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TECHNICAL HANDBOOK FOR  
ENVIRONMENTAL HEALTH AND ENGINEERING  
VOLUME X - DIVISION OF ENGINEERING SERVICES  
**PART 130 - ADMINISTRATION AND MANAGEMENT**

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**CHAPTER 130-3 - CONTRACTING OFFICER REPRESENTATIVE vs. CONTRACTING OFFICER RESPONSIBILITIES FOR THE DIVISION OF ENGINEERING SERVICES**

130-3.1 CONTRACTING OFFICER REPRESENTATIVE vs. CONTRACTING OFFICER RESPONSIBILITIES .....(130-3)1

**130-3.1 CONTRACTING OFFICER REPRESENTATIVE vs. CONTRACTING OFFICER RESPONSIBILITIES**

Contracting Officer Representative (COR) versus Contracting Officer (CO) responsibilities for direct federal contracts, issued under the Federal Acquisition Regulation (FAR), are listed in the table below. This responsibility breakdown applies to both Division of Engineering Services (DES) and Area Office CORs when a contract is issued by DES acquisition authority. The following listing serves as a general guide. Please refer to the COR delegation memo for project specific COR duties and authorities.

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<b>PRIMARY RESPONSIBILITY</b>		
<b>COR &amp; CO FUNCTIONS</b>	<b>COR</b>	<b>CO</b>
Prepare statement of work (SOW)	<b>X</b>	
Prepare independent government estimate (IGE)	<b>X</b>	
Draft acquisition plan	<b>X</b>	
Review and approve acquisition plan		<b>X</b>
Draft Evaluation Criteria	<b>X</b>	
Review and Approve Evaluation Criteria		<b>X</b>
Author Source Selection plan	0	<b>X</b>
Approve Source Selection plan		<b>X</b>
Prepare technical and any special contract documents	<b>X</b>	0
Prepare final contract documents		<b>X</b>
Issue IFB/RFP		<b>X</b>
Conduct pre-bid meetings, if required	<b>X</b>	0
Draft bidder IFB/RFP technical inquiries	<b>X</b>	
Answer bidder IFB/RFP inquiries		<b>X</b>
Prepare IFB/RFP technical changes	<b>X</b>	
Issue IFB/RFP Amendments		<b>X</b>
Lead technical evaluation of proposals	<b>X</b>	
Ensure evaluation of proposals is performed in accordance with the solicitation		<b>X</b>
Act as Source Selection Official and make contract award		<b>X</b>
Debrief Unsuccessful Offerors	0	<b>X</b>
Conduct pre-construction conference	<b>X</b>	0
Review schedule of values (SOV)	<b>X</b>	
Approve SOV		<b>X</b>
Approve any change to the contract that impacts schedule, scope, or price		<b>X</b>
Prepare signed statement of facts to CO to support unauthorized commitment ratification	<b>X</b>	
Make determination, recommend to HCA approval of unauthorized commitment ratification		<b>X</b>
Obtain approval for award pending protest determination		<b>X</b>
Review initial critical path method (CPM) schedule	<b>X</b>	
Approve initial CPM schedule		<b>X</b>

**COR - Contracting Officer's Representative    CO - Contracting Officer**  
**X - Indicates Lead Role    0 - Indicates Supporting Role**

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COR & CO FUNCTIONS	PRIMARY RESPONSIBILITY	
	COR	CO
Issue Suspension of Work Orders		X
Review CPM during contract performance period	X	
Respond to all requests for (technical information (RFI)	X	
Review and approve/reject all submittal cut sheets'	X	
Provide for all quality assurance (QA) actions and resources	X	
Evaluate work progress for compliance with all contract components	X	0
Ensure receipt of all deliverables (testing, reports, manuals, etc.)	X	0
Draft SOW for change proposals including IGE	X	
Draft request for change proposals	X	
Provide technical review for all change order proposals and requests For equitable adjustment (REA)	X	
Provide technical input to CO for change proposal and REA negotiations	X	
Lead change proposal and REA negotiations		X
Provide written documentation to CO of technical cost or price analysis performed with any recommendations	X	
Make final determination of price reasonableness for changes and REA's		X
Approve and issue change proposal/REA contract modification		X
Issue unilateral change orders		X
Render decision of Disputes Act claims		X
Review payment requests	X	
Approve payment requests		X
Inspect work/recommend acceptance	X	
Approve and accept work		X

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