|  |  |
| --- | --- |
| United States (U.S.) Department of the Interior (DOI) Seal with a bison standing in front distanced mountains and the sun and surround by text U.S. Department of the Interior and March 3, 1849. | **United States Department of the Interior****NATIONAL PARK SERVICE (NPS)****DENVER SERVICE CENTER (DSC) - CONTRACTING SERVICES (CS)****12795 WEST ALAMEDA PARKWAY****POST OFFICE (P.O.) BOX 25287****DENVER, COLORADO 80225-0287** |

Company

Address

City, State Zip

Dear Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Reference: Park, State, Contract Number 1402018XXXX, Project Title

Subject: Contracting Officer's Directive (COD)

Pursuant to Clause\_\_\_\_\_, Changes, of the referenced contract, you are hereby directed to proceed with the following work:

XXXXXX

Commence this work as soon as possible to not further impact your schedule and allow continuation of other work in these areas.

This directive provides written directions to the Contractor from the Contracting Officer (CO) and continues the progress of work without interruption. **A definitizing contract modification to incorporate this work will be issued within 30 days from date of this directive.** Modification will be issued bilaterally to indicate a negotiated price and time, or unilaterally based on Government’s best estimate.

Cost of work of this directive shall not exceed the ceiling price of $xxxxx. If at any time the Contractor has reason to believe that the cost of this change will exceed **80 percent** of the ceiling price contained in this Directive, the Contractor shall notify the Contracting Officer giving a revised estimate of the total price to the Government for performing this contract with supporting reasons and documentation.

A price proposal for this change is due within \_\_\_\_\_ days of this Directive.

*If ceiling amount of COD is an estimated quantity or not-to-exceed dollar amount, include statement in COD addressing how directed work will be measured or monitored. COD shall state emphatically that Contractor shall not perform work exceeding ceiling amount.*

*If COD is based on Government estimate, Contractor shall submit a price proposal for work no later than 10 days of receiving the COD.*

This letter provides authorization and direction to proceed with additional work described and stop work on removed items. **Note that no payment for work included in this directive shall be made prior to definitization through formal modification.** Should you have any questions, please contact Name at (xxx) xxx-xxxx.

Sincerely,

CO Name

Contracting Officer (CO)

carbon copy (cc):

DSC-CS BC (Branch Chief): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DSC-PM (Project Manager): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DSC-COR (Contracting Officer Representative): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DSC-CS (Contracting Specialist): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_