

**NCA ACQUISITION/CONTRACTING PROCEDURES**

- 1. REASON FOR ISSUE:** To establish procedures for acquisitions and the procuring of supplies and services for the National Cemetery Administration (NCA) through the NCA Logistics Management Service.
- 2. SUMMARY OF CONTENTS:** This handbook includes general contracting and procurement procedures, defines specific terms, establishes processes for NCA staff to request services and supplies, and outlines specific procedures for activities unique to NCA.
- 3. RESPONSIBLE OFFICE:** National Cemetery Administration, Logistics Management Service, 5105 Russell Road, Quantico, VA 22134, is responsible for the contents of this handbook.
- 4. RELATED PUBLICATIONS:** NCA Directive 7400 – NCA Acquisition/Contracting.
- 5. RESCISSIONS:** None.
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/s/  
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## **NCA ACQUISITION/CONTRACTING PROCEDURES**

### **SECTION I - INTRODUCTION**

#### **1. PURPOSE AND SCOPE**

a. This National Cemetery Administration (NCA) handbook provides guidance on acquisition-related activities managed by the NCA Logistics Management Service (LMS) in support of NCA programs and offices. LMS staff also supports the specialized needs of the Memorial Service Networks (MSN), Memorial Programs Service (MPS), the Office of Construction Management, and NCA cemetery staff.

b. The Federal Acquisition Regulations (FAR) System codifies and publishes uniform acquisition policies and procedures for all executive agencies. This handbook implements provisions published in the FAR, title 48, Code of Federal Regulations (CFR), chapter 1, and Department of Veterans Affairs (VA) Acquisition Regulations (VAAR) published at title 48, CFR, chapter 8.

#### **2. BACKGROUND**

a. NCA follows the five phases of the standard VA contracting process: Acquisition Planning, Solicitation Preparation/Issuance, Source Selection/Award, Contract Performance, and Contract Closure. General guidance about each of these phases is included in Sections II – VI of this handbook.

b. NCA Logistics Management Service has a *Customer Guide* that explains contracting phases in detail, and provides additional background information and examples for each part of the contracting process. The Guide also discusses Standards of Conduct for all individuals involved in the procurement of supplies or services. The *Customer Guide* is available electronically to NCA staff at <http://vaww.nca.va.gov/> (choose “Logistics Management,” “Logistics,” “Customer Guide”).

#### **3. REFERENCES**

a. Federal Acquisition Regulation (FAR) System (title 48, Code of Federal Regulations, chapter 1) \*

b. Department of Veterans Affairs, Acquisition Regulation (VAAR) (title 48, Code of Federal Regulations, chapter 8) \*

c. National Cemetery Administration, *Logistics Management Service Customer Guide* (July 2002) (available electronically to NCA staff at <http://vaww.nca.va.gov/>) (choose “Logistics Management,” “Logistics,” “Customer Guide”)

d. Department of Veterans Affairs Directive and Handbook 0052 - Affirmative Procurement Program for Products Containing Recovered Materials (6/14/2002) (available electronically at <http://www1.va.gov/vapubs/>)

e. Public Law 94-580, Resource Conservation and Recovery Act (RCRA), Section 6002 (October 21, 1976) (Amended the Solid Waste Disposal Act) (summary information available electronically at <http://thomas.loc.gov/>)

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\* Available electronically under "Executive Resources" at <http://www.gpoaccess.gov>

## **SECTION II – ACQUISITION PLANNING**

**NOTE:** In-depth information about acquisition planning and related activities such as market research can be found in Chapter 3 of the NCA *Logistics Management Service Customer Guide* at <http://vaww.nca.va.gov/> (choose “Logistics Management,” “Logistics,” “Customer Guide”).

### **1. BACKGROUND**

a. “Acquisition planning” is the process by which the efforts of all personnel responsible for an acquisition are coordinated and integrated through a comprehensive plan for fulfilling the agency need in a timely manner and at reasonable cost. It includes developing the overall strategy for managing the acquisition.

b. Market research is a regulatory requirement and part of acquisition planning. Market research is conducted to determine if commercial sources are capable of satisfying the Department’s requirements and to determine the availability of commercial items or, in their absence, nondevelopmental items to meet the need. Market research is also conducted, when necessary, to learn the firms engaged in producing, distributing, and supporting commercial items, such as terms for warranties, maintenance, and packaging and marking. (See Chapter 3 of the NCA *Logistics Management Service Customer Guide* for suggested sources available for conducting market research.)

c. The purpose of an acquisition plan is to ensure that Government needs are met in the most effective, economic, and timely manner possible. Acquisition planning begins as soon as a need is identified that requires supplies or services from outside of the Government.

