

CRITICAL ELEMENT FOR PROGRAM PERSONNEL DESIGNATED AS FAC-COR

SUPPORT ON CONTRACTS

Strategic Goal or Objective: Goal 4, Increase Efficiency, Transparency and Accountability of HHS Programs

Description: At the level 3, adheres to and fulfills the duties as set forth in Appendix E: FAC-COR Appointment Letter Template from the January 2011, "DHHS Federal Acquisition Certification for Contracting Officer's Representatives Handbook." The following duties delineate key standards [Note: Supervisors may add, delete, and revise standards to more fully reflect the program and its contract requirements.]:

- Complete, as required, interim and/or final evaluations of the contractor's performance as required under the contract(s).
- Inspect and evaluate products (including reports and drafts) and services delivered by the contractor and make recommendations to the Contracting Officer regarding their acceptability according to the contract(s).
- Review and approve/reject contractor's invoices or vouchers within designated contract timeframes (insert satisfactory timeframe).
- Notify the Contracting Officer immediately of any actual or potential contractor performance problems.