

**EXHIBIT F**



DEPARTMENT OF HEALTH & HUMAN SERVICES

National Institute of  
Environmental Health Sciences  
P.O. Box 12233  
Research Triangle Park, N.C. 27709

## Memorandum

Date June 25, 1993  
From Contracting Officer, CPMB, OM  
Subject Appointment of Project Officer, Contract No. N01-ES-35362 (RFP 92-31)  
Kennedy Krieger Research Institute  
To Dr. Walter Rogan, Project Officer  
Ms. Beth Ragan, Alternate Project Officer

1. You are hereby appointed as the Project Officer (or alternate) for the subject contract.
2. This appointment shall remain in effect for the life of the contract unless:
  - a) The appointment is terminated in writing by the Contracting Officer.
  - b) You are reassigned.
  - c) Your employment with the Government is terminated.
3. You shall represent the Contracting Officer for all technical matters that arise under the contract. In this respect, the Contract, Section G.1.b. and Federal Procurement Regulations specify that you shall:
  - a) Familiarize yourself with the terms and conditions of the contract, particularly with those which fall within the area of your authority.
  - b) Monitor technical efforts and progress, and discuss these matters with the contractor, as appropriate.
  - c) Respond to inquiries on purely technical aspects of the contract.
  - d) Review progress, to determine if there has been technical and/or physical progress commensurate with the contract requirements and/or payment requests.
  - e) Advise the Contracting Officer of any unusual problems affecting the progress or cost of the contract.
  - f) Comply with the Billing/Payment Instructions included in the contract. Please review your "ordering and receiving" requirements (outlined in the Billing/Payment Instructions)

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carefully, and insure that you promptly submit all required receiving information as required. Failure to submit receiving documents promptly may result in the payment of interest to the contractor, and such interest payments shall be charged to your account.

- g) Maintain complete surveillance of the technical performance and contact with the contractor in order to give reasonable assurance that all specified contract deliverables are delivered on time and are in accordance with the specifications/requirements of the contract terms. You should receive the items listed "for submission to the Project Officer" in accordance with the cited contract provisions. You should deal directly with the contractor on these matters, and coordinate any problems which require changes to the contract in advance with the Contracts and Procurement Management Branch (CPMB).
- h) Keep the Contracting Officer informed as to the adequacy of the contractor's performance, progress, and completion, or any noted discrepancies or variations from the contract terms. Copies of all correspondence between your office and the contractor should be provided by your office to me for inclusion in the official file, further assistance if requested and/or to insure my complete awareness of contract compliance problems and deficiencies.
- i) Inspect the submittals/services delivered; determine conformance with the contract work statement and specification requirements and recommend to the Contracting Officer acceptance or rejection of the submittals/services.
- j) Provide invoice approval (if required by the Billing and Payment Instructions, and submit receiving documents.

4. This contract is a Cost-Reimbursement, Completion type.

5. Notwithstanding the authorities delegated in paragraph 3, you:

- a) Shall not redelegate any authority to any other person.
- b) Shall not change any of the terms and conditions of the contract or sign any modification to the contract.
- c) Shall not obligate the payment of any money by the Government.

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- d) Shall not cause the contractor to incur costs not otherwise covered by the contract with the expectation that such costs will be reimbursed by the Government.
- 6. The authority of the Alternate Project Officer only becomes effective during the unavailability of the Project Officer unless otherwise authorized by the Contracting Officer.
- 7. Ask the Contract Specialist for guidance if you are in doubt about the extent of your authority or any circumstances not covered herein.
- 8. Forward to the Contracting Officer a copy of all of your correspondence with the contractor, including memoranda on significant verbal discussions.

*Thomas M. Hardee*  
Thomas M. Hardee

Acknowledged by:

*Waltis Raga*  
\_\_\_\_\_  
Waltis Raga  
Project Officer

6/29/93  
Date

*Beth Raga*  
\_\_\_\_\_  
Beth Raga  
Alternate Project Officer

6-25-93  
Date

*Karen R. Cox*  
\_\_\_\_\_  
Karen R. Cox  
Contractor

6/29/93  
Date

cc: Contract File