### **2. THRESHOLD**

a. Acquisition planning applies to all actions, regardless of dollar value, to procure:

- (1) Computer/automated data processing hardware and software,
- (2) Consulting services, and
- (3) Maintenance and repair of facilities.

**NOTE:** See *Federal Acquisition Regulation (FAR) Part 7* and *VA Acquisition Regulation (VAAR) Part 807* for detailed information.

### **3. ACQUISITION PLANS FOR SUPPLIES/SERVICES UNDER \$1 MILLION**

a. Acquisition plans for supplies and services under \$1 million in value require specific documentation. The following documents must be prepared by the Customer/Requester (detailed information and examples for each document can be found in the NCA *Logistics Management Service Customer Guide*):

(1) *Performance Work Statement (PWS)* or *Statement of Work (SOW)* that clearly describes the supplies or services needed. The SOW (including specifications) is used for goods/supplies; the PWS is used for acquisition of services. The PWS or SOW is used to describe Government needs and as the baseline for evaluating bidder proposals and monitoring contract performance. (See Appendix A of the *NCA Logistics Management Service Customer Guide* for guidance on preparing PWS/SOW.)

(2) An *Independent Government Cost Estimate (IGCE)* is required for all actions regardless of whether or not price competition will be obtained. The IGCE helps determine if bid prices are fair and reasonable, and ensures the bids reflect an understanding of the Government's requirements and are within the program's budget. The Customer/Requester should provide a good estimate of the staff hours, equipment, and travel required to meet the need(s) described in the PWS/SOW. The information provided must be objective – **do not contact potential offerors to elicit information to help develop a cost estimate.** (See Appendix B of the *NCA Logistics Management Service Customer Guide*.)

(3) An *Evaluation Plan* must be prepared to state the criteria that will be used in evaluating proposals. Criteria used to evaluate proposals include the quality of the product or service (technical capability) being acquired, past performance, and cost. (See Appendix D of the *NCA Logistics Management Service Customer Guide*.)

(4) A *Sole Source Justification* is required when it is anticipated that only a single source will meet the Government's needs for specific supplies or services. The justification must contain facts about the supplies/services required, identify the authority permitting other than full and open competition, provide information about the proposed contractor's unique qualifications, and any other supporting information as specified in Figure 3 of the *NCA Logistics Management Service Customer Guide*. The Customer/Requester must prepare and sign the written justification to certify accuracy and completeness.

(5) A listing of any *Special Requirements*, such as specific labor qualifications or plans for contract options, should be submitted to LMS. Contact LMS for additional guidance.

b. After all acquisition planning activities are completed, the Customer/Requester enters the procurement request (VA Form 2237) into VA's automated Integrated Funds Distribution, Control Point Activity, Accounting and Procurement (IFCAP) system. The Customer/Requester sends the completed Acquisition Plan package electronically to LMS for action. LMS staff will handle coordination of the plan with other VA organizational elements, including the Office of Acquisition and Logistics (OA&L), General Counsel, and the VA Office of Small and Disadvantaged Business Utilization (OSDBU).

#### 4. ACQUISITION PLANS FOR SUPPLIES/SERVICES \$1 MILLION OR MORE

Acquisition plans for supplies and services in value for more than \$1 million have formal requirements as listed in the *NCA Logistics Management Service Customer Guide*. Technical and procurement information plans are developed by the Customer/Requester and coordinated with the Contracting Officer in NCA LMS.

## 5. RESPONSIBILITIES

a. **NCA Customers/Requesters** are responsible for:

- (1) Identifying the need for supplies or services;
- (2) Developing requirements;

(3) Working with LMS staff to develop an acquisition plan, including PWS/SOW, specific specifications for an IGCE, Evaluation Plan, Sole Source Justification (if required), a listing of any Special Requirements, and market research results with a list of suggested sources, and entering the funded purchase request (VA Form 2237) into the IFCAP system; and

(4) If delegated the responsibility, acting as Contracting Officer's Technical Representative (COTR) in monitoring the contractor's performance.

b. LMS staff in the **Centralized Contracting Division (CCD)** are responsible for:

