AMENDME	NT OF SOLICITATION/MODIFIC	ATION OF CONTRACT		1, CONTRACT ID CODE	PAGE 0	PAGES
2 AMENDMEN	IT/MODIFICATION NO	3. EFFECTIVE DATE	4 REC	UISITION/PURCHASE REQ. NO.	5. PROJECT N	O (If applicable)
0006		See Block 16C			100	
6. ISSUED BY	CODE	FMPS	7, ADI	MINISTERED BY (if other than Item 6)	CODE	
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				A. MODIFICATION OF CONTRACT/ORDER N PSC-G-14-0012 B DATED (SEE ITEM 13)	0,	
CODE		FACILITY CODE	]   1	1/07/2013		
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CHECK ONE	A. THIS CHANGE ORDER IS ISSUED ORDER NO. IN ITEM 10A.	PURSUANT TO: (Specify authority) THE	CHAN	GES SET FORTH IN ITEM 14 ARE MADE IN T	HE CONTRACT	
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	D. OTHER (Specify type of modification	and authon(y)				
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15B CONTRA	ACTOR/OFFEROR	15C DATE SIGNED	168	UNITED STATES OF AMERICA	am	16C, DATE SIGNED
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Previous edition unusable

Prescribed by GSA

FAR (48 CFR) 53.243

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

COR Name:	Randy Mitchell			
CPSC Contract No.:	CPSC-G-14-0012			

#### A. DESIGNATION OF COR

As a Contracting Officer (CO), I am responsible for ensuring and safeguarding the interests of the United States in its contractual relationships pursuant to the Federal Acquisition Regulation (FAR, 48 CFR Chapter 1) and agency policies. To assist in fulfilling these responsibilities, I hereby designate you as the Contracting Officer's Representative (COR) for this contract. You are in a unique position to monitor how well the contractor is progressing towards achieving the contract's purpose and will be responsible for being the technical liaison between the contractor and the Contracting Officer, which is critical to ensuring good contract performance.

As COR, your first responsibility is to read the entire contract and thoroughly acquaint yourself with the requirements it places on the contractor, the CO, and the COR. You should also periodically review the contract to maintain your familiarity with its terms and conditions.

This letter confirms that you are a government employee and are certified as a COR in accordance with the current Office of Management Budget memorandum on the Federal Acquisition Certification for Contracting Officer's Representatives (FACCOR) guidance. As the COR you shall maintain the appropriate certification level as described in CPSC Directive No. 1521.1. This designation is not redelegable. As the designated COR, you may be personally liable for unauthorized acts. This designation is valid throughout the contract period cited in the contract.

### **B. COR LIMITATIONS**

As the COR, you have no authority to make any commitments or changes that affect price, quality, quantity, delivery or other terms and conditions of the contract nor in any way direct the contractor or its subcontractors to operate in conflict with the contract terms and conditions. Only a CO has the authority to take such actions. You may be held personally liable, and may be subject to disciplinary action, for unauthorized actions, particularly if the action is determined to be a violation of the

Anti-Deficiency Act. You may only take actions that are within the authority provided in this letter of designation.

#### C. COR DUTIES AND RESPONSIBILITIES

You are designated and authorized to perform specific technical and administrative functions under this contract. As CO, I hereby delegate to you the following duties and responsibilities that are otherwise my responsibility:

- 1. Develop the contract specifications and/or performance work statement in such a manner as to promote competitive procurement actions.
- Coordinate with the program office to ensure that technical requirements are incorporated into the resulting contract specifications and/or performance work statement.
- 3. Identify measurable performance objectives.
- 4. Identify potential contractors.
- 5. Perform technical evaluations as required.
- 6. Arrange for any required government-furnished equipment or facilities.
- 7. Ensure that the contractor has any necessary clearances to access the facility and data required by the contract.
- 8. Monitor and document contractor technical performance to assure that the contract terms and conditions are fully met and within the scope of the contract.
- 9. Inform the Contracting Officer when a contractor has not met contract requirements and coordinate with the Contracting Officer on any required corrective action.
- 10. Assist the Contracting Officer in the resolution of technical problems encountered during performance.
- 11. Submit performance reports in accordance with the Contractor Performance Assessment Reporting System (CPARS) requirements and agency policy.
- 12. Ensure that any requested changes to the resulting contract are formally effected by a written modification issued by the Contracting Officer before the contractor proceeds with the changes.
- 13. Perform inspection, acceptance or rejection of all deliverables in accordance with the terms of the contract.
- 14. Review and approve or disapprove the contractor requests for payment (invoice) to ensure that the invoice accurately reflects the service completed or product received in accordance with the requirements of the contract.
- 15. Maintain a contract working file that includes this designation letter, a copy of the contract award, modifications, correspondence, records of inspection, performance meetings, invoices and other documents describing the COR's duties,

responsibilities and actions taken in accordance with this delegation of authority. This file is subject to review by the Contracting Officer.

# D. STANDARDS OF CONDUCT AND CONFLICTS OF INTEREST

As the COR you are responsible for protecting the U.S. Government's interests, while supporting its reputation for fair and equal dealings with all partners, including contractors. Therefore, if you have any direct or indirect financial interests that may place you in a position where there is a conflict between your private interests and the public interest of the United States, you must immediately inform your supervisor, the Contracting Officer and the Office of General Counsel.

E.	CONTR	ACTING	<b>OFFICER</b>	SIGNATURE:

Contracting Officer

### F. CONTRACTING OFFICER'S REPRESENTATIVE ACKNOWLEDGMENT:

I hereby accept this appointment and acknowledge my Duties and Responsibilities as COR.

Contracting Officer's Representative

Date