



Department of Energy
Idaho Operations Office

July 9, 2024

MEMORANDUM FOR GERARDO J. ISLAS RIVERA
FEDERAL PROJECT DIRECTOR
LABORATORY FOR OPERATION AND TESTING IN THE
UNITED STATES PROJECT

FROM: GREGORY TOMLINSON, CONTRACTING OFFICER
CONTRACT MANAGEMENT DIVISION
IDAHO OPERATIONS OFFICE

SUBJECT: Contract No. DE-AC07-05ID14517 - Designation of
Contracting Officer Representative for the Laboratory for
Operation and Testing in the United States Project
(CLN241242)

In accordance with the contract clause G.2 entitled, "Technical Direction," contained in the subject contract, and pursuant to my responsibilities as the Contracting Officer (CO), you are hereby designated as the Contracting Officer's Representative (COR) for the oversight and technical monitoring for the Laboratory for Operation and Testing in the United States (LOTUS) Project at the Idaho National Laboratory. In accordance with the Department of Energy (DOE) Order (O) 413.3B, Chg. 7, *Program and Project Management for the Acquisition of Capital Assets*, the Federal Project Director is required to be COR certified and formally appointed to effectively execute the assigned roles and responsibilities for the project. Additionally, this designation is based on your current COR Level 3 Certification which complies with the qualifications set forth in DOE O 361.1C, Chg. 2, *Acquisition Career Management Program*.

The COR responsibilities are bounded only to the full execution of the LOTUS project and originates from the provisions of the subject contract and the DOE O 541.1C, Chg. 1, *Appointment of Contracting Officers and Contracting Officer Representatives*. Your duties will consist of the following:

1. Thoroughly familiarize yourself with all the requirements of the contract and your responsibilities relative to these requirements. A copy of the contract is available at the DOE, Idaho Operations Office (DOE-ID) website.
2. Issue technical guidance in accordance with contract clause G.2 entitled, "Technical Direction," of the contract and provide project and contract guidance to the Contractor for the LOTUS Project. Coordinate technical direction and contract oversight with DOE-ID staff and other appointed CORs.
3. Recommend in writing to the CO desired changes to the scope of work and provide a full explanation of the proposed action.

If the Contractor proposes a change to the approved Performance Baseline, these changes shall be managed in accordance to the approved Project Execution Plan, you are to obtain a written statement to that effect, and forward that statement, along with your recommendations, to the CO and the Project Management Executive. This statement should also include the estimated cost and schedule of any proposed increase or decrease in the approved 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 CO before the Contractor proceeds with the changes.
5. Report to the CO all technical questions from the Contractor that cannot be resolved without increase costs, alterations, or changes to the approved performance baseline scope and recommend solutions to such problems.
6. Assure that the Contractor complies with all technical requirements defined in the scope of work, including reports, documentation, data, work products, milestone schedules, and the Contract Data Requirements List.
7. Assure that the Government meets its contractual obligation to the Contractor, including any Government-furnished equipment and services called for in the contract. Also, 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 CO.
9. Ensure that the inspection, acceptance, and approval of all deliverables are within the approved scope of the project and Maintenance & Operations Contract.
10. Develop performance criteria and measures for the Performance Evaluation and Measurement Plan (PEMP) as applicable, 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.

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 CO is authorized to modify any terms or conditions of the contract,

waive any requirement of the contract, determine the allowability of costs, or sign any document that requires his or her signature.

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

Gerardo J. Islas Rivera
Contract No. DE-AC07-05ID14517

Date