

MATRIX OF RESPONSIBILITIES FOR SC M&O CONTRACTS

SUBJECT	HCA¹	ACO	LEVEL III CO	Integrated Support Center
Contracting Officers	Appoints ²			Maintains documentation
Contracting Officer Reps.		Appoints	Provides support to ACO	Maintains documentation
Contract actions	Approves/signs actions which exceed Level III CO warrant	Modifies contract to add funds; update clauses; add performance measures & plan	Modifies contract to increase estimated cost & other actions above ACO authority. Provides support to ACO	Provides Subject Matter Expert (SME) support to ACO and Level III CO; independent review ³ ; conducts contract competitions
Fee determination	(SC-1 approval)	Issues & signs	Provides support to ACO	Provides SME support
Contractor procurement actions		Approves	Provides support to ACO	Provides SME support
Allowable/unallowable cost		Maintains awareness	Makes determination	Provides SME support
Contractor procurement, personal property, financial, and integrated safety management systems		Approves	Provides support to ACO	Provides SME support, including OPMO

Contractor human resource program	Responsibilities consistent with DOE O 350.1.	Approves actions as provided in contract	Provides support to ACO. Approves actions that exceed ACO authority	Provides SME support and independent review ³
HQ programmatic guidance		Issues to contractor	Provides support to ACO	Provides SME support where programmatic responsibility has been delegated
Site specific non-M&O contracts (e.g., utilities)		Maintains awareness	Awards & signs	Provides SME support and independent review ³
Balanced Scorecard		Receives BSC Report from contractor. Reviews & provides feedback to contractor.	Provides support to ACO	Reviews & provides feedback to contractor through ACO. Transmits final BSC Report to HQ.

Notes:

- 1 In the OneSC structure, the SC Chief Operating Officer/HCA has a Senior Acquisition and Assistance Advisor on staff to provide liaison to ME-60 as well as to provide advice and facilitate resolution of issues from Field elements.
- 2 The HCA will act within the limitations established by the Procurement Executive.
- 3 Independent review will be conducted in support of the HCA for actions that exceed the authority of the Level III CO.