

Section G

Contract Administration Data

1. GOVERNMENT-FURNISHED PROPERTY.

Government-furnished property called for in Section C, paragraphs 4 through 6, is listed under subparagraphs titled “Government-Provided Services and Supplies” or “Government Assistance.”

2. CONTRACTING OFFICER’S REPRESENTATIVE (COR).

The Contracting Officer (CO) will appoint by letter a COR, who will have the responsibility of ensuring that the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in the letter of authorization issued at time of contract award. It is understood and agreed that the COR shall not have authority to make changes in the scope or terms and conditions of the contract unless, and only to the extent that, such authority is specified in the letter of authorization. The resultant Contractor is hereby forewarned that, absent the requisite authority of the COR to make any such changes, the Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the CO; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the Agencies, to take all corrective action necessitated by reason of the unauthorized change(s).

The COR will be responsible for: (1) monitoring the Contractor’s technical progress, including the surveillance and assessment of performance, and recommending to the CO changes in requirements; (2) interpreting the Scope of Work; (3) performing technical evaluation, as required; (4) performing technical inspections and acceptances required by this contract; and (5) assisting the CO in the resolution of technical problems encountered during performance.

The CO is responsible and has the sole authority for directing and/or negotiating any changes in the terms, conditions, or amounts cited in the contract. Increases in the scope of work shall be approved by the CO.

For guidance from the COR to the Contractor to be valid, it must: (1) be consistent with the description of the work set forth in this contract; (2) not constitute new assignment of work or change the expressed terms, conditions, or specifications incorporated into this contract; (3) not constitute a basis for an extension to the period of performance or contract delivery schedule; and (4) not constitute a basis for any increase in the total contract value.

3. PAYMENT.

3.1. Contractor Invoice. The Contractor may invoice the Agencies on a monthly basis upon submission of a proper invoice or voucher. The invoice/voucher must match contract line items and price offered in Section B of this contract. Invoices/vouchers are to be submitted to the address designated by the CO.

3.2. Government Bill for Collections. If the Contractor elects to use FTS2000 for telecommunications services, the Contractor will pay the Forest Service on a monthly basis for all communications services provided to the Contractor. Upon Contractor review of the monthly invoice, the Forest Service will pay the FTS2000 bill and then bill the Contractor for the cost of services provided.

4. ECONOMIC PRICE ADJUSTMENT—RATES FOR FTS2000 OR SUBSEQUENT PROVIDER(S).

4.1. Adjustment in Rates. The current FTS2000 per-minute rate is established as provided in Attachment S-2. During the contract base and option periods, rates charged to the Contractor will be adjusted to reflect increases and decreases in the FTS2000 (or successor Federal communications provider) per-minute rate billed to the Contractor.

4.2. Timing of Rate Adjustment. The adjustment to rates will occur when:

4.2.1. Change in Rates. The most current FTS2000 rate being charged the Contractor is revised up or down by more than 10 percent, as reported by the General Services Administration. These adjustments will be made within 90 days of changes in the FTS2000 rate when the variation in unit price is at least 10 percent or when the accumulation of two or more price changes up or down exceeds 10 percent.

4.2.2. Initial Change During Option Periods. There is a different rate in effect on the first day of each contract period.

4.3. Application of Rate Adjustment. These adjustments in rates will be applied to the applicable communications line charges used to support the Contractor's work shown in Section B of this contract, CLIN's 1, 2, 3, 4, and 5 (if applicable).

5.2.1.1. Interagency Program Manager. This individual:

- Identifies NRRS policy issues provides technical and programmatic advice and recommends a course of action to the Interagency Oversight Council the Contracting Officer (CO) and to the COR.
- Responds to the direction of the Interagency Oversight Council on all policy issues that do not involve changes to the contract.
- Provides interagency leadership to ensure long term coordination and cooperation between NRRS participating agencies and the Contractor.
- Develops, coordinates and directs the work of the interagency teams.
- Serves with the COR as the principal spokespersons for the NRRS in discussions with other Federal agencies and the public.

5.2.1.2. COR. As COR, the individual is responsible for the administration of the terms of the contract as described in paragraph 2 above. The COR receives direction from the CO.

5.2.2. Financial Analyst. This individual:

- Tracks the flow of funds into the Government-designated banks.
- Tracks reservation transactions through the Contractor's Central Reservation System.
- Reconciles reservation transactions against financial transactions.
- Pays the Contractor, other Sales Channel providers, and other vendors (such as FTS2000), based on invoices received.
- Bills the Contractor for FTS2000 services.
- Disburses funds earned to concessionaires and lessees.
- Disburses net funds to specific Agency accounts based on the Field Locations where the funds were generated.
- Conducts periodic audits of NRRS functions.
- Develops financial reports required by the participating Agencies.

5.2.3. Systems Analyst. This individual:

- Develops and processes management information reports.
- Develops system status and performance reports for the COR.
- Assists Field Locations in getting and maintaining connectivity to the Contractor's system.
- Works with the Contractor to resolve communications issues, such as use of Agency Intranet and e-mail connections.

5.3. Points of Contact. The Interagency Program Manager and COR are assisted by:

5.3.1. Agency Contracting Officer's Technical Representatives (COTR's).

COTR's are recommend by the COR and appointed by the CO to monitor contract performance issues for their respective agencies and/or specific activities and to advise the COR on agency specific issues.

5.3.2. Regional/Forest Coordinators or Division/District Points of Contact.

These personnel are the primary conduit for transmitting contract information to field personnel and for resolving issues that may arise. They also advise the agency COTR of specific issues that may arise.

5.4. Implementation Teams. The Program Manager/COR is assisted by

Implementation Teams that are on-call as required. Members of these teams have other full-time duties that limit their availability to assist the NRRS.