

Communication Strategy

Identify:

- Primary points of contact
- Who should be included on correspondence
- Schedule of standing conference calls or meetings
- What communications are/are not authorized
- What BLM oversight is necessary on communications
- Routing of products and deliverables for review

Communication Strategy

Identify:

- Routing of comments back to the contractor
- Who/how to track project progress
- When/how to communicate progress to the CO/COR
- How to log correspondence for the record
- Who will handle press, media, congressional inquiries
- How to communicate with Cooperating Agencies

***Contracting Officer
Representative Responsibilities:***

- Monitor contractor's performance to ensure work is within the scope
- Inform Contracting Officer when contractor performance is out of scope and/or behind schedule
- Review accuracy of contractor's invoices and certify it to reflect completed work

Contracting Officers Representatives Are Not Authorized To:

- Commit/promise anything to contractors
- Instruct contractor to start or stop work
- Approve delivery/disposition of government furnished property not in the contract

Contracting Officers Representatives Are Not Authorized To:

- Provide written/oral guidance to contractors, which might be interpreted as a change to scope or terms of contract
- Modify scope of work, per terms of contract

*Internet Payment Platform (IPP)
<https://www.ipp.gov>*

- Submit payment requests (requests for contract financing payment or invoice payment by the Contractor) for new awards electronically through IPP

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- Submit as attachments to the IPP invoice:
 - Summary of charges claimed
 - Reports of deliverables or milestones
 - Detailed breakdown of level of effort charged by labor category

Prompt Payment Act

- Ensures that federal agencies pay vendors in a timely manner
- Assesses late interest penalties against agencies that pay vendors after payment due date
- Interest rate is established under Contract Disputes Act

Contract Modifications

- A unilateral modification is signed only by the contracting officer
- A bilateral modification (supplemental agreement) is signed by both the contractor and the contracting officer
