

To: Incident Business Practices Working Team
Attention: Deb Aiken, IBPWT Liaison

From: Contract Administration/COTR Taks Group

Participating Members of Task Group:

Roberta Whitlock, USFS, Task Group Leader
Jan McCluskey, USFS
Rachel Carver, BLM
Judy Cline, Washington DNRC
Scott Wintemute, BLM
Willie Begay, BIA

Subject: Task Group Final Report on Contract Administration/COTR

The Task Group has completed the assignment and the Report with Attachments is enclosed.

The Task Group was established to compose recommendations on how the COTR position can be expanded to assist in the administration of Incident contracted resources (not just National Mobile Food and Shower contracts), and the necessary training requirements and qualifications to perform the COTR position.

In May of 2005 the IBPWT reviewed the draft report and made recommendations to the Task Group Leader on additional information to include in the report along with suggested changes. The information has been expanded to include the additional information requested and all but one change was made to the final report.

The Task Group did expand the original objectives and included another recommendation for a Contract Administration Unit Leader (CAUL) for the IBPWT to consider in accomplishing the administration of Incident contract resources. Additional training requirements and qualifications have also been developed and included in this final report for the additional position.

If you have additional questions or comments please contact me at (406) 329-3331 or rwhitlock@fs.fed.us

/s/ Roberta Whitlock

Roberta Whitlock, Task Group Leader and
Incident Administration Coordinator Region 1