

Contract Administration Appointment And Duties

In order to expedite administration of this contract/order, the following delineation of duties is provided including the names, addresses, e-mail addresses and phone numbers for each individual or office as specified. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the functions assigned.

1. Procuring Contracting Officer (PCO) is responsible for:
 - a. All pre-award information, questions, or data
 - b. Freedom of Information inquires
 - c. Change/question/information regarding the scope, terms or conditions of the basis contract document; and/or
 - d. Arrange the post award conference (See FAR 42.503)

Name: FLCJ Contracting Officer
Address: 110 Yorktown Ave. NAS Jacksonville, FL 32212
E-Mail:
Phone: 904-542-0616

2. Contract Administration Office (CAO) is responsible for matters specified in FAR 42.302 and DFARS 242.302 except in those areas otherwise designated herein.

Name: FLCJ Contracting Office
Address: 110 Yorktown Ave. NAS Jacksonville, FL 32212
E-Mail:
Phone: 904-790-4283

3. Defense Contract Audit Agency (DCAA) is responsible for audit verification/provisional approval of invoices and final audit of the contract prior to final payment to the Contractor.

Name: N/A
Address:
E-Mail:
Phone:

4. Paying Office is responsible for payment of proper invoices after acceptance is documented.

Name: DFAS – Cleveland Center
Address: P.O. Box 998022 Cleveland, OH 44199-8022
E-Mail:
Phone: 800-756-4571

5. Contracting Officer Representative (COR) is responsible for:
 - a. Liaison with personnel at the Government installation and the contractor personnel on site;
 - b. Technical advice/recommendations/clarification on the SOW;

- c. The SOW for delivery/task orders place under this contract;
- d. An independent government estimate of the effort described in the Definitize SOW;
- e. Quality assurance of services performed and acceptance of the services or deliverables;
- f. Government Furnished Property (GFP);
- g. Security requirements on Government installation;
- h. Providing the PCO or his designated ordering officer with appropriate funds for issuance of the delivery/task order; and/or
- i. Certification of invoice for payment.

NOTE: When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract (or delivery/task order), the Contractor shall promptly notify the Contracting Officer (or ordering officer) in writing. No action shall be taken by the Contractor under such direction, until the Contracting Officer has issued a modification to the contract or in the case of a delivery/task order, until the ordering officer has issued a modification of the delivery/task order; or until the issue has otherwise been resolved.

The COR is not an administrative Contracting Officer and does not have the authority to direct the accomplishment of effort which is beyond the scope of the sow in the contract or delivery/task order.

Name: FRCSE Contracting Officer's Representative
Address: Bldg. 101 NAS Jacksonville, FL 32212
E-Mail:
Phone: 904-790-4102

In the event that the COR named above is absent due to leave, illness, or official business, all responsibilities and functions assigned to the COR will be the responsibility of the alternate COR listed below:

ACOR Name: N/A
Address:
E-Mail:
Phone:

- 6. Ordering Officer is responsible for:
 - a. Requesting, obtaining and evaluating proposals for orders to be issued;
 - b. Determining the estimated cost of the order is fair and reasonable for the effort proposed;
 - c. Obligating the funds by issuance of the delivery/task order;
 - d. Authorization for use of overtime;
 - e. Authorization to begin performance; and/or
 - f. Monitoring of total cost of delivery/task orders issued.

- 7. The following limitations/restrictions are placed on the ordering officer:
 - a. Type of order issued is limited by this contract to pricing arrangements;
 - b. No order shall be placed in excess of without the prior approval of the PCO.
 - c. No order shall be placed with delivery requirements in excess of the stated amount in FAR Clause 52.216-19 Order Limitations.

Name: FLCJ Ordering Officer
Address: 110 Yorktown Ave. NAS Jacksonville, FL 32212
E-Mail:
Phone: 904-542-0616