



**BARDA Industry Day**

# **Contracting Officer's Authorization**

**Susan Cortes-Shrank**

**Contracting Officer**

**October 30, 2012**



# Contracting Officer's Authorization



- A Contracting Officer's Authorization is written authority to move forward with a function related to cost, used in a cost reimbursement contract.
- The most common COA request:
  - For subcontract agreement
  - For consultant agreement
  - For foreign travel
  - For scientific conferences (travel, registration, etc.)
  - For equipment purchase (if negotiated in the contract)



# How are subcontract/consultant COA's requested?



- Often, a COA will be required for the use of any new subcontractor or consultant during the performance of a contract.
- Your organization may convey the information in any format that is suitable and as long as it has everything that is needed to conduct a valid and complete review.



# For Subcontractors Request



- A Statement or a brief overview of the requirement(s).
- Period of performance anticipated.
- Cost proposal or budget from subcontractor.
- A Summary of cost analysis completed by your organization.
- Copies of a minimum of three competitive quotes used to conduct analysis (if applicable)
- A copy of the subcontract agreement (draft acceptable)



# For Consultants Request



- Copy of consultant agreement
- The number of hours the consultant will work
  - (for the base period and each option)
- Rate \$\$ (hourly)
- Period of performance
- Maximum dollar threshold
- Technical effort



# For Travel Request



- Your organization will have to provide the following:
  - The destination
  - The purpose of the trip
  - The dates of travel
  - The number of travelers
  - Travelers Names/Titles
  - Airfare cost
  - Hotel cost
  - The total estimated travel costs
  - GSA Per Diem Rates can be found at the following link:  
<http://www.gsa.gov/portal/category/100000>



# Example of Travel Request



- ABC Company is requesting contracting officer authorization for travel to ABC subcontract facilities in Whatever City. The purpose of the trip is to perform audit of subcontract site. The dates of travel will be the week of January 1, 2011 to January 7, 2011. Two people from ABC Company will travel to Whatever City. Each trip is estimated to be seven (7) days.
- The project has budgeted of \$7,725. The total planned expenditure of \$7,725 is well within the budgeted amount for travel.



| Category              | Unit Cost  | Units |             | Total Costs       |
|-----------------------|------------|-------|-------------|-------------------|
| Airfare per person    | \$1,500.00 | 2     | Round Trips | \$3,000.00        |
| Lodging               | \$ 400.00  | 7     | Nights      | \$2,800.00        |
| Meals & Incidentals   | \$ 200.00  | 7     | Days        | \$1,400.00        |
| Ground Transportation | \$ 75.00   | 7     | Days        | <u>\$ 525.00</u>  |
|                       |            |       | Total       | <u>\$7,725.00</u> |



# How are Equipment COA's Requested?



## LEASE VERSUS BUY ANALYSIS

- Description of equipment to be purchased.
- Cost of equipment
- Justification as it ties to the SOW.
- Assurance that the equipment will not increase the contract value and was budgeted as part of the materials budget.
- Assurance that the equipment will only be used in the performance of this contract.
- A minimum of three quotes or if three quotes cannot be provided a written justification as to why your organization can only use one source, or limited sources.



# Example of Equipment Request



- ABC Company is requesting BARDA approval to purchase (whatever #) (name of item). The equipment will be used for research as part of SOW task 1.2.4. Approval of this equipment request will not require an increase in the contract amount as it was budgeted as part of the materials budget. The request total is \$7,500.00 and \$50,000.00 was justified in the materials budget for (whatever equipment). Attached please find quotes for the equipment.



# COA's and Invoicing



- Remember to cite your COA number on your invoice when billing for reimbursement of these costs.



# Questions????