



U.S. Army Training Support Center (ATSC) The Army Distributed Learning Program (TADLP) Post Award Conference

Mason K Morris – KO

Rick Shannon – CS

mason.k.morris@us.army.mil

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Agenda

- Introduction
- Purpose
- Contract Type
- Contract Administration
 - Administrative Contracting Officer (ACO) – Duties and Responsibilities
 - Contracting Officer Representative (COR) Duties and Responsibilities
- Questions





Introductions

- Introduction of Attendees
 - Government
 - Contractors





Purpose

- Post-Award Conference - Combined Arms Products for Distributed Learning (CAPDL)
- Contract: W911S0-11-D-0048 through 0055





Contract Type

- Firm Fixed Price
 - Multiple IDIQ Awards with FFP Task Orders
 - One year base period of performance





Task Orders

- Individual requirement from our customer
- Task Orders are competed actions
- Proposals are evaluated
- Notice of award/unsuccessful offer





Contract Administration

- Administrative Contracting Officer (ACO)
 - Duties and Responsibilities

- Contracting Officer Representative (COR)
 - Duties and Responsibilities





ACO Duties & Responsibilities

- Serve as point of contact for customer
- Provide information regarding the services available
- Set procedures for contract administration and issue contract modifications
- Establish and maintain central contract files and databases





ACO Duties & Responsibilities

- Is the only individual authorized to:
 - Enter into an agreement with the contractor
 - Change the terms/conditions of the award
 - Obligate the Government





COR Duties & Responsibilities

- Conduit for communications with contractor and ACO
- Monitor contractor performance and conduct surveillance inspections
- Notify the contractor of deficiencies observed during surveillance





COR Duties & Responsibilities

- Maintain comprehensive electronic contract file
 - Virtual Contracting Enterprise (VCE) COR Management Module found at <https://arc.army.mil/COR>
- Document all COR training in VCE COR profile
- Ensure Government meets its contractual obligations to the Contractor





COR Duties & Responsibilities

- Monitor, evaluate, and document contractor performance
- Certify invoices within seven (7) business days
- Complete General Ethics training and Procurement Ethics training
- Prepare and submit annual report of contractor performance





Questions?





Mission and Installation Contracting Command

