ECOPS

Italy- Technical Representative (TR) Contract Guide

Preconditions

- Contract submitted to DOCPER group inbox
  - Contracting Action Submission Form
  - COR Designation Memo signed by the Contracting Officer (must include contract number and DO/TO number)
  - Signed copy of the contract (releasable to Host Nation)
  - PWS/SOW/SOO (releasable to Host Nation)
- Mission support is in Italy and qualifies as Technical Representative
- DOCPER enters initial contract data into ECOPS
- COR is granted access to ECOPS
- Reference: https://www.europeafrica.army.mil/contractor/

Getting Started

Please Note- the COR needs to have the following available to complete the ECOPS contract record:

1) Signed Contract
2) PWS
3) Job Description(s)
4) Contact Information for the Vendor Representative (VREP)
5) COR contact information
6) Italian street address for all positions in Italy
7) Minimum salary information for each job type (base salary - not including benefits)
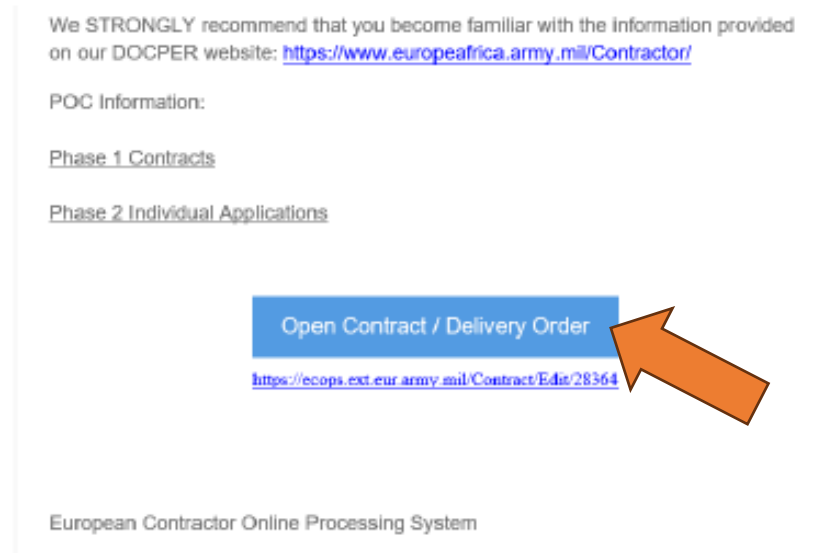8) COR designation letter

Getting Started

Step 1. the COR will receive an automated email notification to proceed.

Step 2. Click on the Open Contract/Delivery Order button.

We STRONGLY recommend that you become familiar with the information provided on our DOCPER website: https://www.europeafrica.army.mil/Contractor/

POC Information:

Phase 1 Contracts

Phase 2 Individual Applications

Open Contract / Delivery Order

https://ecops.ext.eur.army.mil/Contract/Edit/28364

European Contractor Online Processing System

Selecting the contract record

Step 3. Log into ECOPS.

Step 4. The Contract/ Delivery Order grid will display. The grid displays all the contracts associated with the COR.

Contracts / Delivery Orders

ID	Category	Contract Number	DO/TO	Vendor	Current PoP End...	Final End Date	Accred. Status	Contract/DO/TO Sta...	#JOB	#POS	#AVIL	Teams	COR
	TR							Closed					
38928	TR	TR contract		N/A	19-Nov-2024	19-Nov-2028	Pending - COR	Pending - COR				T-7	Iam A-COR

Step 5. Click on the specific contract/ delivery order number.

Select the "Contract" tab

Step 6. Click on the contract tab.

Enter "Contract" information

Step 7. DOCPER will enter the contract number, contracting officer, and POP dates. <u>Please verify</u>. This is pulled from the Contracting Action Submission Form and contract.

Enter "Contract" information

Step 8. Enter the contract synopsis in the "English Language Synopsis" data field. The synopsis needs to be a clear and concise description of who is being supported, the type of support being provided, and where in Italy the work is being accomplished.

English Language Synopsis	• A great synopsis always begins with "The contractor provides… • A great synopsis will not, shall not include the words "will" or "shall" • A great synopsis is written entirely in the present tense • A great synopsis will be free of jargon and undefined acronyms and is simple and easy to understand • A great synopsis does not hide anything that might be found in the performance work statement
Foreign Language Synopsis	Translation is not required * translation is not required

Note: A guide to craft a well written synopsis is provided on the DOCPER website.
https://www.europeafrica.army.mil/Portals/19/Contractor/DOCPERSynopisWriting.pdf?ver=2018-05-07-052233-800

Enter "DO/TO" information

<u>Note</u>. If you have a delivery/ task order, repeat the same steps as outlined in the contract section, slides 6-7.

