

## Part I - The Schedule

### **SECTION G: Contract Administration Data**

#### **G.1 Contracting Officer's Technical Representative (COTR)**

The COTR for this effort is To Be Determined (TBD).

The COTR is the individual within the Program Management function who has overall technical responsibility for this effort. The COTR supports the Contracting Officer/Contract Administrator (CO/CA) during administration of this effort by:

- 1) Making final decisions regarding any recommended rejection of deliverables;
- 2) Providing technical clarification relative to overall workload matters;
- 3) Providing advice and guidance to the Contractor in the preparation of deliverables and services; and
- 4) Providing acceptance of deliverable products to assure compliance with requirements.

The COTR also provides technical direction to the Contractor, i.e., shifting work emphasis between areas of work, fills in details, or otherwise serves to accomplish the purpose of this effort. Technical direction shall be within the general Statement of Objectives (SOO) for this effort. The COTR does NOT have the authority to and may NOT issue any technical direction which:

- 1) Constitutes an assignment of work outside the general scope of this effort;
- 2) Constitutes a change as defined in the "Changes" clause;
- 3) In any way causes an increase or decrease in cost or the time required for performance;
- 4) Changes any of the terms, conditions, or other requirements of this effort; and
- 5) Suspends or terminates any portion of this effort.

Any technical direction shall be issued in writing by the COTR or will be confirmed by the COTR in writing within 10 calendar days after verbal issuance. A copy of the written direction shall be furnished to the CO and the CA.

In addition to providing technical direction, the COTR will:

- 1) Monitor the Contractor's technical progress, including surveillance and assessment of performance, and recommend to the CO and CA, any changes in the requirement;
- 2) Assist the Contractor in the resolution of technical problems encountered during performance; and
- 3) Perform inspection and acceptance or recommendation for rejection of Contractor deliverables and identify deficiencies in delivered items. This does not replace any other quality assurance inspection requirements that are specified elsewhere within this SOO.

If in the option of the Contractor, any instruction or direction issued by the COTR is outside of their specific authority, the Contractor shall not proceed but shall notify the CO in writing within 5 working days after receipt of any instruction or direction, with an informational copy of the CA.

**G.2 Contracting Officer (CO)**

The contracting officer is:

Mark Hicks  
US Department of the Interior  
National Business Center  
Acquisition Services Directorate  
381 Elden St., Suite 4000  
Herndon, VA 20170  
[Mark.Hicks@aqd.nbc.gov](mailto:Mark.Hicks@aqd.nbc.gov)

The contract specialist is:

Lydia Nuñez  
US Department of the Interior  
National Business Center  
Acquisition Services Directorate  
381 Elden St., Suite 4000  
Herndon, VA 20170  
[Lydia.Nunez@aqd.nbc.gov](mailto:Lydia.Nunez@aqd.nbc.gov)

In no event shall any understanding or agreement between the Contractor and any Government employee other than the Contracting Officer on any contract, modification, change order, letter or verbal direction to the Contractor be effective or binding upon the Government. All such actions must be formalized by a proper contractual document executed by an appointed Contracting Officer. The Contractor is hereby put on notice that in the event a Government employee, other than the Contracting Officer, directs a change in the work to be performed or increases the scope of the work to be performed, it is the Contractor's responsibility to make inquiry of the Contracting Officer before making the deviation. Payments will not be made without being authorized by an appointed Contracting Officer with the legal authority to bind the Government.

**G.3 Notice to Government of Delay**

Whenever the Contractor has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this contract, the Contractor shall, within 10 calendar days, give notice including all relevant information to the Contracting Officer.

**G.4 Submission of Invoices - GovPay**

The Contractor shall bill no more frequently than completion of each CLIN or subCLIN. Invoices must include, as a minimum, the time period covered and the CLIN or subCLIN being invoiced. Invoices shall be submitted electronically through GovPay – The Acquisition Services Directorate Electronic Invoicing System at [www.govpay.gov](http://www.govpay.gov). Please direct all GovPay inquiries to the GovPay Help Desk at 703-964-8802. Hardcopy invoices shall not be accepted, unless requested by the Contracting Officer.

## **G.5 GovPay Electronic Invoicing Requirements**

All payment requests must be submitted electronically through GovPay. "Payment request" means any request for contract financing payment or invoice payment by a contractor. To constitute a proper invoice, the GovPay payment request must conform to the requirements identified in FAR 32.905 (b), "Payment Documentation and Process" and FAR 52.232-25, Prompt Payment (OCT 2003). To ensure the timely processing of invoices GovPay uses an automated "workflow" process to route invoices for review, approvals and payment; as required by the "Prompt Payment Act."

Detailed GovPay information for use of GovPay may be obtained on the Internet at [www.govpay.gov](http://www.govpay.gov). This website includes user manuals, training resources, instructions for registration and contact information for the GovPay help desk for additional support. All users can access reports on the status of their invoices.

Supporting documentation shall be attached to the GovPay invoice in the form of "flat files" in American Standard Code for Information Interchange (ASCII) and an Adobe PDF file. There is a 4MB limitation on file size for these attachments, per header or line item. Facsimile, e-mail and scanned documents are NOT acceptable electronic forms for payment requests.

GovPay uses the contractor information in the Central Contractor Registration (CCR) database as one of the components for validating contractor registration. It is the responsibility of the contractor to submit accurate and current CCR information. Failure to register and maintain CCR information, or if it has expired, been suspended, been deleted, or could not be found, will result in rejection of your invoice. An invoice submitted during the period for which information in the CCR could not be verified must be resubmitted for payment after successfully registering or updating registration in CCR. Contractors are encouraged to review their CCR information to ensure the most current information is available for GovPay.

The CCR Assistance Center is available to provide assistance and answer questions. They can be reached at 1-888-227-2423 or on the web at <http://www.ccr.gov>.