(1) Assisting NCA Customers/Requesters with preparation of acquisition plans for desired supplies or services; and

(2) Providing contracting support for minor (under \$10 million) construction projects; the headstone and marker program; the raising, realigning, and cleaning of headstones and markers; graveliner contracts; equipment purchases; grounds maintenance; maintenance and repair contracts; and janitorial contracts.

c. LMS staff in the **Construction Support Division (CSD)** are responsible for supporting major and minor construction projects for NCA's Office of Construction Management.

d. **CCD and CSD Contracting Officers** are responsible for:

- (1) Entering into, administering, or terminating contracts on behalf of NCA;
- (2) Making Determinations and Findings related to contracts;
- (3) Maintaining the official contract files with required documentation; and

(4) Coordinating acquisition activities with OA&L, General Counsel, and OSDBU, as required.

e. **Logistics Management Service staff (including CCD and CSD)** will:

(1) Provide guidance in developing SOWs or PWSs;

(2) Assist in market research to determine if the desired supply/service is a commercially available product;

(3) Develop procurement strategy;

- (4) Develop procurement timeline;
- (5) Prepare and issue solicitation(s) and award the contract;
- (6) Act as the Government's legal representative; and
- (7) Coordinate with other VA organizational elements, including OA&L, General Counsel, and OSDBU.



### **SECTION III – SOLICITATION PREPARATION/ISSUANCE**

**NOTE:** In-depth information about preparation of the following solicitation documentation can be found in Chapter 4 of the NCA *Logistics Management Service Customer Guide* at <http://vawww.nca.va.gov/> (choose “Logistics Management,” “Logistics,” “Customer Guide”).

#### **1. BACKGROUND**

After the acquisition plan is completed, the Contracting Officer in NCA Logistics Management Service (LMS) takes the funded purchase request (VA Form 2237) with supporting information and develops a solicitation. All VA and NCA solicitations and award documents must be in either the Uniform Contract Format or Commercial Item Format. The Customer/Requester will be required to provide information for some sections of the solicitation document.

#### **2. UNIFORM CONTRACT FORMAT**

The Uniform Contract Format includes 4 parts and 13 sections (a complete outline is provided in Figure 5 of the NCA *Logistics Management Service Customer Guide*.) The Uniform Contract Format is used primarily in VA for the procurement of non-commercial items. The Customer/Requester is responsible for providing the following items:

- a. Descriptive information in the form of a Performance Work Statement (PWS) or Statement of Work (SOW);
- b. Special contract requirements specific to the requested supplies/services (e.g., security needs, special delivery instructions, labor qualifications);
- c. List of documents, exhibits, and other attachments that provide supporting data for the solicitation;
- d. Instructions, conditions, and notices to bidders with assistance from the Contracting Officer; and
- e. Evaluation criteria for the award with an explanation of how the criteria will be applied in evaluating offers.

#### **3. COMMERCIAL ITEM FORMAT**

The Commercial Item Format is used for acquiring any item, other than real property, of a type customarily used by the general public or non-governmental entities for private or commercial purposes that is offered for sale, lease, or license to the general public. Solicitations and contracts for the acquisition of commercial items use Standard Form 1449, Solicitation/Contract/Order for Commercial Items (available electronically at <http://www.gsa.gov/>, choose “Forms Library” option). The Customer/Requester is responsible for providing the following additional information:

- a. A description of the commercial product or service and how NCA intends to use the product or service in terms of function performed, performance requirement, or essential physical characteristics;

b. When appropriate, evaluation criteria for award and an explanation of how these will be applied in evaluating offers; and

c. Any technical documents, exhibits, drawings or attachments that provide supporting information.

#### 4. SOLICITATION METHODS

Contracting Officers generally use one of the following methods for soliciting bids/proposals to respond to requests for supplies or services:

a. *Sealed Bidding*:

(1) *Invitation for Bid (IFB)* is a method of contracting that employs competitive bids, public opening bids, and awards. IFBs must describe NCA's requirements clearly, accurately, and completely. The IFB is publicized, bids are opened, evaluated, and an award is made to the responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to NCA, considering only price and the price-related factors included in the IFB.

