



Contracting Officer's Technical Representatives Client Agency Roles and Responsibilities

Contracting Officer's Technical Representatives (COTR) have an important role in the administration and technical oversight of the Acquisition Services Directorate (AQD) contracts. [The Department of Interior \(DOI\) policy](#) governs the AQD COTR Certification Program. COTR candidates are required to meet specific training requirements to become AQD COTR certified. Only our certified COTRs are eligible to perform associated duties in support of the AQD contract. To meet this regulatory requirement, and in support of our procurement partnership, your agency must:

- Recommend a Federal employee from your agency to be the COTR.
- Obtain certification from AQD for each COTR candidate. Please review the certification procedures. The AQD Contracting Officer will appoint the individual once COTR certification is verified. Other factors considered by the Contracting Officer are the technical, professional, and administrative qualifications of the individual. Please review the sample appointment letter that defines the COTR's responsibilities and the [DOI COR manual](#).
- Include the certified COTR and designated alternate's name, address, voice/fax phone number, and e-mail on the POC information template and funding document.
- Maintain COTR certification by completing required training and providing AQD with any training completion certificates.
- Immediately recommend a replacement COTR as necessary (retirement, transfer, loss of certification, appointment termination, etc.). Any replacement must be a Federal employee and certified eligible by meeting training requirements. The AQD Contracting Officer will appoint only certified COTRs to a specific contract/order.
- Ensure the appointed COTR provides prompt invoice approvals. AQD prefers to distribute invoices and receive approval via our electronic invoicing system, GovPay (<http://www.govpay.gov>). For invoice disputes, immediate email notification is also required to invoices@agd.nbc.gov. Please note the Prompt Payment Act statute requires Federal agencies to pay invoices in a timely manner and subsequent interest penalties when invoices are paid late. Interest penalties caused by COTR delay are paid with client agency funding.
- Require the designated alternate approve invoices when the COTR is temporarily out of the office (less than 30 days). Notify AQD when the COTR will be absent for longer than 30 days. The AQD Contracting Officer may replace the appointed COTR at their discretion.