

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 Contracting Officer's Representative (COR)

The COR for this effort is as follows:

OSD
John Schaefer
Military Community and Family Policy
Voice: 703-697-7191
Fax: 703-697-2519
John.Schaefer@osd.mil

The OSD Program Manager for this effort is as follows:

OSD
David Kennedy
Military Community and Family Policy
Voice: 571-372-5323
Fax: 571-372-5327
David.Kennedy@osd.mil

The COR is the individual within the Program Management function who has overall technical responsibility for this effort. The COR supports the CO/CS during administration of this effort by:

- 1) Making final decisions regarding any recommended rejection of deliverables;
- 2) Providing technical clarification relative to overall workload matters;
- 3) Providing advice and guidance to the Contractor in the preparation of deliverables and services;
- 4) Providing acceptance of deliverable products to assure compliance with requirements.

The COR also provides technical direction to the Contractor, i.e., shifting work emphasis between areas of work; fills in details, or otherwise serves to accomplish the purposes of this effort. Technical direction shall be within the general PWS for this effort. The COR does NOT have the authority to and may NOT issue any technical direction which:

- 1) Constitutes an assignment of work outside the general scope of this effort;
- 2) Constitutes a change as defined in the "Changes" clause;
- 3) In any way causes an increase or decrease in cost or the time required for performance;
- 4) Changes any of the terms, conditions, or other requirements of this effort; and
- 5) Suspends or terminates any portion of this effort.

All technical direction shall be issued in writing by the COR or will be confirmed by the COR in writing within 5 calendar days after verbal issuance. A copy of the written direction shall be furnished to the CO and the CS.

In addition to providing technical direction, the COR will:

- 1) Monitor the Contractor's technical progress, including surveillance and assessment of performance, and recommend to the CO and CS, any changes in the requirement;

- 2) Assist the Contractor in the resolution of technical problems encountered during performance; and
- 3) Perform inspection and acceptance or recommendation for rejection of Contractor deliverables and identify deficiencies in delivered items. Note: This does not replace any other quality assurance inspection requirements that are specified elsewhere within the PWS.

If in the opinion of the Contractor, any instruction or direction issued by the COR is outside of his/her specific authority, the Contractor shall not proceed but shall notify the CO in writing within 1 working day after receipt of any instruction or direction, with an informational copy to the CS.

G.2 Contracting Officer (CO) Authority

The Contracting Officer (CO) is:

William Galvin
Acquisition Services Directorate-Herndon
National Business Center
Department of Interior
381 Elden St., Suite 4000
Herndon, VA 20170
Voice: 703-964-3690
Fax: 703-964-8490
Email: William_Galvin@nbc.gov

The Contract Specialist (CS) is:

Christopher Morningstar
Acquisition Services Directorate-Herndon
National Business Center
Department of Interior
381 Elden St., Suite 4000
Herndon, VA 20170
Voice: 703-964-8444
Fax: 703-964-8490
Email: Christopher_S_Morningstar@nbc.gov

In no event shall any understanding or agreement between the Contractor and any Government employee other than the CO on any contract, modification, change order, letter or verbal direction to the Contractor be effective or binding upon the Government. All such actions must be formalized by a proper contractual document executed by an appointed CO. The Contractor is hereby put on notice that in the event a Government employee, other than the CO, directs a change in the work to be performed or increases the scope of work to be performed, it is the Contractor's responsibility to make inquiry from the CO before making the deviation. Payments will not be made without being authorized by an appointed CO with the legal authority to bind the Government.

G.3 Government Representatives

The contract will be administered by an authorized representative of the CO. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms and conditions of the contract between the Contractor and any person other than the CO be effective or

binding upon the Government, unless formalized by proper contractual documents executed by the CO prior to completion of this contract.

The COR will be designated by the CO as the authorized representative of the CO. The COR is responsible for monitoring performance and the technical management of the effort required hereunder, and should be contacted regarding questions or problems of a technical nature.

G.4 Project Management and Control

The Contractor shall designate a Program Director or Manager with responsibility for personnel assignments and management control of all projects under this contract and a contract administrator responsible for daily contract operations.

G.5 Submission of Invoices – Internet Payment Platform (IPP)

Hardcopy invoices shall not be accepted, unless requested by the CO or the AQD Invoice Team.

Electronic Invoicing and Payment Requirements (September 2011)

Payment requests must be submitted electronically through the U. S. Department of the Treasury's IPP system.

"Payment request" means any request for contract financing payment or invoice payment by the Contractor. To constitute a proper invoice, the payment request must comply with the requirements identified in the applicable Prompt Payment clause included in the contract, or the clause 52.212-4 Contract Terms and Conditions – Commercial Items included in commercial item contracts. The IPP website address is: <https://www.ipp.gov>.

Under this contract, the following documents are required to be submitted as an attachment to the IPP invoice for Labor-Hour/Time-and-Materials CLINs:

1. Employee(s) Name(s)
2. Time Period Covered
3. Productive Direct Labor Hours for the current billing period and cumulative to date
4. Labor Category(s)
5. Hourly Rate
6. Any Travel or Other Direct Costs (ODCs) incurred (including supporting documentation/receipts for all charges) for the billing period and cumulative to date
7. The CLIN being invoiced

The Contractor must use the IPP website to register, access, and use IPP for submitting requests for payment. The Contractor Government Business Point of Contact (as listed in CCR and/or SAM) will receive enrollment instructions via email from the Federal Reserve Bank of Boston (FRBB) within 3 – 5 business days of the contract award date. Contractor assistance with enrollment can be obtained by contacting the IPP Production Helpdesk via email ippgroup@bos.frb.org or phone (866) 973-3131.

G.6 Payment for Unauthorized Work

No payments will be made for any unauthorized supplies, services, or for any unauthorized changes to the work specified herein. This includes any services performed by the Contractor of their own volition or at the request of an individual other than a duly appointed CO. Only a duly appointed CO is authorized to change the specifications, terms, and conditions of this contract.