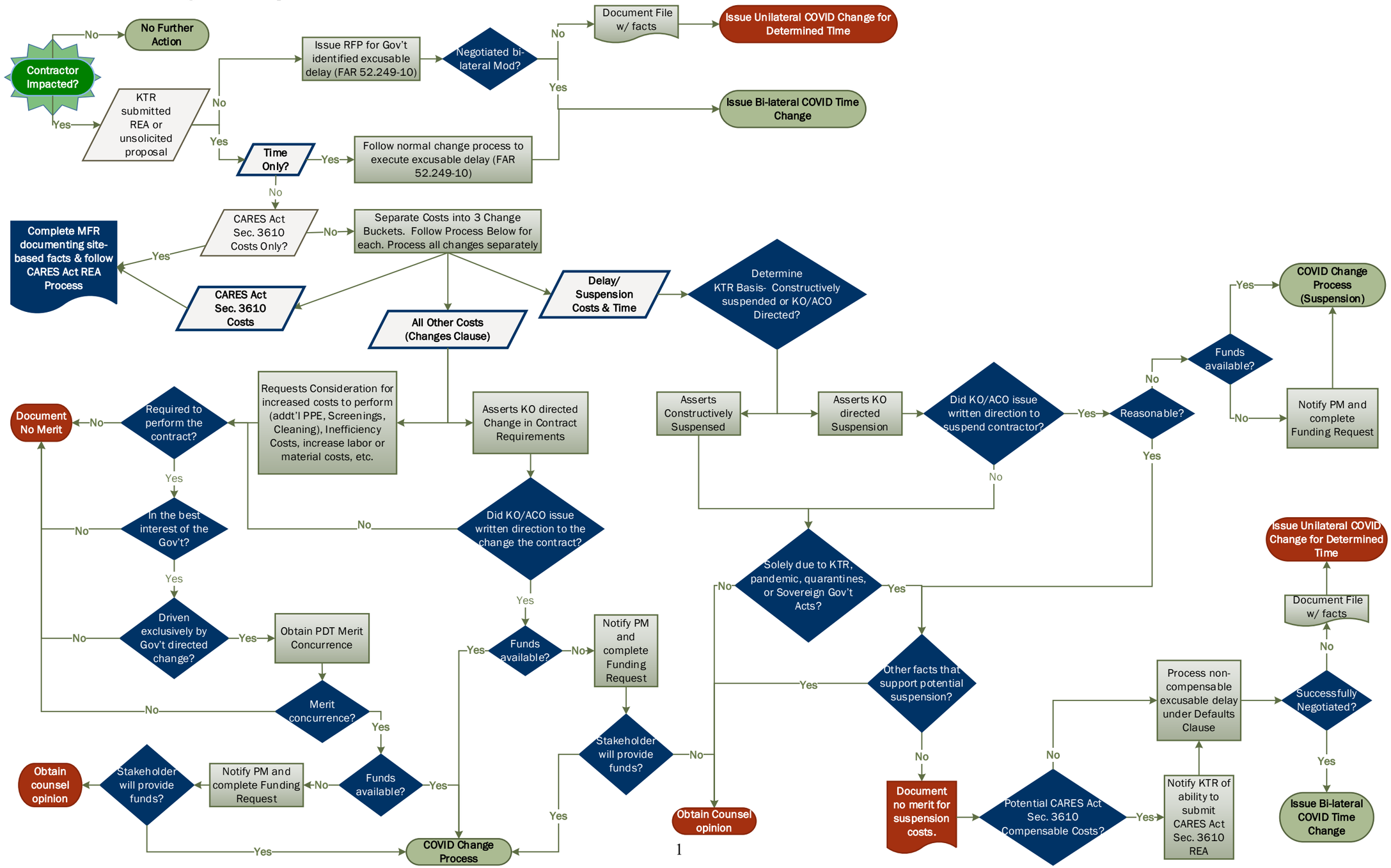
Contractor Impacted?
No
No Further Action
Yes
KTR submitted REA or unsolicited proposal
No
Issue RFP for Gov't identified excusable delay (FAR 52.249-10)
Negotiated bi-lateral Mod?
No
Document File w/ facts
Issue Unilateral COVID Change for Determined Time
Yes
Issue Bi-lateral COVID Time Change
Yes
Time Only?
Yes
Follow normal change process to execute excusable delay (FAR 52.249-10)
No
CARES Act Sec. 3610 Costs Only?
No
Separate Costs into 3 Change Buckets. Follow Process Below for each. Process all changes separately
Yes
Complete MFR documenting site-based facts & follow CARES Act REA Process
CARES Act Sec. 3610 Costs
All Other Costs (Changes Clause)
Delay/ Suspension Costs & Time
Determine KTR Basis- Constructively suspended or KO/ACO Directed?
Asserts Constructively Suspensed
Asserts KO directed Suspension
Did KO/ACO issue written direction to suspend contractor?
Yes
Reasonable?
No
Funds available?
Yes
COVID Change Process (Suspension)
No
Notify PM and complete Funding Request
Yes
Requests Consideration for increased costs to perform (addt'l PPE, Screenings, Cleaning), Inefficiency Costs, increase labor or material costs, etc.
Asserts KO directed Change in Contract Requirements
Document No Merit
No
Required to perform the contract?
Yes
In the best interest of the Gov't?
No
Yes
Driven exclusively by Gov't directed change?
No
Yes
Obtain PDT Merit Concurrence
Merit concurrence?
No
Yes
Funds available?
Yes
No
Notify PM and complete Funding Request
Stakeholder will provide funds?
Obtain counsel opinion
Yes
No
Did KO/ACO issue written direction to the change the contract?
Yes
Funds available?
Yes
No
Notify PM and complete Funding Request
Stakeholder will provide funds?
No
Yes
COVID Change Process
Solely due to KTR, pandemic, quarantines, or Sovereign Gov't Acts?
No
Yes
Obtain Counsel opinion
Other facts that support potential suspension?
Yes
No
Document no merit for suspension costs.
Potential CARES Act Sec. 3610 Compensable Costs?
No
Yes
Notify KTR of ability to submit CARES Act Sec. 3610 REA
Process non-compensable excusable delay under Defaults Clause
Successfully Negotiated?
No
Document File w/ facts
Issue Unilateral COVID Change for Determined Time
Yes
Issue Bi-lateral COVID Time Change