ATTACHMENT 3

CONTRACT ADMINISTRATION PLAN (CAP)

CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES

In order to expedite administration of this contract, and any delivery orders placed hereunder, the following delineation of duties is provided - including the names, addresses and phone numbers for each individual or office as specified. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the functions assigned.

1. **PROCURING CONTRACTING OFFICER (PCO)** is responsible for:

a. All pre-award information, questions, or data;
b. Freedom of Information inquiries;
C. Changes/questions/information regarding the scope, terms or conditions of the basic contract document and any delivery orders issued;
d. Liaison/coordination with U.S. vessels; Type Commanders and other U.S. Navy commands; U.S. and Foreign Embassies/Consulates/ Attache Offices; U.S. Government Procurement Offices/Officials; the Husbanding Agent; Mexican Government Officials, and other Contractors, as necessary;
e. Arranging the post award conference; and
f. Collection and reporting of port cost/visit data.

Name: Fleet and Industrial Supply Center (FISC)
Regional Contracts Dept., Contracts Division
Address: 937 North Harbor Drive
San Diego, CA 92132-0060

Phone: Luis De La Fuente, Code 2405, commercial (619) 532-2888, DSN 522-2888; Fax (619) 532- 2575/1088; e-mail: san_diego_port_services@sd.fisc.navy.mil (all lowercase).

2. **CONTRACT ADMINISTRATION OFFICE (CAO)** is responsible for matters specified in FAR 42.302 and DFARS 242.302 except in those areas otherwise designated herein.

Name: **Contract Administration will be retained by the FISC San Diego PCO identified in paragraph (1) above.**

3. **DEFENSE CONTRACT AUDIT AGENCY (DCAA)** responsibilities are not applicable under this contract.

4. **PAYING OFFICE(s)** are responsible for payment of proper invoices after acceptance (certification) is documented. The following payment offices are designated under this contract:

FOR U.S. NAVY: Defense Finance & Accounting Service (DFAS)
San Diego Operating Location, Code FPVAB
4181 Ruffin Road
San Diego, CA 92123-1819
Telephone: (619) 616-5148 or 5127

FOR U.S. COAST GUARD: Commanding Officer (Team 2B)
U.S. Coast Guard Finance Center
1430A Kristina Way
Chesapeake, VA 23326
Telephone: (202) 267-1157

FOR USMSC: Contact FISC San Diego Contracting Officer

5. **ORDERING OFFICER** is responsible for:

a. Requesting, obtaining, and evaluating proposals for orders to be issued;
b. Obligating the funds by issuance of the delivery/task order.
c. Authorization to begin performance;
d. Issuance of modifications to delivery orders; and/or
e. Monitoring and reporting port visit costs.

The following limitations/restrictions are placed on the Ordering Officer:

a. Type of order issued is limited by this contract to pricing arrangements set forth in the contract;
b. Negotiated prices for port tariff items or items unpriced in the basic contract shall be approved by the PCO prior to issuance; AND
c. Negotiated orders for ports other than those specified shall be approved by the PCO prior to issuance.

Name: *Ordering Officer function/authority will be retained by the FISC San Diego PCO identified in paragraph (1) above.*

6. Due to the unique requirements inherent in contracts for port services, a **CONTRACTING OFFICER'S REPRESENTATIVE (COR)** will NOT be assigned under this contract. Instead, the following functions, normally assigned to a COR, will be performed by the each ship's CO, SUPPO, or authorized Representative:

a. Timely submission of an appropriate LOGREQ to the PCO, cognizant USDAO, if applicable, and/or other responsible organization/command *;
b. Liaison with the contractor personnel on site;
c. Technical advice/recommendations/clarification of the statement of work;
d. Clarification of requirements specified for individual delivery orders;
e. Monitoring Contractor performance;
f. Quality assurance of services performed and certification of acceptance of the services or supplies provided/delivered, including review/inspection of all services and/or supplies provided;
g. Notifying the Contracting Officer of any Contractor deficiencies or discrepancies, or if a problem has been noted with the Husbanding Agent or any subcontractor's performance;
h. Identifying contractor noncompliance with any of the terms and conditions specified in the contract to the Contracting Officer;
i. Security and admission requirements on board ship;
j. Providing the Contracting Officer/Ordering Officer with appropriate funds for each delivery order, as requested by the Ordering Officer;
k. Certification of invoices for payment, which includes reviewing delivery order deliverables and documenting, in writing, acceptance/rejection of the deliverables; and
l. Evaluation of Contractor's performance, including submission of the evaluation form required by the contract, PRIOR to departure from the port, if possible.
m. Submission of the prescribed After Action/Port Visit Report message in accordance with current directives, including ensuring that a copy is provided to the FISC San Diego PCO in a timely manner.

* Because it is often necessary to contact ships regarding availability and pricing of specific logistics requirements, LOGREQs should identify the ship's POC, including name and telephone number, Internet or e-mail address, fax number, INMARSAT number, SALTS address, and/or message address.

NOTE: It is emphasized that only the Contracting Officer has the authority to modify the terms of the contract. Therefore, in NO event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the Contractor and anyone other than the Contracting Officer be effective or binding on the U.S. Government. When, in the opinion of the Contractor, ship's personnel request services or supplies not specifically identified on individual delivery orders and/or not required by the basic contract, the Contractor shall promptly notify the Contracting Officer (or Ordering Officer) in writing. No action shall be taken by the contractor under such direction until the Contracting Officer/Ordering Officer has issued a modification to the contract or, in the case of a delivery order, until the Contracting Officer/Ordering Officer has issued a modification of the delivery order, as appropriate, or until the issue has otherwise been resolved. SHIP'S PERSONNEL ARE NOT AUTHORIZED CONTRACTING/ORDERING OFFICERS UNDER THIS CONTRACT, AND DO NOT HAVE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT OR DELIVERY ORDER.