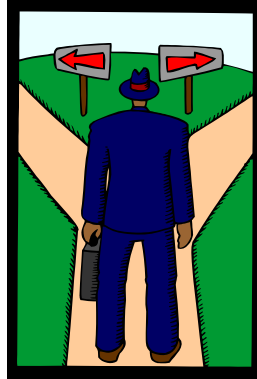


APD ALERT



When to use a Contracting Officer [Technical] Representative (COR/COTR) or a Government Technical Point of Contact (GTPOC)

Recently there has been some confusion regarding when to appoint a Contracting Officer [Technical] Representative (COR/COTR) to assist in the administration of a contract, purchase order, or delivery/task order versus a Government Technical Point of Contact (GTPOC).

What is a COR/COTR?

COR/COTR'S are members of the Acquisition Workforce who are designated by the Contracting Officer to assist in the technical monitoring or administration of a contract. As such, COR/COTR'S are required to take special training, meet the key competencies of the Federal Acquisition Certification – Contracting Officer Technical Representative (FAC-COTR), and register in the Acquisition Career Management Information System (ACMIS). COR'S/COTR'S are also required to register with the Ethics Office.

What is a GTPOC?

GTPOC's are program office points-of-contact (usually the requisitioner). GTPOC's require no special training, are not required to meet key competencies, or register in ACMIS.

When do I use a COTR/COR?

A COR/COTR is appointed when a Contracting Officer (CO) needs someone to assist in the technical monitoring or administration of a contract. CO's rely on the COR/COTR to ensure that the contract is managed properly to meet mission needs. Some of the duties performed by a COR/COTR include, but are not limited to:

- Review and evaluate contractor performance.
- Conduct post-award orientation meetings to review contract milestones and responsibilities.
- Monitor contract performance to ensure that the contractor complies with all of the requirements of the statement of work, specifications, or performance work statement, and when necessary, provides technical direction to the contractor's technical manager.
- Inspect and accept goods/services.
- Ensure that all Government Furnished Property is monitored and accounted for under the contract.

The CO shall determine when and if a COR is needed, and the COR Level necessary to administer a contract. The COR/COTR Level is determined by the complexity of the project and what COR/COTR competencies and skills are necessary to perform these duties. The more complex and involved the procurement, the higher the COR/COTR Level. Contract value is not the sole factor when determining the COR/COTR Level.

Each designation of a COR/COTR shall be in writing and clearly define the scope and limitations of the COR/COTR'S authority.

When do I use a GTPOC?

GTPOC's are appropriate on noncomplex acquisitions. If an employee is required to perform minimal administrative tasks (i.e., accepting shipments of supplies or delivery of services and reviewing and approving contractor invoices), then the individual can serve as the CO's "Government Technical Point of Contact" rather than a formally designated COR/COTR. GTPOC's do not require an appointment letter; however, they should be identified in the contract document.

Where can I find a sample COR/COTR designation letter?

A sample COR/COTR designation letter can be found on the Acquisition and Property Division Web site at: <http://www.afm.ars.usda.gov/acquisitions/standand-procurement-documents.htm>.

Where can I find out more?

Additional information on COR/COTR'S can be found at:

The Federal Acquisition Institute: <http://www.fai.gov/certification/techrep.asp>.

USDA's Acquisition Career Management:

<http://www.usda.gov/procurement/career/index.html>

If you have any questions regarding this Alert, please contact Angelia Fleming Loggie, REE Acquisition Career Manager, at 301-504-1730, or via e-mail at

angelia.flemingloggie@ars.usda.gov.

Issue Date: June 2008

APD ALERT NO. 2008-12