Attachment 4: Contractor Discrepancy Report

CONTRACT DISCREPANCY REPORT

1. CONTRACT OR AGREEMENT NUMBER:	2. REPORT NUMBER FOR THIS DISCREPANCY:
3. TO:	4. FROM:

5. DATES

a. DISCREPANCY IDENTIFIED:	b. CDR DELIVERED/RECEIVED:	c. INITIATE CORRECTIVE ACTION:

6. DISCREPANCY OR PROBLEM: *(Describe in detail. Include reference to PWS section; use attached continuation sheet(s) if necessary.)*

7. SIGNATURE OF COR:	DATE:
8. SIGNATURE OF CONTRACTING OFFICER:	DATE:

9a. TO:	9b. TITLE:

10. CONTRACTOR RESPONSE AS TO CAUSE, CORRECTIVE ACTION AND ACTIONS TO PREVENT RECURRENCE. *(Cite applicable Quality Control Plan procedures or new procedures. Use attached continuation sheet(s) if necessary.)*

11. SIGNATURE OF CONTRACTOR REPRESENTATIVE:	DATE:

12. GOVERNMENT ACTIONS. *(Acceptance, partial acceptance, rebuttal. Use attached continuation sheet(s) if necessary.)*

13. GOVERNMENT EVALUATION. *(Acceptance, partial acceptance, rebuttal. Use attached continuation sheet(s) if necessary.)*

14. CDR CLOSE OUT. *(Following successful resolution of contract discrepancy(ies).)*

	ACKNOWLEDGEMENT: TO THE BEST OF MY KNOWLEDGE AND BELIEF -	INITIALS	DATE
a. CONTRACTOR:	*(I accept that appropriate corrective actions and close out remedies where employed.)*		
b. COR:	*(I accept that appropriate corrective actions and close out remedies where employed.)*		
c. CO:	*(I accept that the parties worked cooperatively to correct the discrepancy(ies).)*		

INSTRUCTIONS FOR COMPLETION:

1. State the base contract or agreement number for which task/delivery orders are being issued against. This includes agency awards which contain either A, C, or D in the numbering convention (e.g. VA118-16-**C**-0001) as well as VA FSS or NAC BPAs. This also includes MAS, GWACs, and other agency MACs authorized as either assisted acquisition or direct acquisition by another agency.

2. Generate a unique report number to track each CDR, using the current order number which contains F or J; or definitive contract number which contains C, followed by the initials 'CDR' and then a sequential number, as the official numbering convention (e.g. **[VA118-16-F-0202]CDR-0001**).

3. Print name of the Prime Contractor Company.

4. Print name of the division/department/party affected by the discrepancy.

5. Pertinent dates, (a) when was the discrepancy first identified, (b) when was the CDR delivered to the Contractor POC for their review/comment, and (c) after delivery of the CDR when does the Program Office require corrective actions to commence. (Note: The CDR is considered to be received by the Contractor at time of delivery).

6. Provide a concise yet vivid explanation of what the discrepancy is. Cross reference the discrepancy to the corresponding PWS, PRS and/or QASP sections in discrepancy.

7. COR signs, certifying delivery of the CDR.

8. CO signs, certifying notification of CDRs delivery.

9. Responsible Contractor POC name and title (e.g. Program Manager, CEO, etc.).

10. The Contractor POC narrative explanation as to what, in their view, caused the discrepancy along with the proposed corrective measures.

11. The Contractor POC signs, certifying responsibility for correcting the CDR.

12. In the event there is shared responsibility for causing the discrepancy, the Government must also state actions it will take concurrent with Contractor actions, otherwise this is not applicable. (Note: Government actions will be initiated commensurate with the date established at block 5(c).)

13. After corrective actions have been taken, evaluate whether actions had an impact in being able to resolve the discrepancy. In the event corrective actions are long term in scope, evaluate whether proposed actions provide adequate assurance of being able to resolve the discrepancy. For any matter that is not able to be resolved, the Program Office shall initiate steps for issuance of a cure notice.

14. Upon successful resolution of the discrepancy, or after determining that either a cure notice or stop-work order is required, the CDR shall be acknowledged as a closed action.