

SUBCONTRACTING OFFICER TECHNICAL REPRESENTATIVE (SOTR) RESPONSIBILITIES

To: _____, SOTR Subcontract No.: _____ Date: _____

From: _____, Subcontracting Officer- Mail Stop 28A (Procurement Department)

You have been designated the Subcontracting Officer's Technical Representative (SOTR) for work under the subject subcontract. As such you have specific responsibilities as generally described below and as detailed in the SOTR Training Package at http://www.jlab.org/div_dept/admin/business/secure/sotr.html:

1. Ensure Subcontractor's compliance with all ESH&Q requirements in the Subcontract
 - a. Review SOTR responsibilities under ES&H Manual Section 3410 ES&H Aspects of Procurements and ensure all applicable ES&H factors are addressed and mitigated,
 - ❖ If ESH&Q requirements are identified that are not currently in the Subcontract- coordinate with Procurement to add the requirements to the Subcontract
 - ❖ For work on site, ensure non-Subcontractor personnel (DOE, JSA, and other entities) are cognizant of the current hazards and protective measures in place before accessing the worksite
 - b. Obtain required safety related documentation in advance of arrival of subcontractors particularly when needed for material handling equipment (see ES&H Manual part 6140)
 - c. Seek support from the ESH&Q subject matter experts for special or controversial situations
2. Serve as the Lab's technical subject matter expert for all technical matters related to the Subcontract
 - a. Oversee subcontractor's technical direction and performance
 - ❖ Provide clarification and technical direction to the Subcontractor, including assistance in the interpretation of specific`ations or drawings; and provide technical data and other required information.
 - ❖ Ensure subcontractor's compliance subcontract requirements and all site policies and procedures.
 - ❖ Report technical or quality problems, or delinquent progress or delivery(s) to the Subcontracting Officer.
 - ❖ Monitor receipt, review and approve technical submittals (reports, drawings, specifications, etc).
 - ❖ Promptly approve invoices to ensure JLab meets the subcontract payment terms or immediately advise the Subcontracting Officer of the reason(s) for non-approval.
 - ❖ Ensure technical oversight responsibilities do not interfere with Subcontractor's ability to perform.
 - ❖ Ensure all work is properly coordinated with affected organizations, including division EH&S staff.
 - ❖ Promptly notify the Subcontracting Officer of any potential change or dispute; and provide assistance and recommendations as required. Only the Subcontracting Officer is authorized to direct changes.
 - b. Promptly inspect and accept goods and services. A critical element of the inspection is to identify and avoid suspect or counterfeit items (S/CI) See ES&H Manual 3410 part 4.4.1. Report discrepancies to the Subcontracting Officer.
 - c. Immediately notify the Subcontracting Officer of any indication of fraud or other illegal activities.
3. If checked, this subcontract has Government Furnished Property and/or Materials (GFP/GFM). See back for additional responsibilities.

Contact the Subcontracting Officer if you have any questions regarding your responsibilities and authority. Please sign the acknowledgement below and return to the Subcontracting Officer named above no later than _____

SOTR ACKNOWLEDGEMENT OF RESPONSIBILITIES:

I acknowledge that I have read and understand my SOTR responsibilities as outlined above and in the Training for SOTRs package at http://www.jlab.org/div_dept/admin/business/secure/sotr.html. In addition, I understand that only the Subcontracting Officer is authorized to direct changes to the expressed terms or conditions of the subcontract to include changes to the general scope of work, time or place of performance, assignment of work outside the scope of the work, or changes to the estimated cost, fee, or time required for performing the work

SOTR: _____

Date: _____

Continuation from part 3 on page 1.

If box 3.on the previous page was checked this subcontract/purchase order has Government Furnished Equipment or Materials that are applicable to this requirement. Accordingly, you are responsible for furnishing the GFP/GFM in accordance with the subcontract terms and for administering the property in accordance with the Jefferson Lab Personal Property Management Procedures Manual and the government property clause included in the subcontract. If the property or materials is provided to an off-site subcontractor, you must obtain the required release authorization and/or approvals and coordinate the shipment and the return of Jefferson Lab property with the Jefferson Lab Property Office (JLPO).