

 Independent Verification & Validation Facility	Contracting Officer Technical Representative (COTR) Procedure	IVV 08 Revision: C Effective Date: March 27, 2004
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APPROVAL SIGNATURES		DATE
Greg Blaney (original signature on file)	Management System Representative	03/26/2004

REVISION HISTORY			
Rev. No.	Description of Change	Author	Effective Date
Basic	Initial Release	Steven Raque	12/24/2002
A	Added reference to Budget reviews, Senior lead duties in response to CAR 2003-C-159	Raju Raymond	09/18/2003
B	Updated procedure to reference the CIM Tool as the repository for all required correspondence and documentation for Research contracts.	Wes Deadrick	01/14/2004
C	Updated procedure to reference the TOMS program as the repository of Task Orders for some contracts. Change wording from Business Manager to Resource Manager. Deleted last sentence in Section 6.1.	Richard Grigg	03/27/2004

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REFERENCE DOCUMENTS	
Document Number	Document Title
IVV 07	Financial Data Control
IVV 09-3	Research Program
IVV 09-4	Project Management
IVV 16	Control of Quality Records
	Federal Acquisition Regulations (FAR) (http://www.arnet.gov/far)
	NASA FAR Supplement (NFS) (http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm)
NASA Form 1634	Contracting Officer Technical Representative (COTR) Delegation

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1.0 Purpose

The purpose of this procedure is to establish a consistent and documented method for performing technical management of contracts. It also provides a consolidated description of the roles and duties of the Contracting Officer Technical Representative (COTR).

2.0 Scope

This procedure is applicable to all COTRs at the NASA Independent Verification and Validation (IV&V) Facility.

Refer to IVV 09-3 for technically managing Research Contracts.

Refer to IVV 09-4 for IV&V activities.

3.0 Definitions & Acronyms

3.1 Contracting Officer Technical Representative (COTR)

An appropriately trained Civil Servant nominated by Facility Management and delegated by the Contracting Officer, who performs technical management of a contract in accordance with Federal Acquisition Regulations (FAR) and the NASA FAR Supplement (NFS).

3.2 Project Manager (PM)

A Civil Servant appointed by Facility Management who performs a project management function.

3.3 Contracting Officer (CO)

A Civil Servant with authority to enter into, administer, and/or terminate contracts and make related determinations and findings (See FAR 2.101).

3.4 Resource Manager (RM)

A Civil Servant responsible for managing the IV&V Facility's financial processes.

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3.5 Senior Lead

A Civil Servant appointed by Facility Management to act as the Facility's Primary Point of Contact for their assigned area of responsibility (e.g. NASA Enterprise/Center). The Senior Lead is responsible for ensuring consistent, effective and efficient project management amongst the various PMs. The Senior Lead will work with the PMs assigned to projects within the Lead's scope to help resolve technical and financial issues related to management of the projects.

3.6 Center Initiative Management (CIM) Tool

A web-based data repository used by COTRs of Research contracts to manage initiative work products including proposals, deliverables and status reports.

3.7 Task Order Management System (TOMS)

A web based data repository of Contracts, Task Orders and Task Order Modifications hosted by a GSFC server and used by PMs, the RM, some COTRs, a Contract Specialist, vendors, and the Contracting Officer.

3.8 Acronyms

CIM Tool	Center Initiative Management Tool
CO	Contracting Officer
COTR	Contracting Officer Technical Representative
IV&V	Independent Verification and Validation
FAR	Federal Acquisition Regulations
FRC	Federal Records Control
GSFC	Goddard Space Flight Center
NFS	NASA FAR Supplement
PM	Project Manager
RM	Resource Manager
SLP	System Level Procedure
TOMS	Task Order Management System

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4.0 Flow Chart

None.

5.0 Responsibilities

Responsibilities are defined in Section 3.0 and in Section 6.0 of this SLP.

6.0 Procedure

6.1 Contract Administration

The COTR has overall responsibility for the continuation of services and effective management of the contract vehicle. This includes, but is not limited to mechanizing the development of task orders, being aware of and informing the Resource Manager of any contract funding issues, working with the Senior Leads and PMs on funding and tasking issues, managing the finances for any general services task orders, and providing official COTR approval when required (such as contractor invoices, in-processing of contractors into the Facility, contract options, etc.). The COTR is also ultimately responsible for all items on the COTR Delegation Form signed by the CO.