(2) Sealed bidding is used if:

- specifications are clear, concise, and tested,
- there is sufficient time for the solicitation, submission, and evaluation of sealed bids,
- the award will be made on the basis of price and other price-related factors,
- there is no need for discussions with the responding offerors about their bids, and
- there is a reasonable expectation of receiving more than one sealed bid.

b. *Requests for Proposals (RFPs)* are used in negotiated acquisitions to communicate Government requirements to prospective contractors and to solicit proposals. After an acquisition plan is finalized, an RFP is publicized and issued to all prospective offerors who have expressed an interest in submitting a proposal. Offerors then prepare and submit proposals. The Contracting Officer and Customer/Requester evaluate the proposals (see Section IV of this handbook.) Negotiated procurements often involve oral or written discussions to resolve any uncertainties and are followed by a request from the Contracting Officer for final proposal revisions from all offerors in the competitive range. After receipt, the award is made to the offeror whose proposal is most advantageous or of best value to NCA.

c. A *Request for Quotation (RFQ)* is not an offer and, consequently, cannot be accepted by NCA to form a binding contract. Issuance of an order in response to the supplier's quotation does not establish a contract. The order is an offer by NCA to the supplier to buy certain supplies or services upon specified terms and conditions. A contract is established when the supplier accepts the offer. An RFQ may be used for any proposed contract action, but it is typically used only when the acquisition of supplies or services does not exceed the acquisition threshold of \$100,000.

d. *Commercial Item Solicitations* are used for acquiring any item, other than real property, of a type customarily used by the general public or non-governmental entities for private or commercial purposes that is offered for sale, lease, or license to the general public.

(1) Many requirements can be satisfied by acquiring commercial products or services. When a written solicitation is planned and the requirement is relatively simple, streamlined procedures allow for cost savings; increased quality; time savings; advanced technology; and increased supplies.

(2) The description of required supplies or services in the acquisition plan should contain sufficient detail for potential contractors of commercial items to know which commercial products or services may be suitable. For acquisitions of commercial items with a value in excess of \$100,000, the Customer/Requester developed PWS/SOW should describe the type of product or service and explain how NCA intends to use the product or service.

## 5. RESPONSIBILITIES

a. **NCA Customers/Requesters** are responsible for:

- (1) Preparing justification for other than full and open competition;
- (2) Reviewing draft solicitation;
- (3) Participating in pre-solicitation and pre-award conferences;
- (4) Providing advice to the Contracting Officer on technical issues;
- (5) Helping to respond to contractor queries; and
- (6) Providing support documentation for the solicitation.

b. **Contracting Officers** are responsible for:

- (1) Determining availability of qualified sources through market research;
- (2) Finalizing business approach and source selection criteria;
- (3) Preparing solicitation documents (including appropriate clauses, other terms and conditions);
- (4) Obtaining requisite technical and legal reviews and clearances; and
- (5) Issuing the solicitation.

## **SECTION IV – SOURCE SELECTION/AWARD**

**NOTE:** In-depth information about the acquisition process between receipt of bids/proposals and the actual award of the contract can be found in Chapter 5 of the *NCA Logistics Management Service Customer Guide*. The chapter includes details about evaluations, roles, and stages. The *Guide* is available at <http://vaww.nca.va.gov/> (choose “Logistics Management,” “Logistics,” “Customer Guide”).

### **1. BACKGROUND**

a. NCA policy is to select contractors for award by carefully evaluating proposals and thoroughly documenting source selection decisions. The objective is to select the proposal that represents the best value. Customer/Requesters work with the Logistics Management Service acquisition team in the review and evaluation process. Contractors responding to a Request for Proposal (RFP) must submit both a price proposal and a technical proposal.

b. All technical proposals received in response to an RFP are evaluated by a Technical Evaluation Board (TEB) to determine which are technically acceptable. A TEB generally has one to five members, depending upon the dollar value and complexity of the procurement. The TEB is responsible for evaluating the technical proposals; identifying deficiencies within the proposals which may need clarification or discussion; reviewing supplemental documentation and/or revised proposals; and, if required, assisting the Contracting Officer during discussions. The same TEB members should be available throughout the entire evaluation and selection process to ensure continuity and consistency in the treatment of proposals.

c. A TEB is used to provide a more thorough analysis of the proposals than is possible with one person. The use of a team helps prevent bias and improves the overall quality of the evaluation. The Contracting Officer can help the Customer/Requester set up the TEB and will provide materials to be used in the evaluation process, but is not a member of the Board. The Customer/Requester facilitates the Board’s activities.

