

**General Services Administration**

Federal Acquisition Service

Technology Transformation Services

1800 F St. NW | Washington, DC | 20405

**Assisted Acquisition on Behalf of the Office of Family Assistance  
(OFA)**

**TANF Data Reporting System (TDRS) Software Development Services**

# **Contracting Officer's Representative (COR) Designation Letter**

This letter is to delegate **Robert Jolly** as a COR for the referenced project. The contract/order number is 47QTCA18D003V / 47QPCA20F0019. This contract will have two CORs; one COR will be delegated from the agency providing assisted acquisition services (also known as “servicing agency”) and the other from the agency receiving assisted acquisition services (also known as “receiving agency”). Robert Jolly will serve as the servicing agency’s COR.

**Authority:** Pursuant to FAR 1.602-2 and GSAM 542.202, You are hereby designated as the COR for administration of the subject contract.

**Delegation:** Your assignment as a COR remains in effect through the life and completion of the contract as long as you maintain a current FAC-COR certification or the Contracting Officer (CO) rescinds your delegation in writing. As COR, you are NOT authorized to redelegate your authority. Per FAR 1.604, you shall prepare and maintain

an electronic file consisting of correspondence, invoices/vouchers, deliverables, financial tracking and quality assurance/inspection. Further guidance on what shall be included in the COR file can be found in TTS' [COR File Readme document](#) and [checklist](#). [COR FILES](#) is where the COR file for this specific contract should live.

If your designation is revoked for any reason before completion of this contract, turn your records and transfer files over to the successor COR or obtain disposition instructions from the CO. If you are to be reassigned or separated from Government service, you shall notify the CO sufficiently in advance to permit timely selection and designation of a successor COR and transfer of COR files. As the COR, you may be held personally liable for any unauthorized acts.

A COR, who may have direct or indirect financial interest which would place the COR in a position where there is a conflict between the COR's private interests and the public interests of the United States, shall advise their supervisor and the CO of the conflict so that appropriate actions may be taken.

#### **COR Responsibilities:**

- Monitor all contract/order technical compliance and ensure that the Contractor complies with all work as defined in the requirements document (i.e. statement of work or performance work statement). This includes, but is not limited to:
  - Submit reports, data, and documentation.
  - Inform the CO of any performance failure by the Contractor.
  - Ensure that the Government meets its contractual obligations to the Contractor.
  - Issue technical direction within the scope of the contract/order. This direction shall not involve changes to the scope, price, schedule, nor terms and conditions of the order.
  - Refer all contracting matters to the CO.
- Monitor administrative tasks and fund expenditures. This includes, but is not limited to:

- ☐ Review the Contractor's invoices/vouchers to ensure that they accurately reflect the work performed or delivered.
- ☐ Track payment register indicating the balance of funds remaining.
- ☐ Ensure prompt review and inspection, acceptance or rejection of other deliverable items.
- ☐ If applicable, develop a tracking system to monitor the Contractor's Quality Control (QC) Plan and/or Quality Assurance Surveillance Plan (QASP) to ensure all services conform to contract requirements. The monitoring should include all work requiring surveillance and the method of surveillance.
- ☐ Report any suspected procurement fraud, waste, abuse, bribery, conflict of interest, or other improper conduct to the CO.
- ☐ If applicable, ensure that the Contractor submits proper security clearance forms.
- ☐ In the event access to classified material will be required to complete the contractual requirements, coordinate with the appropriate security office(s) the CO to ensure the Contractor and Contractor personnel have a current facility clearance, as well as other appropriate clearances.
- Inform servicing agency COR (i.e. 18F) and CO if upcoming option periods will be exercised at least three months prior to the next option period.
- Recommend approval or disapproval to the CO concerning a Contractor's request to issue a public release of work being performed under the contract that the Government has not previously released.
  - ☐ Maintain liaison and direct communications with both the Contractor and the CO.
  - ☐ Provide the designated finance and accounting office with appropriate proof of delivery and acceptance.
  - ☐ Certify the Contractor's need-to-know in the event the Contractor requires access to classified information not in their possession or to any

Government or Contractor facilities at which classified documents will be used.