The COTR shall perform contract administration in accordance with the COTR Delegation Form signed by the CO. Certain responsibilities are further delegated to the PMs as defined in IVV 09-4. The COTR shall keep copies of correspondence related to the contract (either hard copy or electronically) in such a fashion that it can be passed on to any successor/substitute COTR. The COTR shall keep copies of all contract modifications and task orders.

6.2 Contract Financial Management

The COTR shall monitor contract-level funding and expenses as recorded in the Facility financial spreadsheet (See IVV 07). The COTR shall make the Resource Manager aware of any funding issues or discrepancies, especially those that could affect continuation of services. The COTR shall also monitor the general services sheet for his or her contract to ensure

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that all information on the sheet is correct. The COTR (unless otherwise arranged) shall manage the work being performed on the general services task order.

The COTR shall participate in the monthly Financial Budget Review to analyze the contracts/projects financial status (See IVV 07).

6.3 Task Order Mechanization

The COTR shall facilitate the mechanization of Task Orders by working with the PM, the contractor, and the CO or designee to ensure that all required information is included. If their contract is in TOMS then the COTR shall ensure that new Task Orders and their modifications shall be entered into TOMS. The COTR shall review the task order to ensure that the requirements are clear, the funding is correct and consistent with Facility policy, and all required signatures are obtained. Once Task Orders have been executed by the CO, the COTR shall provide a copy of the Task Order to the appropriate PM. Task order mechanization only applies to contracts incorporating the use of contract task orders.

6.4 Receipt and Filing of Contract Deliverables

The COTR shall store an electronic version of all contract deliverables and a copy of the email message or cover letter used to deliver the deliverable in the designated area of a Facility shared drive. The COTRs for research contracts shall store all required correspondence and documentation in the Center Initiative Management (CIM) Tool. The filing structure used is up to the COTR, but it should be organized in a fashion to facilitate easy identification and retrieval. Where applicable, the monthly contract financial reports (533M) should be stored on the shared drive within one working day of delivery. All other contract deliverables should be stored on the shared drive or in the CIM Tool within 10 working days of receipt.

The COTR of the contract shall maintain a list of all products required to be delivered by the contractor along with when the product was delivered and its acceptability status. This matrix shall be stored in electronic format in the designated area of a Facility shared drive or the CIM Tool. The matrix shall include or provide direct access to, but is not limited to the title of the deliverable, the project (if any) to which it is associated, the PM

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responsible for evaluation (if any), the original due date, the revised due date (if any), the delivered date, the acceptance or rejection date, the redelivery date (if any), and a space for comments.

6.5 Evaluation of Contract Deliverables

Every product required to be delivered to the IV&V Facility by a contract or Task Order must be evaluated and the results recorded. Deliverables, or parts of deliverables, related to projects for which there is an assigned PM will be evaluated by that PM and reported to the COTR per IVV 09-4. The COTR shall file the acceptance/rejection status from the PM along with the deliverable on the Facility shared drive or CIM Tool. The COTR is responsible for evaluating all other deliverables, or parts of deliverables, on their designated contract. The evaluation of deliverables shall include, but is not limited to, ensuring that they are on time, in the correct format, and contain valid content.

The evaluation of a deliverable shall be conducted within 10 working days of delivery. If the product is deemed acceptable, it shall be so noted on the COTR's Deliverable Matrix (See 6.4 above). If the product is deemed unacceptable and corrective responses are provided to the contractor by the COTR within the 10 day period and the contractor re-issues an acceptable product within an additional 4 working days, the product will be deemed acceptable and so noted in the COTR's Deliverable Matrix. If no corrective responses are provided to the contractor within the 10 days, the product is automatically contractually deemed acceptable and will be so noted in the COTR's Deliverable Matrix. If corrective responses are provided to the contractor within the 10 day period, but the contractor can not produce an acceptable deliverable within an additional 4 working days, the COTR will deem the deliverable unacceptable and so note the status on the COTR's Deliverable Matrix.

7.0 Metrics

Metrics are collected in accordance with the Facility's Quality Metrics Program.

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8.0 Records

Document Name and Identification Number	User Responsible for Record Retention	Retention Requirement	Location
COTR Deliverable Matrix	COTR	Permanent – Retire to FRC when file is closed	Shared Network Drive or CIM Tool for Research Contracts
Task Order	COTR	Permanent – Retire to FRC when file is closed	COTR Files
Deliverable Received from Contractor	COTR	Permanent – Retire to FRC when file is closed	Shared Network Drive or CIM Tool for Research Contracts
COTR Delegation (signed NASA Form 1394)	COTR	Permanent – Retire to FRC when file is closed	COTR Files

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