### **2. TECHNICAL EVALUATION BOARD**

a. The Contracting Officer will provide the Board with copies of the proposals, and give specific guidance for conducting the evaluation and preparing the Technical Evaluation Report. The TEB will evaluate proposals based upon criteria established in the solicitation.

b. The TEB Chairperson will document initial evaluation results in a consolidated report to the Contracting Officer. Board members may participate in negotiations with offerors. If final proposal revisions have been requested, the Board will review the revised proposals. The TEB is prohibited from discussing any information regarding the source selection process. The TEB will be disbanded after a contract is officially awarded.

### **3. NEGOTIATIONS AND CONTRACT AWARD**

a. A contract may be awarded without discussions if the solicitation states that NCA intends to evaluate proposals and make award without discussions.

b. The Contracting Officer examines the technical evaluations, the cost/price evaluations (normally done by the Contracting Officer, contract specialist, or pricing team), and any TEB recommendations. The Contracting Officer then determines which proposals to include in the competitive range (those rated most highly, with a reasonable chance of being selected for award). Discussions are conducted in competitive acquisitions after a competitive range is established by the Contracting Officer.

c. If negotiations are required, they must be conducted with all offerors in the competitive range. The Contracting Officer, TEB, and Customer/Requester work together to review the technical evaluation report for each proposal. The TEB and Customer/Requester develop technical questions, and the Contracting Officer develops contractual and cost/price questions with assistance from the Customer/Requester.

d. At the conclusion of discussions, each offeror still in the competitive range will be given an opportunity to submit a final proposal revision. The TEB and Customer/Requester evaluate the final proposal revisions and submit the final evaluation report to the Contracting Officer.

e. The Contracting Officer then determines the offeror whose proposal is most advantageous or presents the best value to the Government, when cost and other factors are considered. The Contracting Officer will prepare all necessary contract award documents and coordinate with all required parties (including the Source Selection Authority (SSA), if designated) before releasing the executed contract award document. The Contracting Officer is designated as the SSA unless the agency head appoints another individual for a particular acquisition. The SSA's award decision is based on a comparative assessment of proposals against all source selection criteria in the solicitation and represents the independent judgment of the SSA.

#### 4. DEBRIEFING UNSUCCESSFUL OFFERORS

The Contracting Officer will respond to requests received in writing for debriefs from unsuccessful offerors. TEB members and the Customer/Requester will assist the Contracting Officer as necessary.

#### 5. RESPONSIBILITIES

a. **NCA Customers/Requesters** are responsible for:

(1) Ensuring that the prices offered are within the range that the program has budgeted and that offered prices reflect an understanding of the Government's requirements;

(2) Helping the Contracting Officer determine whether offered prices are fair and reasonable;

(3) Setting up a TEB, with Contracting Officer assistance, to evaluate technical proposals; and

(4) Coordinating TEB review of technical proposals and any final proposal revisions.

b. **Technical Evaluation Board (TEB)** members are responsible for:

(1) Evaluating the original technical proposals and final proposal revisions against the criteria established in the solicitation (not against each other);

(2) Evaluating the proposals in order of merit and preparing written technical evaluation reports for the Contracting Officer on each proposal, with narrative to support the rationale for any business judgments;

(3) Making recommendations to the Contracting Officer regarding clarifications needed and deficiencies identified; and

(4) Assisting the Contracting Officer during negotiations, if required.

c. The **Contracting Officer** is responsible for:

(1) Evaluating contract terms and conditions, cost/price, and the offeror's responsibility (e.g., adequate financial resources, ability to comply with delivery or performance schedule, satisfactory record of past performance);

(2) Providing the TEB with:

(a) Copies of the submitted proposals;

(b) Specific guidelines for conducting the evaluation and preparing the Technical Evaluation Report; and

(c) Ongoing guidance as needed;

(3) Reviewing and finalizing the TEB's documentation and evaluation reports to ensure that the evaluation was conducted properly;

(4) Determining which proposals to include in the competitive range;

(5) After negotiations, determining which proposal is most advantageous or has best value;

(6) Preparing all necessary contract award documents and coordinating with all required parties; and

(7) Responding to requests received in writing for debriefs from unsuccessful offerors.

## **SECTION V – CONTRACT PERFORMANCE**

**NOTE:** Chapter 6 of the NCA *Logistics Management Service Customer Guide* provides guidance to ensure the awarded contract is performed as required by both the contractor and the Government. Information on the roles of the Contracting Officer, Contracting Officer's Technical Representative, and Customer/Requester is available at <http://vaww.nca.va.gov/> (choose "Logistics Management," "Logistics," "Customer Guide").