Select the "Agency/Vendor" tab

<u>Step 9</u>. Click on the Agency/ Vendor tab.

Select the "Agency" tab

Step 10. Click on the Agency tab. Enter agency name. ECOPS will prepopulate prior entries. If the name doesn't exist in the ECOPS database, select the "add" button.

Enter "Agency" information

Step 11. Enter agency name and select the correct option in "agency type". Select "blue" save button.

Enter "Agency" information

Step 12. Enter the agency city, state, and country. Select "blue" save button.

TR contract

Technical Representative

Summary	**Agency/Vendor**
Status / Actions	
Contract	Agency Vendor
DO / TO	
Agency / Vendor	Save
Subcontractors	
POCs	Agency U.S. Army Material Command ▾ Add 1.
Accreditation Category	Hint: type at least three characters. For example "afc"
Job Descriptions	Agency City Huntsville 2. 3.
Job / Positions	
Documents	Agency Country USA ▾ Agency State Alabama ✕ ▾ 4.
Remarks	Hint: type at least three characters. For example "usa"
MODs	

Select the "Vendor" tab

Step 13. Click on the Vendor tab. Enter the vendor's name as reflected on the first page of the signed contract. ECOPS will prepopulate prior entries. If the name doesn't exist in the ECOPS database, select the "add" button.

Enter "Vendor" information

Step 14. Enter the vendor information as reflected on the first page of the signed contract. Select "blue" save button.

Select the "Subcontractor" tab

Step 15. If applicable, click on the Subcontractor tab. Enter the subcontractor's name as reflected on the signed subcontract document. ECOPS will prepopulate prior entries. If the name doesn't exist in the ECOPS database, select the "add" button.

Enter "Subcontractor" information

Step 16. Enter the subcontractor's name and select "blue" save button.

Enter "Subcontractor" information

Step 17. Enter the subcontractor's information as reflected on the signed subcontract document. Select "blue" save button.

Enter "Subcontractor" information

Step 18. Confirm data entry.

TR contract - ABC Technologies Inc.

Technical Representative

Summary

Status / Actions

Contract

DO / TO

Agency / Vendor

Subcontractors

POCs

Subcontractors

Please note that there must be a 'Subcontract' document uploaded to the Documents section per subcontract added.

Vendor Name	Subcontract Number	Country	State	Civ Phone	Mil Phone		
ZZZ Incorporated	AA-1234-BB	United States of America	AZ	1-432-8765	312-432-8765	✎	🗑

Add / Edit Subcontracts

Select the "POCs" tab

Step 19. Click on the POCs tab. Select the COR tab.

TR contract - ABC Technologies Inc.

Technical Representative

Summary

Status / Actions

Contract

DO / TO

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Subcontractors

POCs

Accreditation Ca...

DOCPER Team / COR / Mission Partner Affiliation Sponsor (MPAS) / Vendor Representative

DOCPER Representative   **COR**   Mission Partner Affiliation Sponsor (MPAS)   Vendor Representative

If no Primary COR is selected, the system   the first available COR in the list for populating documents.

First	Last	Email
Iam	A-COR	IamaCOR.civ@army.mil

1.

2.

Select the "POCs" tab

Step 20. Click on the icon to verify/ edit COR information.

TR contract - ABC Technologies Inc.

Technical Representative

Summary

Status / Actions

Contract

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Subcontractors

POCs

Accreditation Category

DOCPER Team / COR / Mission Partner Affiliation Sponsor (MPAS) / Vendor Representative

| DOCPER Representative | COR | Mission Partner Affiliation Sponsor (MPAS) | Vendor Representative |

If no Primary COR is selected, the system will choose the first available COR in the list for populating documents.

	First	Last	Email	
	Iam	A-COR	IamaCOR.civ@army.mil	

1.

Enter "COR" information

Step 21. Verify/ adjust COR information. Select "blue" save button.

Edit COR   ✕

| First Name | Iam | Last Name | A-COR |

Middle Name   Prefix

Job Title

Email   IamaCOR.civ@army.mil

| Military Address |

Address   321 Main Street

Address 2

Address 3

City   Huntsville   Postal Code   123456

Country   ▼   State   Alabama ▼

Hint: type at least three characters. For example "usa"

Military Phone   312-123-4567   Military Fax

| Civilian Address |

Civilian Address Same As Military   **YES** ⬤

Close   **Save Changes**

1.

