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**E.3 House Contract Personnel Definition**

a. Contracting Officer (CO). The CO has the overall responsibility for the administration of this contract. The CO alone, without delegation, is authorized to take actions on behalf of the CAO to amend, modify or deviate from the contract terms, conditions, requirements, specifications, details and/or delivery schedules. However, the CO may delegate certain other responsibilities to authorized representatives. The Contracting Officer for this contract is :

Philip G. Kiko  
Associate Administrator  
Procurement and Purchasing  
Room 502, O'Neill HOB  
U.S. House of Representatives  
Washington, D.C. 20515

Telephone: (202) 225-2921  
Fax: (202) 226-3850

b. Contracting Officers Representative (COR). The COR, to be appointed by the CO, is designated by the CO to assist in the discharge of the CO's responsibilities. The responsibilities of the COR include, but are not limited to: determining the adequacy of performance by the Contractor in accordance with the terms and conditions of this contract, acting as the CO's representative in charge of work at the site, ensuring compliance with contract requirements insofar as the work is concerned, advising the CO of any factors which may cause delays in performance of the work, conducting such reviews as required, and certifying Contractor invoices for payment by the Office of Finance.

c. Contract Inspectors. Contract Inspectors are responsible for the day-to-day inspection and monitoring of the Contractor's work. They will confer with representatives of the Contractor regarding any problems encountered in the performance of the work and generally assist the COR in carrying out his responsibilities.