

PART III – SECTION J, ATTACHMENT T-6

AMY E. GROSE

memorandum

Idaho Operations Office

Date: August 22, 2018

Subject: Designation of Contracting Officer's Representative, Contract No. DE-AC07-05ID14517, Battelle Energy Alliance, LLC, Management and Operating Contract for the Idaho National Laboratory (AS-CMD-18-036)

To: Ms. Amy E. Grose, Deputy Manager
Office of Administrative Support
Idaho Operations Office, MS 1240

In accordance with the contract clause G.2 entitled, "Technical Direction," contained in the subject contract, you are hereby designated to act as the Contracting Officer's Representative (COR) for the oversight and technical monitoring of the contract workscope.

Your responsibilities originate from the provisions of the subject contract and DOE Order 541.1C, Appointment of Contracting Officers and Contracting Officer Representatives.

Your duties will consist of the following:

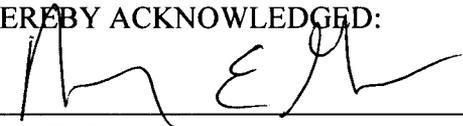
1. Thoroughly familiarize yourself with all of the requirements of the contract and your responsibilities relative to these requirements. A copy of the contract is available at the Department of Energy, Idaho Operations Office (DOE-ID) website.
2. Issue technical guidance in accordance with clause G.2 entitled, "Technical Direction," contained in the subject contract and provide program and contract guidance to the DOE-ID staff and the Contractor for the workscope identified above. Coordinate technical direction and contract oversight with DOE-ID staff and other appointed CORs.
3. Recommend in writing to the Contracting Officer desired changes to the scope of work, giving full explanation of the proposed action(s). If the Contractor proposes a change(s), you are to obtain a written statement to that effect and forward that statement, along with your recommendation(s), to the Contracting Officer. This statement should also include the estimated cost(s) of any proposed increase or decrease in the scope of work and a statement on the availability of funds.
4. Assure that changes in the scope of work or delivery schedule are issued by written contract modification by the Contracting Officer before the Contractor proceeds with the changes.

5. Report to the Contracting Officer, all technical questions arising from the Contractor which cannot be resolved without increased cost(s), alteration(s), or change(s) to the contract's scope of work, and recommend a solution(s) to such problems.
6. Assure that the Contractor complies with all technical requirements defined in the scope of work, including reports, documentations, data, work products, milestone schedules and the Contract Data Requirements List (CDRLs/Deliverables).
7. Assure that the Government meets its contractual obligation to the Contractor, including any Government-furnished equipment and services called for in the subject contract. Additionally, assure the Government provides timely comments on, or approval of, the required contract deliverables.
8. Provide a copy of all contract-related correspondence that you generate or receive to the Contracting Officer.
9. Ensure that the inspection, acceptance and approval of all deliverables are within the scope of the contract.
10. Develop performance criteria and measures for the Performance Evaluation and Measurement Plan (PEMP) to maximize and evaluate the Contractor's performance.
11. Monitor and report the Contractor's performance to ensure Contractor compliance with all technical requirements defined in the contract and work plans, including reports, documentation, data, work products, milestone schedules and other deliverables as required. This documentation will be used to evaluate the Contractor's performance and determine fee.
12. Implement the Contractor Oversight Model and monitor the specific contract elements, based on the risk level associated with each workscope element, while ensuring flexibility in oversight execution to recognize performance and risk diversity.

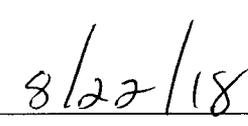
In performing these responsibilities, you are not authorized to (1) redelegate any COR responsibility to others; or (2) make any agreements or commitments with the Contractor, which involve a change in the scope, cost, terms or conditions of the contract, PEMP or work plans. Only the Contracting Officer is authorized to modify any terms or conditions of the contract, waive any requirement of the contract, determine the allowability of cost(s), or sign any document that requires the signature of the Contracting Officer.


Jeffrey C. Fogg, Contracting Officer
Contract Management Division

RECEIPT OF THIS CONTRACTING OFFICER'S REPRESENTATIVE DESIGNATION IS
HEREBY ACKNOWLEDGED:



Amy E. Grose



Date

Contract No. DE-AC07-05ID14517