Contract Authorities

1. CONTRACTING OFFICER (CO): A person with the authority to enter into, administer, terminate contracts, and make related determinations and findings. COs may bind the Government only to the extent of the authority delegated to them. The term includes certain authorized representatives of the CO acting within the limits of their authority as delegated by the CO. Administrative Contracting Officer (ACO) refers to a CO who is administering contracts for another CO. Examples: Smokejumper, Airtanker, and Exclusive Use Type 1 contracts. They are signed by a CO in Boise and administered by the regional CO (ACO’s).

Responsibilities:

• Based on recommendations from line officers, designate COR to administer the contract working directly with the contract. This is the day to day administration.
• Establish and maintain direct line of communication with the COR.
• Make decisions concerning adjustments in the contract performance, price, or any other area of contract administration.
• Ensure adequate staffing of qualified individuals to perform contract administration.

2. CONTRACTING OFFICER’S REPRESENTATIVE (COR): This person is delegated in writing by the CO for a specific contract. Under the CO, the COR administers contracts within their authority and limitations specified on the form. The COR has full authority under the contract except for the items listed on their designation. The limitations on the authority can vary. If you are designated a COR make sure you read the limitations on your designation.

Responsibilities:

• Represents the CO on a day-to-day basis working directly with the contractor.
• Make decisions or recommend actions necessary to the day-to-day administration of the contract.
• May designate an inspector under the contract.
• Initiate payments or review if entered into ABS by the helicopter manager, approve and bundle payments in ABS and send to vendor for approval (FS).

• Provide instructions on compliance with contract specifications and provisions to the contractor and contractor representatives.

• Maintain the contract Daily Diary during the contract. Originals of these go to the CO, copy for your file. If the contractor requests a copy of your diary, give them a copy and note on the diary that you have provided them a copy. Make sure all diaries are factual (no opinions).

• Maintain a file of all documents incidental to contract administration.

3. HELICOPTER MANAGER (HELM): This position is similar to an inspector under the contract. A manager will be assigned to each helicopter furnished. In addition to directing the work of the helicopter, the manager has the following contract administration duties and authority.

Responsibilities:

An HELM will be assigned to each helicopter furnished. In addition to directing the work of the helicopter, the HELM has the following delegated contract administration duties and authority:

• Complete Helicopter and Fuel Service Truck Pre-use Checklist.
• Order aircraft services as provided in the contract.
• Secure compliance with all contract provisions and specifications, and issue Work Orders/Notices of Non-Compliance as needed.
• Conduct investigations and prepare Statements of Findings when requested by the CO.
• Suspend operations pending the removal or reinstatement of unsatisfactory equipment or personnel by the CO.
• Coordinate temporary substitutions of aircraft and pilot(s) with the CO.
• Initiate and sign correspondence and other contract administration documents over the title "Helicopter Manager."
• Maintain daily diary of contract activities.
• Document availability, flight times, and other payment items on the Flight Use Report.
• Document and verify reasonable transportation costs for ordered additional personnel.
• Establish daily schedules.
• Approve authorized breaks.
• Review the Helicopter Data Record for Inspection and Approval currency.
• Review the Pilot’s and Mechanics Interagency Qualification Card(s) for currency and qualifications.
• Complete and submit Performance Report (see Exhibit 15, Performance Report).
• Review Contractor Power Trend Analysis Graph.
• Government HELM may ride in a standard category/limited use helicopter during point-to-point flights and initial attack dispatches. The following conditions shall be met when the HELM is on board:
  a. FAA approved passenger or crew seat with an FAA approved restraint system is available. This seat shall be in conformity with the Helicopter’s type certificate.
  b. The use of the observer’s position (jump seat) is not approved.
  c. Authorization to ride in a standard category Type 1 helicopter will be noted on the Aircraft Approval Form (Aircraft Data Card).
  d. HELMs shall not ride in restricted category aircraft.

On Type 3 contracts, the contract is generally signed by a regional CO. The SF 1449 identifies who the CO is for the contract. The CO designates a COR. The HELM would work as an inspector under the COR with their duties outlined in the contract and the IHOG or in an inspector designation. If the ship leaves the designated/host base, the HELM will still report to the COR and the CO on the contract.
Type 1 and 2 National CWN Contracts the CO is Fred Geijsbeek. No formal delegated COR at this time for these contracts. HELM delegation is in the contract. HELM works direct with the CO. If questions arise on the contract and you are unable to reach the CO, you can contact the aircraft CO in the region you are working. They are listed in the technical directory. Keep in mind the CO has the final decision.

Type 1 and 2 Exclusive Use contracts, the CO is Frank Gomez from NIFC. The COs do a formal COR for these contracts.