

**Chapter 130.3 Contracting Officer Representative and Contracting Officer Responsibilities**

**130.3.1 Introduction.** The Division of Engineering Services (DES) is a division within the Indian Health Service (IHS) Office of Environmental Health and Engineering.

**130.3.2 COR and CO Responsibilities.** Typical Contracting Officer Representative (COR) and Contracting Officer (CO) responsibilities for direct federal contracts under the Federal Acquisition Regulation, are listed below. This breakdown applies to both DES and Area Office CORs utilizing DES acquisition authority. Refer to the COR delegation for project specific COR duties and authorities.

<b>COR &amp; CO Responsibilities</b>	<b>COR</b>	<b>CO</b>
Prepare statement of work (SOW) and independent government estimate (IGE) *	X	
Draft acquisition plan (under \$1M)		X
Draft acquisition plan (over \$1M)	X	
Review and approve acquisition plan		X
Draft Evaluation Criteria	X	O
Author Source Selection plan	O	X
Review and approve Source Selection plan and Evaluation Criteria		X
Prepare technical and any special contract documents *	X	O
Prepare final contract documents and Issue IFB/RFP		X
Conduct pre-bid meetings, if required	O	X
Draft responses to IFB/RFP technical inquiries	X	
Answer bidder IFB/RFP inquiries		X
Prepare IFB/RFP technical changes and Lead technical evaluation of proposals	X	
Issue IFB/RFP Amendments		X
Ensure proposal evaluations are performed in accordance with the solicitation		X
Act as Source Selection Official and make contract award		X
Debrief Unsuccessful Offerors	O	X
Conduct pre-construction conference	O	X
Review schedule of values (SOV)	X	
Approve SOV and any contract change that impacts schedule, scope, or price		X
Prepare statement of facts to CO to support unauthorized commitment ratification	X	
Determine/recommend to HCA approval of unauthorized commitment ratification		X
Obtain approval for award pending protest determination	O	X
Review initial critical path method (CPM) schedule	X	
Approve initial CPM schedule and 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 progress for contract compliance and Ensure receipt of deliverables (reports, manuals, etc.)	X	O
Draft request and SOW for change proposals including IGE	X	
Technical review for all change order and requests for equitable adjustment (REA)	X	
Lead change proposal and REA negotiations	X	O
Provide technical cost/price analysis to CO of with any recommendations	X	
Make final determination of price reasonableness for changes and REA's		X
Approve and issue change proposal/REA contract modification/ unilateral change orders		X
Render decision of Disputes Act claims		X
Inspect work/recommend acceptance and Review payment requests	X	
Approve payment requests		X
Approve and accept work	O	X

\*May be prepared by designated Area personnel)

X – Indicates Lead Role / O – Indicates Supporting Role

**End of Chapter 130.3 Contracting Officer Representative and Contracting Officer Responsibilities**