

AMS/FAST CHANGE REQUEST (CR) COVERSHEET

Change Request Number: 22-83

Date Received: 5/12/2022

Title: Procurement Templates - COR Nomination Letter and COR Delegation Memorandum

Initiator Name: Haynes Thompson and Angel Jones

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Policy and Guidance: (Please check only one box)

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|---|--|
| ☐ Policy | ☐ Procurement Tools and Resources |
| ☐ Guidance | ☐ Real Property Templates and Samples |
| ☐ Procurement Samples | ☐ Procurement Clauses |
| ☒ Procurement Templates | ☐ Real Property Clauses |
| ☐ Procurement Forms | ☐ Other Tools and Resources |
| ☐ Procurement Checklists | |

Summary of Change:

In Procurement Templates, adds the following documents under Contract Administration

- 1) Adds COR Nomination Form ;and
- 2) Delete COR Delegation Letter and replace with COR Delegation Memorandum

Reason for Change:

The purpose of the change is to address:

- 1) OIG Recommendation ZA20221037 #6 "Strengthen the process for nominating CORs to include completing, issuing, and storing COR Delegation Letters and Nomination Forms in the contract file." by adding COR Nomination Form to Procurement Templates.
- 2) Fix formatting issues and rename the document so that it is an internal memorandum versus a letter.

Development, Review, and Concurrence: AAP-110, AAQ

Target Audience: Contracting and Acquisition Workforce

Briefing Planned: No.

ASAG Responsibilities: None.

Section / Text Location: AMS Procurement Policy & Guidance-Procurement Templates

The redline version must be a comparison with the current published FAST version.

☒ I confirm I used the latest published version to create this change / redline

or

☐ This is new content

Links: https://fast.faa.gov/PPG_Procurement_Templates.cfm

Attachments: Redline and final documents.

Other Files: N/A.

Redline(s): N/A.