



Contracts Administration

“Negotiating Strategies for Success”

USSMC's Contracts Team members have formerly served in various federal government contracting programs to include serving as a COTR for Facilities Management Branch, Administering Building Service, IT, Construction type contracts for the Federal Government as well as DOD. For over 20 years, our contracts teams have served as Contracting Officer(s) and various procurement support roles for several federal and DOD programs, with an unlimited warrant level.

Key Statutes, Rules/Regulations:

FAR (Federal Acquisition Regulations)
Competition in Contracting Act (CICA)
Federal Property and Administrative Services Act
The Federal Acquisition Streamlining Act
Federal Acquisition Reform Act
Performance Based Contracts

Contract Types:

Fixed Price/Fixed Price Incentive
Cost Reimbursement, CPFF, CPI
Recurring Contracts - IDIQ and Requirements
Schedule Contracts - GSA, MOBIS, NISH,
Cooperative Agreements - CA
Memorandum of Understanding - MOU

Financial Aspects

Prompt Payment
Progress Payments
Unallowable Costs
Payment of Indirect Costs

Personnel

Contracting Officers
Contracting Officers Representative COR
Contracting Officer Technical Representative COTR

Subcontract Management

Subcontracting Plan
Disputes with Subcontractors

Managing Contract Change

SF 30, Amendment of
Solicitation/Modification of Contract
Supplement Agreements
Unilateral Changes and Change Orders

Monitoring, Inspection and Acceptance

Delays
Stop Work
Terminations for Convenience
Terminations for Default
Documenting Past Performance

Payment and Disputes

The Prompt Payment Act
Invoicing
Collecting Contractor Debts
Contract Closeout
Disputes and Appeals before the Board of Contract Appeals

Other Issues

Government Furnished Property
Audits
Investigations
Preparation of Statement of Works
Conduct of Market Research

Support Process

Developed Tracking System for Procurement Process
Developed various E-government Approaches for Procurement Process

Training and Business

Ethics
COTR and Contracts

Business Process Reengineering

Research Analysis
Gap Analysis
Customer Service Surveys
Technical Writing; Performance SOW
Reorganization



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