

CONTRACTING OFFICER'S REPRESENTATIVE APPOINTMENT CRITERIA MATRIX

| | RISK FACTOR | LITTLE OR NO RISK ASSOCIATED WITH PROJECT | SIGNIFICANT OR HIGH RISK ASSOCIATED WITH PROJECT |
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| 1 | Sensitivity or Complexity of Item or Service Being Procured | Oversight confined to basic inspection and acceptance (e.g., commercial off-the-shelf software or standard supplies) | Highly complex requirements, professional and technical services closely associated with inherently governmental functions, critical function, continuous oversight or technical direction required (e.g., developmental work; new or emerging technologies; poor or no performance history) |
| 2 | Number and Location of Performance Sites | Noncomplex shipping and delivery at a single domestic delivery site | Highly complex shipping, packaging, and delivery (e.g., requiring export, staging of shipments, multiple customers with competing requirements, multiple deliverables or sites, foreign performance site(s)) (presenting span of control issues) |
| 3 | Impact of Delay | If project is delayed, no serious impact to the mission that cannot be alleviated easily | If project is delayed, serious impact on mission; high degree of impact on follow-on or interdependent projects; time is critical because of urgency, weather, or long lead-time items in the critical path (e.g., contingency contract) |
| 4 | Visibility | Little or no internal or external interest in the project anticipated | High degree of internal or external interest anticipated (e.g., Government Accountability Office oversight, congressional engagement, other special interests) |
| 5 | Contract Type and Structure | Firm fixed price contract with basic provisions | Contract types other than firm fixed price (e.g., letter contract, cost-type contract, contract financing provisions required, hybrid contract, incentives, time and materials contract) |
| 6 | Special Considerations | No rights in data or Government property required; no personally identifiable information (PII) or security concerns | High level of oversight required to ensure Government and contractor rights in data or Government property; significant security concerns relating to contract classification or PII data |