

NOMINATION OF CONTRACTING OFFICER'S REPRESENTATIVE (COR)

MEMORANDUM

FOR: _____

DATE: _____

SUBJECT: Nomination of Contracting Officer's Representative (COR)

1. Reference Procurement Package for the acquisition of

2. The requirement is:

3. A procurement package for this acquisition will be has been forwarded to your office. The requirements of the Performance Work Statement (PWS) included in the procurement package are such that the appointment of a Contracting Officer's Representative (COR) is required.

4. By nominating, I certify that the *nominee* meets following qualifications:

<input type="checkbox"/>	Is a Federal Employee.
	I verify I have no conflict of interests or I have discussed potential conflict of interest with Ethics. YES NO
	I understand my duties may require me to sign OGE-450. YES NO
	Has current or previous COR experience.
<input type="checkbox"/>	I will ensure that contract surveillance duties will be/are reflected in the nominee's annual performance standards.
<input type="checkbox"/>	Has the appropriate technical skills to oversee this requirement.
<input type="checkbox"/>	Has knowledge, understanding and familiarity with government contracting processes, concepts and clauses.
<input type="checkbox"/>	I will provide sufficient time and resources to accomplish the duties, if the nominee is currently managing other workload commitments.
<input type="checkbox"/>	I am the supervisor of the nominee or I am the Senior Executive Service member in the nominee's chain of command if this is an IT or professional services requirement.

Nominee: Nominee

e-mail:

Other:

Certifying Official:

Title:

Signature: