

SOFARS PART 5642 - CONTRACT ADMINISTRATION AND AUDIT SERVICES

(Revised June 2021)

Table of Contents

SOFARS PART 5642 CONTRACT ADMINISTRATION AND AUDIT SERVICES

SUBPART 5642.2 CONTRACT ADMINISTRATION SERVICES

5642.202 Assignment of Contract Administration.

SUBPART 5642.4 CORRESPONDENCE AND VISITS

5642.490 Contract Clauses.

SUBPART 5642.15 CONTRACTOR PERFORMANCE INFORMATION

5642.1503 Procedures.

SOFARS PART 5642 CONTRACT ADMINISTRATION AND AUDIT SERVICES

SUBPART 5642.2 CONTRACT ADMINISTRATION SERVICES

5642.202 Assignment of Contract Administration.

(Revised June 2021)

(a) USSOCOM Directorate of Procurement policy is to transfer all contract administrative responsibility to the servicing DCMA on all contracts over \$350,000 not purchased in accordance with [FAR Part 12](#), except where required by statute or excluded from DCMA responsibility. Exception may be granted by:

- (1) Contracting Officer determination to be in the best interest of the organization to retain ACO responsibilities at the local office.
- (2) Determination that it is most effective to transfer only partial responsibility to the DCMA.

The decision should be based on providing the best service to the customer and the capabilities of the contracting office. Both determinations should be made in writing and maintained in the contract file.

(b) The transmittal of the contract shall be accomplished in a manner that will provide documentation of confirmation of receipt by the DCMA office.

(c) *(Removed 2017)*

SUBPART 5642.4 CORRESPONDENCE AND VISITS

5642.490 Contract Clauses.

(Added February 2014)

The contracting officer shall insert the clause substantially the same as [5652.242-9002](#), Accounting for Common Access Cards (CACs) for Contractor Personnel Departing HQ USSOCOM, in solicitations and contracts and or task orders that require contractor personnel to meet one or both of the following criteria:

(a) Require logical access to Department of Defense computer networks and systems in either the unclassified environment or the classified environment where authorized by governing security directives; and/or

(b) Perform work which requires the use of a CAC for installation entry control or physical access to facilities and buildings.

SUBPART 5642.15 CONTRACTOR PERFORMANCE INFORMATION

5642.1503 Procedures.

(Revised June 2021)

(d)

(1) USSOCOM HCDs and FCOs shall use the Contractor Performance Assessment Reporting System ([CPARS](#)) as the method to record evaluations of contractor performance.

(2) Those contractor performance evaluations involving national security/classified contract actions shall not be entered into CPARS; however, they must follow CPARS reporting requirements in conjunction with the individual program security requirements.

HQ, United States Special Operations Command
Special Operations Forces Acquisition, Technology, and Logistics (SOF AT&L)

SOFARS 5642

February 2007