

BITS II TECHNICAL OFFICER'S REPRESENTATIVE Roles and Responsibilities and Nomination Form

TECHNICAL OFFICER REPRESENTATIVE (TOR)

Technical Officer Representative (TOR) may be located in various organizations throughout the Federal Aviation Administration. The TOR must be COTR-certified, technically qualified to oversee the contractor's performance. The TOR should take a refresher course every three years. In addition, the COTR(s) will advise the Technical Officer Representative of the suggested courses for COTR(s), including Cost Reimbursement Contracting, Writing Performance Based SOWS, Earned Value Management Systems, etc.

The overall responsibilities of the TOR include ensuring that the contractor complies with the terms and conditions of the task. The TOR is not to be confused with the "COTR". The COTR is responsible for the overall contract and any technical matters as it relates to the contract including issues passed on to the COTR by the TOR. The TOR provides technical instructions to the contractor regarding the specific task requirements specified in the task order. The TOR monitors costs, performs independent government cost estimates, maintains complete documentation file of all activities requested by the COTR/Contracting Officer (CO), and submits monthly status reports to the COTR. Additionally, the TOR attends weekly status meetings and other scheduled meetings with the CO, COTR and the contractor, if required.

The TOR should also maintain complete files of any and all task orders assigned to them, including Independent Government Cost Estimates, SOW, work plans, contractor reports including information on deliverables invoices, and other appropriate documents.

During the task order pre-award process of Work Definition and Task Order Award, the COTR/TOR will review statement of works, inter-face with the CO and the contractor, participate in meetings and ensure that the work is within scope.

Extreme care must be taken to assure that you do not cross the line of personal services. In administering the contract, the difference lies within the distinction between technical advice, which is proper and necessary, and supervision, which is improper.

Specific duties that you are expected to perform include, but are not limited to:

- Working cooperatively with all members of the BITS II Team;
- Assisting in negotiations when requested, providing appropriate comments and recommendations;
- Reviewing and commenting as necessary on monthly reports that concern the Contractor's progress;
- Receiving and reviewing copies of all correspondence with the Contractor concerning technical instructions to assure that the scope of the work is not altered;
- Bringing to the Contracting Officer and COTR's attention any inefficient or wasteful methods being utilized on the contract and making recommendations for corrective/preventive measures as appropriate;

- Maintaining a file of all technical instructions issued and a record of all deliverables received, citing their disposition;
- Providing notification in writing to the appointed Contracting Officer if for any reason your tenure as Technical Officer's Representative is recommended for termination, and provide supporting rationale;
- Monitoring services being performed to assure that the Contractor uses personnel who meet the qualifications cited in the contract, and to require Contractors to justify using categories of personnel in disproportion to estimates contained in the contract;
- Serving as the contact through which the Contractor can relay questions and problems of a technical nature to the Contracting Officer (CO), and COTR;
- Reviewing and evaluating the technical aspects of the Contractor's proposals in order to furnish the CO with comments and recommendations;
- Ensuring the Contractor's compliance with safety and security requirements;
- Ensuring that a copy of all Government technical correspondence is forwarded to the COTR and the CO;
- Furnishing the CO promptly any request for waiver (whether generated by Government or Contractor personnel), and preparing all supporting paperwork in connection with a request for waiver in a timely manner;
- Certifying invoices and vouchers and reviewing Progress Payment Requests, and reporting any discrepancies to the COTR.

The duties and responsibilities set forth herein are not intended to be all-inclusive. Situations that have not been covered, that have created questions, or are considered beyond the scope of your authority, as TOR shall be brought to the attention of the COTR and the Contracting Officer, to obtain direction before proceeding with independent action.

BITS II NOMINATION FORM

INSTRUCTIONS TO OFFICE/DIVISION MANAGERS AND INTEGRATED PRODUCT TEAM LEADS

The Division Manager/Integrated Product Team (IPT) Lead of the Customer Organization must submit this nomination form providing the name of the Technical Officer Representative (TOR), and an alternate TOR, the date they attended the Contracting Officer Technical Representative (COTR) course, and a copy of the COTR Certification Form. The nomination form must be submitted to both the BITS Contracting Officer and COTR.

I nominate the individual(s) listed below as the TOR and alternate TOR for Task Order:
_____ **(NEW TASK): Prime Contractor:**

Name of Nominee (TOR): _____ Organization Code: _____
Name of the Alternate Nominee (TOR): _____ Organization Code: _____

Submitted by: _____ Signature: _____
Division Manager/IPT Lead Manager

Date: _____

I have read, understood, and fully accept the referenced roles and responsibilities as TOR for this task order.

TOR

Alternate TOR

Telephone

Telephone