

INTERAGENCY CONTRACT ADMINISTRATION-COTR TASK GROUP CHARTER

BACKGROUND: The use of Contracting Officer's Technical Representative (COTR's) is standard for all national contracts but unfortunately, the current qualifications for the COTR position requires skills and knowledge needed to administer the national mobile food and shower contract. In 2003 the NWCG approved the need for expanding the current COTR position to cover all national contracts, which would allow for better management of contracted resources and enhance consistency of contract administration within the interagency community.

With the current decrease in workforce interagency wide, agencies do not have a sufficient pool of trained COTR's to respond to all incidents. With the lack of qualified COTR's, it is becoming increasingly impossible to track performance of contractors to ensure they follow the guidelines set forth in the contracts and ensure each contractor is evaluated on performance.

PURPOSE: To develop training requirements as well as qualifications for COTR's.

OBJECTIVES: The IBPWT identified Equipment Specifications as one of many items to be viewed as critical and requiring immediate attention for the current fire season and beyond. Expanding the current COTR position to cover all national contracts would allow for better management of contracted resources and enhance consistency of contract administration within the interagency community. The task group is expected to develop training requirements and qualifications for the expansion of the current COTR position.

DELIVERABLES:

1. Progress reports to IBPWT, September 15, 2004.
2. Draft report to IBPWT by February 1, 2005.
3. Final report submitted to IBPWT by April 15, 2005 to include:
 - Identifying situations where it would be beneficial to have more than one COTR at the incident (i.e. Type I and Type II incidents).
 - Training requirements for COTR's.
 - Develop qualifications for COTR's
 - Documentation based on the review and analysis.

BUDGET:

Due to current budget and travel restraints funds have not been set aside for travel and per diem. Therefore, your participation on this task group will need to be funded by your agency (with exception of participants from State agencies).

MEMBERSHIP:

IBPWT Liaison, Deb Aiken
Task Group Leader, Roberta Whitlock, USFS
Jan McCluskey, FS
Rachel Carver, BLM
Pat Haddad, NPS
Judy Cline, State of Oregon
Willie Begay, BIA
Scott Wintemute, BLM

TIME ESTIMATE: Beginning date, June 1, 2004 and ending date April 1, 2005.

ROLES & RESPONSIBILITIES:**Task Group:**

- Perform evaluation from an interagency (vs. agency-specific) viewpoint
- Work as a team
- Keep IBPWT Chair apprised of issues, concerns, and progress
- Request additional time or funds if needed
- Identify and utilize other sources of information as necessary
- Communicate with other working teams for advice and guidelines
- Complete task

IBPWT:

- Ensure that the interagency community's needs are represented
- Provide documentation gathered to date
- Provide funding, oversight, and support
- Keep agencies apprised of issues, concerns, and progress
- Request additional time or funds, if needed, from NWCG
- Identify technical specialists for task group's use
- Submit recommendations to agency representatives by June 1, 2005.
- Work as a team

/s/ Hallie Locklear

/s/Roberta Whitlock

Hallie Locklear, Chair IBPWT
Date:

Roberta Whitlock, Task Group Leader
Date: