

# **APPENDIX A MATRIX OF REFERENCES, ROLES AND RESPONSIBILITIES**

## **WHAT IS APPENDIX A?**

On the following pages is a matrix of the roles and responsibilities associated with the references which appear previously in this Reference Book. The Reference Book's matrix is based on the matrix which was attached to Acquisition Letter (AL) 99-05, entitled, "Deviations, Local Clauses, Uniform Contract Format, & Clause Matrix."

The matrix in AL 99-05 was developed to promote a more uniform application of the terms and conditions that are included in the Department's M&O contracts and serves as the primary source of guidance for DOE contracting personnel in determining the applicability of the clauses prescribed in FAR Part 52 and DEAR Parts 952 and 970.

The following Reference Book matrix is divided into three parts:

- c Part I - Roles and Responsibilities from the Federal Acquisition Regulation
- c Part II - Roles and Responsibilities from the Department of Energy Acquisition Regulation, and
- c Part III - Roles and Responsibilities from Other References (ALs, Directives, Handbooks, memoranda, etc.)

## **ARE ALL CLAUSES IN THE AL 99-05 MATRIX DISCUSSED HERE FOR MAJOR CONTRACT ADMINISTRATION ROLES AND RESPONSIBILITIES?**

No! Although all clauses contained in the AL 99-05 matrix are included in the following pages for your information, not all of those clauses are marked as being discussed in this Reference Book. Only those clauses which contain major contract administration roles and responsibilities are so discussed.

**Part I**  
**Roles and Responsibilities From the Federal Acquisition Regulation**  
**(These roles and responsibilities are based on the provisions appearing in the matrix attached to Acquisition Letter 99-05.)**  
**(Numbers in the following matrix correspond to chapter numbers.)**

FAR Clauses	Contracting Officer	Contracting Officer's Represent.	Property Admin.	Counsel	Head of Contracting Activity	Procure. Executive	Contractor	Industrial Relations Specialist	Ops./Field Office Manager	Chief Financial Officer	Head of Agency	Program Office	Source Selection Official	Subj. Matter Experts
52.202-1 Definitions	2	2												
52.203-3 Gratuities							8				8			
52.203-5 Covenant Against Contingent Fees							8							
52.203-6 Restrictions on Subcontractor Sales to the Government							10							
52.203-7 Anti-Kickback Procedures	8						8							
52.203-8 Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	8													
52.203-10 Price or Fee Adjustment for Illegal or Improper Activity					8									
52.203-12 Limitation on Payments to Influence Certain Federal Transactions							8							
52.204-1 Approval of Contract														
52.204-4 Printing/Copying Double-Sided on Recycled Paper														
52.207-3 Right of First Refusal of Employment														
52.207-5 Option to Purchase Equipment														

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52.208-8 Helium Requirement Forecast and Required Sources for Helium														
52.208-9 Contractor Use of Mandatory Sources of Supply														
52.209-1 Qualification Requirements														
52.209-6 Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment							10							
52.211-5 Material Requirements														
52.211-8 Time of Delivery Alternate I Alternate II Alternate III														
52.211-9 Desired and Required Time of Delivery Alternate I Alternate II Alternate III														
52.211-12 Liquidated Damages) Construction Alternate I														
52.211-13 Time Extensions														
52.215-8 Order of Precedence) Uniform Contract Format														
52.215-12 Subcontractor Cost or Pricing Data														

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52.215-13 Subcontractor Cost or Pricing Data) Modifications														
52.215-14 Integrity of Unit Prices Alternate I														
52.216-10 Incentive Fee														
52.216-11 Cost Contract) No Fee Alternate I														
52.216-12 Cost Sharing Contract) No Fee Alternate I														
52.216-23 Execution and Commencement of Work														
52.216-24 Limitation of Government Liability														
52.216-25 Contract Definitization Alternate I														
52.216-26 Payments of Allowable Costs Before Definitization														
52.219-6 Notice of Total Small Business Set-Aside Alternate I														
52.219-7 Notice of Partial Small Business Set-Aside Alternate I														
52.219-8 Utilization of Small, Small Disadvantaged and Women- Owned Small Business Concerns														

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52.219-9 Small, Small Disadvantaged and Women-Owned Small Business Subcontracting Plan Alternate II	12						12							
52.219-10 Incentive Subcontracting Program	12						12							
52.219-16 Liquidated Damages) Subcontracting Plan	12						12							
52.222-1 Notice of Labor Disputes							3							
52.222-3 Convict Labor							3							
52.222-4 Contract Work Hours and Safety Standards Act) Overtime Compensation	3						3							
52.222-6 Davis-Bacon Act	3						3							
52.222-7 Withholding of Funds	3													
52.222-8 Payrolls and Basic Records														
52.222-9 Apprentices and Trainees														
52.222-10 Compliance with Copeland Act Requirements							3							
52.222-11 Subcontracts (Labor Standards)							3,10							
52.222-12 Contract Termination) Debarment							3							
52.222-13 Compliance with Davis-Bacon and Related Act Regulations														

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52.222-14 Disputes Concerning Labor Standards														
52.222-15 Certification of Eligibility														
52.222-16 Approval of Wage Rates							3							
52.222-17 Labor Standards for Construction Work) Facilities Contracts	3						3							
52.222-20 Walsh-Healey Public Contracts Act							3							
52.222-26 Equal Opportunity Alternate I	3						3							
52.222-27 Affirmative Action Compliance Requirements for Construction														
52.222-28 Equal Opportunity Preaward Clearance of Subcontracts														
52.222-29 Notification of Visa Denial														
52.222.35 Affirmative Action for Disabled and Vietnam Era Veterans Alternate I	3						3, 12							
52.222-36 Affirmative Action for Workers with Disabilities Alternate I	3						3, 12							
52.222-37 Employment Reports on Disabled Veterans and Veterans of the Vietnam Era							3, 12							

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52.222-50 Nondisplacement of Qualified Workers														
52.223-2 Clean Air and Water							2							
52.223-3 Hazardous Material Identification and Material Safety Data Alternate I							2							
52.223-5 Pollution Prevention and Right- to-know Information							2		2					
52.223-6 Drug-Free Workplace														
52.223-7 Notice of Radioactive Materials							2							
52.223-9 Certification and Estimate of Percentage of Recovered Material Content for EPA Designated Items	2						2							
52.223-10 Waste Reduction Program							2							
52.223-11 Ozone-Depleting Substances														
52.223-12 Refrigeration Equipment and Air Conditioners														
52.223-14 Toxic Chemical Release Reporting	2						2							
52.224-1 Privacy Act Notification	9						9							9
52.224-2 Privacy Act		9					9							
52.225-3 Buy American Act) Supplies	8													

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52.225-5 Buy American Act) Construction Materials														
52.225-7 Balance of Payments Program														
52.225-10 Duty-Free Entry														
52.225-13 Restrictions on Certain Foreign Purchases							8							
52.225-14 Inconsistency Between English Version and Translation of Contract														
52.225-15 Buy-American Act) Construction Materials under Trade Agreements Act and North American Free Trade Agreement Alternate I														
52.225-18 European Union Sanction for End Products														
52.225-19 European Union Sanction for Services														
52.225-22 Balance of Payments Program) Construction Materials) NAFTA														
52.226-1 Utilization of Indian Organizations and Indian- Owned Economic Enterprises														
52.227-1 Authorization and Consent Alternate I	6						6							

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52.227-2 Notice and Assistance Regarding Patent and Copyright Infringement														
52.227-3 Patent Indemnity	6			6			6							
52.227-4 Patent Indemnity) Construction Contracts Alternate I														
52.227-5 Waiver of Indemnity														
52.227-10 Filing of Patent Applications) Classified Subject Matter														
52.227-23 Rights to Proposal Data (Technical)														
52.228-2 Additional Bond Security														
52.228-3 Workers' Compensation Insurance (Defense Base Act)														
52.228-4 Workers' Compensation and War-Hazard Insurance Overseas														
52.228-11 Pledges of Assets														
52.228-12 Prospective Subcontractor Requests for Bonds														
52.228-13 Alternative Payment Protections														
52.228-14 Irrevocable Letter of Credit														

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52.228-15 Performance and Payment Bonds) Construction														
52.228-16 Performance and Payment Bonds) Other Than Construction Alternate I														
52.229-2 North Carolina State and Local Sales and Use Tax Alternate I														
52.229-8 Taxes) Foreign Cost- Reimbursement Contracts														
52.229-10 New Mexico Gross Receipts Compensating Tax														
52.230-2 Cost Accounting Standards	7						7							
52.230-3 Disclosure and Consistency of Cost Accounting Practices														
52.230-4 Consistency in Cost Accounting Practices														
52.230-5 Cost Accounting Standards) Educational Institution							7							
52.230-6 Administration of Cost Accounting Standards	7						7							
52.232-17 Interest							7							
52.232-18 Availability of Funds														
52.232-19 Availability of Funds for Next Fiscal Year														

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52.233-1 Disputes Alternate I	8						8							
52.233-3 Protest after Award Alternate I	8						8							
52.234-1 Industrial Resources Developed Under Defense Production Act Title III														
52.236-18 Work Oversight in Cost- Reimbursement Construction Contracts														
52.237-2 Protection of Government Buildings, Equipment, and Vegetation														
52.237-3 Continuity of Services	8						8							
52.239-1 Privacy or Security Safeguards														
52.242-1 Notice of Intent to Disallow Costs														
52.242-2 Production Progress Reports														
52.242-3 Penalties for Unallowable Costs														
52.242-10 F.o.b. Origin) Government Bills of Lading or Prepaid Postage														
52.242-11 F.o.b. Origin) Government Bills of Lading or Indicia Mail														
52.242-12 Report of Shipment (REPSHIP)														
52.242-13 Bankruptcy							7							

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52.242-15 Stop-Work Order Alternate I	8						8							
52.243-6 Change Order Accounting														
52.243-7 Notification of Changes														
52.244-5 Competition in Subcontracting							10							
52.244-6 Subcontracts for Commercial Items and Commercial Components							10							
52.246-3 Inspection of Supplies) Cost- Reimbursement														
52.246.5 Inspection of Services) Cost- Reimbursement														
52.246-8 Inspection of Research and Development) Cost Reimbursement Alternate I														
52.246-9 Inspection of Research and Development (Short Form)							8							
52.246-11 Higher-Level Contract Quality Requirement (Government Specification)														
52.246-12 Inspection of Construction														
52.246-15 Certificate of Conformance														
52.246-23 Limitation of Liability														

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52.246-24 Limitation of Liability) High Value Items Alternate I														
52.246-25 Limitation of Liability) Services														
52.247-1 Commercial Bill of Lading Notations	11						11							
52.247-63 Preference for U.S.-Flag Air Carriers							11							
52.247-64 Preference for Privately Owned U.S.-Flag Commercial Vessels Alternate I Alternate II	11						11							
52.247-67 Submission of Commercial Transportation Bills to the General Services Administration for Audit														
52.248-1 Value Engineering Alternate I Alternate II Alternate III														
52.248-3 Value Engineering) Construction Alternate I														
52.249-13 Excusable Delays														
52.250-1 Indemnification Under Public Law 85-804 Alternate I	3						3							
52.251-1 Government Supply Sources Alternate I							10							

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52.251-2 Interagency Fleet Management System Vehicles and Related Services	11						11							
52.252-2 Clauses Incorporated by Reference														
52.252-4 Alterations in Contract														
52.252-6 Authorized Deviations in Clauses														
52.253-1 Computer Generated Forms							9							

**Roles and Responsibilities From the Federal Acquisition Regulation**  
**(The following FAR provisions are in addition to the provisions set forth in Acquisition Letter 99-05)**  
**(Numbers in the following matrix correspond to chapter numbers.)**

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1.102 Statement of guiding principles for the Federal Acquisition System	2	2												
2.101 Definitions	2	2												
17.605 Award, renewal, and extension.	5													
22.4 Labor Standards for Contracts Involving Construction					3									
22.8 Equal Employment Opportunity	12						12				12			
22.10 Service Contract Act of 1965, as Amended					3									
22.805 Procedures	12													
22.1303 Waivers											12			
22.1305 Collective Bargaining Agreements	12													
22.1307 Actions Because of Noncompliance	12													
22.1404 Department of Labor Notices	12													
22.1405 Collective Bargaining Agreements	12													

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23.601 Requirements	2						2							
25.102 Policy	8				8									
28.301 Policy							3							
31.201-2 Determining Allowability	3						7							
31.201-3 Determining Reasonableness							7							
31.205-6 Compensation for Personal Services					3		3							
31.205-19 Insurance and Indemnification	3						3							
31.205-47 Costs Related to Legal and Other Proceedings	7			7										
32.8 Assignment of Claims	7						7							
44.202 Contracting Officer's Evaluation	10													
42.302 Contract Administration Functions	3													
44.304 Surveillance	10													
50.403-1 Indemnification Requests							3							
52.219-26 Small Disadvantaged Business Participation Program-Incentive Subcontracting	12						12							
52.222-21 Prohibition Against Segregated Facilities							12							

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52.222-24 Preaward Onsite Equal Opportunity Compliance							12							
52.222-26 Equal Opportunity	12													
52.222-27 Affirmative Action Compliance Requirements for Construction							12							
52.222-29 Notification of Visa Denial							12							
52.222-41 Service Contract Act of 1965, as amended	3						3							
52.227-6 Royalty Information	6						6							
52.227-14 Rights in Data - General	6			6			6							
52.227-16 Additional Data Requirements	6			6										
52.227-17 Rights in Data - Special Works							6							
52.227-18 Rights in Data - Existing Works	6						6							
52.227-19 Commercial Computer Software - Restricted Rights							6							
52.228-7 Insurance Liability to Third Persons	3						3							
52.228-8 Liability and Insurance - Leased Motor Vehicles							3							
52.242-16 Stop Work Order - Facilities	8						8							

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52.242-17 Government Delay of Work	7													
52.249-14 Excusable Delays	8						8							
52.250-1 Indemnification under Public Law 85-804							3							