

COMMON SENSE RULES FOR COTR (TECHNICAL REPS) TO LIVE BY

1. Always review all government publications noted in your contract.
2. Make sure the contractor will have access to these same publications.
3. Reinforce to the contractor that ONLY the contract can be modified by the CO.
4. Review the "Inspection" clauses your contract uses
5. Monitor use of Government furnished items including Materials, Equipment, Facilities and Services.
6. Ensure all services remain "non-personal" in nature
7. Ensure the contractor DOES NOT exceed the defined tasks in the contract or task order.
8. Always monitor contractor performance.
9. Report deviations by the contractor to the CO using a CAR. Issue the CAR to the contractor, and to the CO.
10. Conduct inspections in accordance with Your QASP, commonly referred to as the Contract Administration Plan (or CAP). If your contract works on a Service Level Agreement, make sure you monitor the work using your QASP checklist and work jointly with the Quality Control Manager for the contractor using the SLA.
11. Provide the technical interface and coordination permitted under the "Technical Direction" clause of the contract.
12. Notify the CO of 1) any unsatisfactory work or products immediately, 2) any delays in contractor progress due to the Government and always recommend a workable solution and 3) discrepancies between actual conditions and those stated in the contract.
13. Inspect the work, and certify its acceptance.
14. Keep copies of your appointment letter with delegations showing limits of authority.
15. Establish a contract file (living file) for each contract you work that contains:
 - a. Your appointment letter
 - b. Copy of the contract and all MODS
 - c. Correspondence between the CO, yourself and the vendor
 - d. Minutes of any meetings
 - e. Memos for the record
 - f. Copy of contractor inspections, and
 - g. Copy of vendor's inspection system if made available
 - h. Reports to the CO of vendor performance.

- i. Records of any extraordinary conditions or situations.
- 16. KNOW YOUR CONTRACT and what has been modified.
- 17. Complete all required reports on time, and submit to the CO for evaluation.
- 18. Report any labor disputes or personnel situations impairing contract performance.
- 19. NEVER tell the vendor how to run his business, or to hire or fire people that is their job NOT yours.
- 20. NEVER obligate the contractor/vendor to use resources for other use as you will incur the wrath of CON if you do from the CO.