**SAMPLE TECHNICAL ASSISTANT/TECHNICAL POINT OF CONTACT APPOINTMENT LETTER**

From: (Commanding Officer or designee of requiring activity)

To: (TA or TPOC)

Subj: APPOINTMENT AS TECHNICAL ASSISTANT (TA)/TECHNICAL POINT OF CONTACT

(TPOC) TO THE CONTRACTING OFFICER’S REPRESENTATIVE (COR)

Ref: (a) NAVSUPINST 4205.3F, Subj: Contracting Officer’s Representative

1. Pursuant to reference (a), you are hereby appointed as a TA/TPOC to the COR for:

Contract Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. As TA/TPOC, you are assigned to provide technical assistance and support to the COR in the administration of the contract described above. You may assist the COR in executing assigned inspection and monitoring duties; however, you may not provide any technical direction or clarification directly to the contractor. Any need for technical direction or clarification should be brought to the attention of the COR for appropriate action. You are to perform your duties in accordance with reference (a) and amplifying instructions provided herein.

3. In accomplishing your duties as a TA/TPOC you are cautioned to carefully monitor your behavior/actions to ensure that the contract does not become a personal service contract through your actions.

4. You are not authorized, either by this letter, or by reference (a) to take any action, either directly or indirectly, that could result in a change in the cost/price, quantity, quality, place of performance, delivery schedule or any other terms or conditions of the contract (or task/delivery order) or the accomplishment of effort which would exceed the scope of the basic contract (or task/delivery order). You may be held personally liable for any unauthorized acts. Whenever there is the potential that discussions may impact any of the areas described above, immediately stop discussions and notify the COR.

5. Your specific duties are as follows: (This section of the

TA/TPOC letter should be tailored to address the specific duties the COR wants the TA/TPOC to perform. The following are examples of duties that may be assigned to the TA/TPOC).

Subj: APPOINTMENT AS TECHNICAL ASSISTANT (TA)/TECHNICAL POINT OF CONTACT

(TPOC) TO THE CONTRACTING OFFICER’S REPRESENTATIVE (COR)

a. Identify contractor deficiencies to the COR.

b. Review contract/task/delivery order deliverables, recommend acceptance/rejection and provide the COR with documentation to support the recommendation.

c. Assist in preparing the final report on contractor performance for the applicable contract/task/delivery order per the format and procedures prescribed by the COR.

d. Identify contractor noncompliance with reporting requirements to the COR.

e. Evaluate the contractor’s proposals for specific task/delivery orders and identify problems/areas of concern/issues to be discussed during negotiations to the COR.

f. Review contractor status and progress reports, identify deficiencies to the COR, and provide the COR with recommendations regarding acceptance, rejection and/or Government technical clarification requests.

g. Review invoices for the appropriate mix of types and quantities of labor, materials and other direct costs and provide the COR with recommendations to facilitate COR certification of the invoice.

h. Provide the COR with timely input regarding technical clarifications for the SOW, possible technical direction to provide the contractor and recommend corrective actions.

i. Provide detailed written reports of any trip, meeting or conversation to the COR subsequent to any interface between the TA/TPOC and the contractor.

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Commanding Officer (or Authorized representative)

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TA/TPOC Signature (which constitutes Date

acceptance of the appointment

and conditions thereof)

(The TA/TPOC shall retain one copy of this letter, signed by both parties, provide one copy to the contracting officer (ordering officer) for retention in the contract (task/delivery order) file, one copy to the COR for retention in the COR’s contract file and one copy to the initiating official. Distribution to be complete within 10 days of receipt).