CONTRACTING OFFICER'S REPRESENTATIVE DESIGNATION LETTER

Date: 6 July 2017

From: Tracie Simmons
To: Halyna Mudri

Subj: Designation as Contracting Officer's Representative COR)

Ref: (a) FAR 1.602
(b) DFARS 201.602-2
(c) DFARS PGI 201.602-2
(d) ONRINST 4205.2D

1. Pursuant to references (a) through (d), you are hereby designated as the Contracting Officer's Representative (COR) for the administration of the following contract/order:

Contract Number: N00014-17-C-4013

For: Administrative Support Services for ONR Code 24, University Business Affairs Regional Offices

Name of Contractor: Entrusted Strategic Management Solutions Inc.

Contract Period: Base: 26 July 2017- 25 July 2018
Option I: 26 July 2018- 25 July 2019
Option II: 26 July 2019- 25 July 2020
Option III: 26 July 2020- 25 July 2021
Option IV: 26 July 2021- 25 July 2022

2. You are authorized by this designation to take action with respect to the following:

a. Verify that the contractor performs the requirements of the contract in accordance with the contract terms, conditions and specifications.

b. Perform acceptance for the Government of services performed under this contract. You are the designated Government Official to receive and accept invoices for

payment (only for non-Cost contracts) via iRAPT. You are advised that invoices that you are required to review and accept shall be reviewed as to completeness, accuracy and in accordance with the contract as awarded and by signing the acceptance, you are attesting that the invoice is valid and accurate.

c. Maintain liaison and direct communications with the contractor. Written communications with the contractor and other documents pertaining to the contract shall be signed as "Contracting Officer's Representative" and a copy shall be furnished to the contracting officer.

d. Monitor the contractor's performance; notify the contractor of deficiencies observed and direct appropriate action to effect correction. Record and report to the PCO incidents of faulty or nonconforming work, delays or problems.

3. You are not empowered to award, agree to or sign any contract (including delivery orders) or contract modifications or in any way obligate the payment of money by the Government. You may not take any action which may affect contract or delivery order schedules, funds or scope. The Procuring Contracting Officer (PCO) shall make all contractual agreements, commitments or modifications that involve price, quantity, quality, delivery schedules or other terms and conditions of the contract.

4. You may be personally and financially liable for unauthorized acts.

5. You may not re-delegate, re-designate or transfer your COR authority.

6. You must meet the qualification requirements established in this instruction for the specific type of standard (A, B or C).

7. This designation as a COR shall remain in effect through the life of the contract, unless revoked sooner in writing by the PCO. If you are to be reassigned or to be separated from Government service, you shall notify the PCO sufficiently in advance of reassignment or separation to permit timely selection and designation of a successor COR. If your designation is revoked for any reason before completion of this contract, turn your records over to the

successor COR or obtain disposition instructions from the PCO.

8. You are required to maintain adequate records to sufficiently describe the performance of your duties as a COR during the life of this contract and to dispose of such records as directed by the PCO. As a minimum, the COR file must contain the following:

a. A copy of COR File Checklist, NAVONR 4205/3

b. A copy of your letter of appointment from the PCO, or any amendments thereto.

c. A copy of the contract or the appropriate part of the contract and all contract modifications.

d. A copy of the applicable quality assurance surveillance plan (QASP). (Applies to Services Type contracts)

e. All correspondence pertaining to this contract, including Memorandums of Record for meetings, contractor discussions, etc.

f. The names and position titles of individuals who serve as Key Personnel on the contract. The PCO must approve all Key Personnel.

g. A record of inspections performed and results (as applicable).

h. Memoranda for record or minutes of any pre-performance conferences (as applicable).

i. Memoranda for record of minutes of any meetings and discussions with the contractor or others pertaining to the contract or contract performance.

j. Documentation pertaining to your acceptance of performance of services, including reports and other data.

9. All Government personnel engaged in contracting and related activities shall conduct business dealings with industry in a manner above reproach in every aspect and shall protect the U.S. Government's interest, as well as maintain its reputation for fair and equal dealings with

all contractors. DoD 5500.7-R sets forth standards of conduct for all personnel directly and indirectly involved in contracting.

10. A COR who may have direct or indirect financial interest which would place the COR in a position where there is a conflict between the COR's private interests and public interests of the United States shall advise the supervisor and PCO of the conflict so the appropriate actions may be taken. COR's shall avoid the appearance of a conflict of interest to maintain public confidence in the U.S. Government's conduct of business with the private sector.

11. As a COR you must file an OGE Form 450 "Confidential Financial Disclosure Report". This form is used to report financial interests as well as other interests outside the Government. The purpose of this report is to assist employees in avoiding conflicts between duties and private financial interests or affiliations.

12. The letter of designation must be signed by the PCO and yourself. You and your supervisor should retain copies of the executed letter of designation. The original executed letter of designation must be retained in the PCO's contract file and your copy in the COR contract file. The executed letter of designation constitutes certification for performance of your responsibilities for the time period specified under the specific contract, task or delivery order. Your signature also serves as certification that you have read and understand the contents of DoD 5500.7-R.

13. If you have any questions regarding this nomination, please contact the undersigned Contracting Officer at (telephone number), or e-mail at (e-mail address).

(b) (6)

Contracting Officer

COR ACKNOWLEDGEMENT:

I have read, understand and shall comply with the COR Appointment Letter and the Joint Ethics Regulation DOD 5500.7R. I have completed and provided evidence of the required training.

I understand that the above duties will be added to my performance objectives and be evaluated during my rating period. I also understand that I do not have the authority to obligate the government.

COR Name: Halyna Mudri Date: 7/6/2017

Title: Procurement Analyst Phone: 703-696-0469

E-mail: halyna.mudri@navy.mil

Signature (b) (6) [redacted]

Note: Please sign one copy of this memorandum in the space provided, and return to the Contracting Officer/Contract Specialist, who will upload it into the CORT Tool.