- ☐ Coordinate site entry for Contractor personnel, and ensure that any Government furnished property is available when required.
- Assist in the closeout of the contract. This includes but is not limited to:
  - ☐ Forward to the CO a written statement attesting to the Contractor's completion of technical performance under the contract, delivery and acceptance of all goods and services for which inspection and acceptance are herein delegated, and the Contractor's performance of the contract.
  - ☐ **Ensure Contractors' access to Slack, Google Drive, and any other government communication/collaboration tools has been terminated once performance under the contract has ended.**
  - ☐ Provide input and assist with creating/writing Contractor Performance Assessment Reporting System (CPARS) report.
  - ☐ Within thirty (30) days of completion of the contract or at the end of your COR designation, submit to the CO, an evaluation discussing the timeliness and quality of performance; the Contractor's compliance with the statement of work and terms of the contract; specific problems encountered during the life of the contract and the resolution of those problems; and a statement describing the use made of the services or products obtained under this contract and their value to the Government.
- Exclusions from COR Responsibilities:
  - ☐ Approve items of cost or price not specifically authorized by the contract.
  - ☐ Direct changes (oral or written), or provide any guidance in the work to the Contractor, which contradict the contract's scope and terms and conditions or which may be misinterpreted as properly changing the contractual terms and conditions, but actually jeopardize the rights of or the benefits to the Government, the contract, or both.

- ☐ Execute supplemental agreements to the contract or solicit proposals.
- ☐ Direct, oral or written, the Contractor to begin or stop work prior to contract award date.
- ☐ Participate in negotiations with a Contractor outside the presence of a CO.
- ☐ Render a decision on any dispute or question under the Disputes Clause of the contract.
- ☐ Take any action with respect to termination, except to notify the CO that the action is desired and to assist with the process as required.
- ☐ Manage or interfere with the Contractor's effort by supervising Contractor employees or otherwise directing Contractor employee work efforts. Note that treating the Contractor's employees as if they were Federal Government employees is restricted under the Office of Personnel Management Regulations.
- ☐ Interfere with the Contractor's right to perform under the terms and conditions of the contract.
- ☐ Authorize a Contractor to obtain property for use under a contract, or allow Government property accountable under one contract to be used under another.
- ☐ Discuss procurement plans or any other advance information that might provide preferential treatment to one firm over another when a solicitation is issued for a competitive procurement. Provide information that might give a Contractor an unfair competitive advantage.

If you have any questions, please do not hesitate to contact me. Also, check out the [TTS' COR Toolkit - COR File](#).

**Contracting Officer's Representative (COR) Acknowledgement of Receipt:**

I have read and understand the duties assigned to me as COR:

DocuSigned by:  
*Robert Jolly* 7/14/2020  
946428EE4C1D415...

Robert Jolly

GSA/TTS/18F Contracting Officer's Representative

DocuSigned by:  
*Brian Burns* 7/14/2020  
971FA3D6196446F...  
Brian Burns

GSA TTS Contracting Officer

## Certificate Of Completion

Envelope Id: 791E35AEBA1F4C348184F6011DB4863C

Status: Completed

Subject: Please DocuSign: COR Delegation Robert Jolly.pdf

Source Envelope:

Document Pages: 6

Signatures: 2

Envelope Originator:

Certificate Pages: 2

Initials: 0

Brian Burns

AutoNav: Enabled

1800F F St NW

Envelopeld Stamping: Enabled

Washington DC, DC 20405

Time Zone: (UTC) Dublin, Edinburgh, Lisbon, London

brian.burns@gsa.gov

IP Address: 159.142.0.105

## Record Tracking

Status: Original

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7/14/2020 7:12:47 PM

brian.burns@gsa.gov

Security Appliance Status: Connected

Pool: FedRamp

Storage Appliance Status: Connected

Pool: US General Services Administration

Location: DocuSign

## Signer Events

Brian Burns

brian.burns@gsa.gov

US General Services Administration

Security Level: Email, Account Authentication (None)

## Signature

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## Electronic Record and Signature Disclosure:

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Robert Jolly

robert.jolly@gsa.gov

US General Services Administration

Security Level: Email, Account Authentication (None)

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*Robert Jolly*  
946428EE4C1D415...

Signature Adoption: Pre-selected Style

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## Electronic Record and Signature Disclosure:

Not Offered via DocuSign

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

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## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

## Witness Events

## Signature

## Timestamp

## Notary Events

## Signature

## Timestamp

## Envelope Summary Events

## Status

## Timestamps

Envelope Sent

Hashed/Encrypted

7/14/2020 7:13:59 PM

Envelope Summary Events	Status	Timestamps
Certified Delivered	Security Checked	7/14/2020 7:16:03 PM
Signing Complete	Security Checked	7/14/2020 7:16:29 PM
Completed	Security Checked	7/14/2020 7:16:29 PM
Payment Events	Status	Timestamps