### **1. BACKGROUND**

a. After a contract is awarded, successful execution and completion depends upon effective contract administration. The Customer/Requester should closely monitor contract progress and alert the Contracting Officer or the Contracting Officer's Technical Representative (COTR) to potential problems.

b. Problems with contractors or supplies or services should be brought to the attention of the COTR, who will notify the Contracting Officer. The Contracting Officer will determine appropriate action. The Contracting Officer is the only individual with authority for making any modifications or changes to contracts, or exercising options within an existing contract.

c. Official responsibility for the contract remains with the Contracting Officer. Final acceptance of the supplies or services by the Contracting Officer concludes contractor performance, except for administrative details relating to contract closeout.

### **2. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)**

a. COTRs will receive appropriate training prior to COTR designation. The COTR monitors contract performance, furnishes technical guidance to the contractor in writing (as necessary), and acts as liaison between the contractor and the Contracting Officer. This includes notifying the Contracting Officer when it is time to exercise contract options to purchase additional supplies or services listed in the contract, or to extend the term of a contract. The COTR plays an important role in making sure that NCA pays only for the services, materials, and travel authorized under the contract by acting as the "eyes and ears" of the Contracting Officer.

b. Information on training qualifications and procedures for obtaining a Certification Appointment as a COTR is available online at <http://www.vcampus.com/cameo>. A *COTR Guide* and *COTR Checklist* have been posted on the NCA Intranet at <http://vaww.nca.va.gov> (choose "Logistics Management," "Centralized Contracting Division.")

c. The COTR may need to provide technical guidance or clarification to the contractor as work progresses. This does not mean that the COTR controls the work, or gives orders or commands, or takes authoritative charge. The COTR does not direct work in any way that would result in changes to the cost of the program or require contract modifications.

### 3. RESPONSIBILITIES

a. **NCA Customers/Requesters** are responsible for:

- (1) Acting as the COTR, if so designated; or
- (2) Supporting the COTR by identifying and reporting potential problems.

b. The **Contracting Officer** is responsible for:

- (1) Retaining official responsibility for the contract;
- (2) Delegating certain contract administration functions to the COTR (if appropriate);
- (3) Executing contract modifications; and
- (4) Authorizing delivery of Government-furnished property to contractors when required for performance of the contract.

c. The designated **Contracting Officer's Technical Representative (COTR)** is responsible for:

- (1) Monitoring contract performance;
- (2) Furnishing technical direction to the contractor in writing (as necessary);
- (3) Fulfilling specific administrative duties as assigned by the Contracting Officer (e.g., authorizing delivery of Government-furnished property to contractors when required for performance of the contract; reviewing purchase, delivery, and task orders; reviewing and approving invoices and vouchers; tracking and reporting system and equipment downtime);
- (4) Reviewing, testing, evaluating, or inspecting supplies delivered or services performed against the contract specifications or PWS/SOW to determine conformance with contract technical requirements;
- (5) Notifying the Contracting Officer as soon as possible of any decision to exercise contract options;
- (6) Verifying contractor inventory of Government-furnished property when requested by the Contracting Officer, and making recommendations to the Contracting Officer for disposition of that property;
- (7) Acting as liaison between the contractor and the Contracting Officer; and
- (8) Completing all required COTR training.



**SECTION VI – CONTRACT CLOSURE**

**1. BACKGROUND**

After all supplies/services have been received/performed, a final acceptance of the supplies or services by the Contracting Officer concludes contractor performance (except for administrative details relating to contract close out).

**2. RESPONSIBILITIES**

a. The delegated **Contracting Officer’s Technical Representative (COTR)** is responsible for:

(1) Recommending disposition of any Government property that was furnished to the contractor in order to fulfill contract performance;

(2) Certifying final completion of the work (provision of supplies or services);

(3) Certifying final invoice for payment;

(4) Participating in any close out audit; and

(5) Preparing a final performance evaluation of the contractor.

b. The **Contracting Officer** is responsible for:

(1) Reconciling any outstanding issues;

(2) Issuing disposition instructions for any Government property furnished to the contractor;

(3) Coordinating review, approval, and payment of final invoice; and

(4) Closing out contract and any necessary audit action(s).

(5) Preparing the official contract files with required documentation for disposition to the National Archives and Records Administration (NARA).