, with information such as:</p> <ul style="list-style-type: none">• Name;• Position;• Authority in representing the Contracting Officer; and• Applicable contract clauses.
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