



Department of Energy  
Office of Science  
Brookhaven Site Office  
P.O. Box 5000  
Upton, New York 11973

October 15, 2020

Dr. Doon Gibbs  
Brookhaven Science Associates, LLC  
Brookhaven National Laboratory  
Upton, New York 11973

Dear Dr. Gibbs,


SUBJECT: DESIGNATION OF CONTRACTING OFFICER'S REPRESENTATIVE (COR)  
FOR THE HIGH-LUMINOSITY UPGRADE OF THE LARGE HADRON  
COLLIDER ATLAS EXPERIMENT

Attached is a copy of the letter designating Robert Caradonna as the Contracting Officer's Representative under Contract No. DE-SC0012704, in accordance with Department of Energy (DOE) Order 541.1B. This appointment is effective immediately and supersedes any previous designations.

The attached letter details the duties and responsibilities of the COR, limited to Work Authorization No. KA2103011 for the High-Luminosity Upgrade of the Large Hadron Collider (HL-LHC) ATLAS Experiment

Should you have any questions regarding this appointment, please feel free to contact me at [Fausto.Fernandez@science.doe.gov](mailto:Fausto.Fernandez@science.doe.gov).

Sincerely,

  
Fausto R. Fernandez | Contracting Officer  
Director, Business Division  
U.S. Department of Energy | Brookhaven Site Office

Digitally signed by  
FAUSTO FERNANDEZ  
Date: 2020.10.15  
13:32:41 -04'00'

Attachment:  
Robert Caradonna COR Designation

cc: B. Gordon, SC-BHSO  
G. Olson, SC-BHSO  
M. Dikeakos, SC-BHSO  
J. Eng, SC-BHSO  
M. McCann, SC-BHSO  
K. Porter, SC-BHSO  
A. Clifton, SC-BHSO  
R. Caradonna, SC-BHSO

J. Anderson, BSA  
R. Tribble, BSA  
G. Clark, BSA  
A. Troutman, BSA  
K. Fox, BSA  
M. Schoonen, BSA  
L. Flynn, BSA

UNITED STATES GOVERNMENT

Department of Energy

# Memorandum

DATE: October 15, 2020

REPLY TO: Fausto R. Fernandez, Director Business Division  
ATTN OF: Brookhaven Site Office  
Fausto R. Fernandez | Contracting Officer  
Director, Business Division  
U.S. Department of Energy | Brookhaven Site Office  
Digitally signed by  
FAUSTO FERNANDEZ  
Date: 2020.10.15  
16:18:36 -04'00'SUBJECT: DESIGNATION OF CONTRACTING OFFICER'S REPRESENTATIVE FOR  
CONTRACT NO. DE-SC0012704 WITH BROOKHAVEN SCIENCE ASSOCIATES, LLC  
(BSA) FOR THE HIGH-LUMINOSITY UPGRADE OF THE LARGE HADRON  
COLLIDER ATLAS EXPERIMENT

TO: Robert Caradonna, Federal Project Director

Pursuant to DOE Order O 541.1, *Appointment of Contracting Officers and Contracting Officer Representatives*, and in accordance with the Technical Direction clause contained in the subject contract, you are hereby designated to act as the Contracting Officer's Representative (COR) for Contract No. DE-SC0012704 in relation to the High-Luminosity Upgrade of the Large Hadron Collider (HL-LHC) ATLAS Experiment under Work Authorization No. KA2102021. You must, therefore, familiarize yourself with the requirements of the contract and your responsibilities relative to these requirements. This appointment is specific to you and may not be delegated to others. You must also complete the required Brookhaven National Laboratory (BNL) training requirements and subsequent refreshers.

Your duties will consist of the following:

**A. Monitor and Manage the Work Authorization.**

1. Ensure that Brookhaven Science Associates, LLC (BSA) complies with the technical requirements of the Work Authorization, including reports, documentation, data, work products, milestone schedules, and deliverables.
2. Inform the Contracting Officer (CO) in writing of any performance concerns of BSA.
3. Inform the CO if there are any gaps in the government meeting its contractual Work Authorization obligations to BSA.
4. Monitor the execution of sub-contracts to universities and to component manufacturers for specific deliverables to meet the mission need.

5. Inform the CO in writing of any necessary changes to the WA. A written request must be processed through the CO to effect any changes in the scope of work, task order, reporting requirements, or any other part of the contract.
6. Issue technical direction after coordination with the CO within the limitations set forth in this designation and in accordance with the Technical Direction clause of the contract. Such technical direction should be in writing and will be processed and distributed by BHSO.
7. Complete and return any performance request from BHSO when requested.
8. Ensure that requirements and policies of FAR 37.104, Personal Services Contracts, are adhered to and that no employer-employee relationship between Government and Contractor employees is created. [Note: The DOE Acquisition Guide, Part 37, provides guidance on support service contracting, a copy of which is available from the CO.]
9. Inform the CO of any potential or evidence of organizational conflict of interest (OCI) problems. [OCI means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.]

**B. Monitor Administrative and Funds Aspects of WA.**

1. Notify the CO immediately of any indication that the cost to the government for completing performance under the Work Authorization will exceed the amount stated in the Work Authorization, as applicable.
2. Coordinate with BSA and BHSO on funding needs of the program.
3. Report any indication that costs are being incurred which are not appropriately chargeable to the Work Authorization.
4. Monitor travel under the Work Authorization to assure the necessity, number of travelers, and duration are appropriate.
5. Questionable costs should be reported promptly to the CO for appropriate resolution.


In performing these responsibilities, you are not authorized to redelegate any COR responsibility to others; or negotiate terms or make any agreements or commitments with the Contractor which involve a change in the scope, price/cost, terms, or conditions of the contract.

Only the CO is authorized to modify any term or condition of the contract, waive any requirement of the contract, or approve the payment of vouchers.

Please acknowledge acceptance of the COR designation and return one copy to me.

**ACCEPTANCE OF CONTRACTING OFFICER'S REPRESENTATIVE (COR) DESIGNATION**

Robert  
Caradonna

 Digitally signed by Robert  
Caradonna  
Date: 2020.10.16 11:41:35 -04'00'

Robert Caradonna

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October 16, 2020

Date

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