Select the "MPAS" tab

Step 22. DOCPER will enter MPAS information from the contracting action submission form. Click on edit button. Please confirm entries.

Enter "MPAS" information

Step 23. Verify/ adjust MPAS information. Select "blue" save button.

Edit Mission Partner Affiliation Sponsor (MPAS) ✕

First Name

Iam

Last Name

A-COR

Middle Name

Email Address

IamaCOR.civ@army.mil

Close   Save Changes

1.
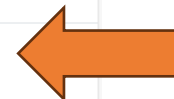
Enter "MPAS" information

Step 24. Enter additional MPAS. Enter the MPAS' name. ECOPS will prepopulate prior entries. If the name doesn't exist in the ECOPS database, select the "add new" button.   Select the blue "assign" button when complete.

TR contract - ABC Technologies Inc.

Technical Representative

Summary

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Contract

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Subcontractors

POCs

Accreditation Category

Job Descriptions

Job / Positions

Documents

Remarks

DOCPER Team / COR / Mission Partner Affiliation Sponsor (MPAS) / Vendor Representative

DOCPER Representative   COR   Mission Partner Affiliation Sponsor (MPAS)   Vendor Representative

First	Last	Email		
Iam	A-COR	IamaCOR.civ@army.mil	👤✏	👤✕

Assign Mission Partner Affiliation Sponsor (MPAS) to Contract / DO/TO

If an exsting Mission Partner Affiliation Sponsor (MPAS) can not be found, then proceed to create a new entry | Add New | **2.**

Mission Partner Affiliation Sponsor (MPAS)   [_____ ▾] | Assign | **3.**

Hint: type at least three characters. For example   **1.**

Enter "MPAS" information

Step 25. Add MPAS information. Select "blue" save button.

Edit Mission Partner Affiliation Sponsor (MPAS)   ✕

First Name

you

Last Name

ACOR

Middle Name

Email Address

youareACOR@army.mil

Close   **Save Changes**   ⬅ 1.
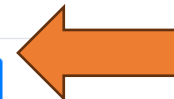
Enter "MPAS" information

Step 26. Verify new MPAS was added. Enter additional MPAS as required.

TR contract - ABC Technologies Inc.

Technical Representative

- Summary
- Status / Actions
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- Accreditation Category
- Job Descriptions
- Job / Positions
- Documents
- Remarks
- MODs

DOCPER Team / COR / Mission Partner Affiliation Sponsor (MPAS) / Vendor Representative

DOCPER Representative   COR   Mission Partner Affiliation Sponsor (MPAS)   Vendor Representative

First	Last	Email		
Iam	A-COR	IamaCOR.civ@army.mil	👤✎	👤✕
You are	ACOR	youareaCOR@army.mil	👤✎	👤✕

Assign Mission Partner Affiliation Sponsor (MPAS) to Contract / DO/TO

1.

If an exsting Mission Partner Affiliation Sponsor (MPAS) can not be found, then proceed to create a new entry   [Add New]

Mission Partner Affiliation Sponsor (MPAS)   [▼]   [Assign]

Hint: type at least three characters. For example "bob"

Select the "Vendor Representative" tab

Step 27. DOCPER will enter VREP information from the contracting action submission form. Click on edit button. Please confirm entries.

TR contract - ABC Technologies Inc.

Technical Representative

DOCPER Team / COR / Mission Partner Affiliation Sponsor (MPAS) / Vendor Representative

- Summary
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- Subcontractors

POCs

- Accreditation Category
- Job Descriptions
- Job / Positions
- Documents
- Remarks
- MODs

DOCPER Representative | COR | Mission Partner Affiliation Sponsor (MPAS) | Vendor Representative

Delegate To Vendor Representative **YES**

Save

First	Last	Email		
Iam	VREP	IamaVREP@company.com	👤✏️	👤✖️

1.

Assign Vendor Representative to Contract / DO/TO

If an exsting Vendor Representative can not be found, then proceed to create a new entry   [Add New]

Vendor Representative   [_____ ▼]   [Assign]

Hint: type at least three characters. For example "bob"

Enter "VREP" information

Step 28. Verify/ adjust VREP information. Select "blue" save button.

Add Vendor Representative ✕

First Name	Iam	Last Name	VREP
Middle Name		Prefix	Pick one ⌄
Job Title			
Email	IamVREP@company.com		

Military Address (Not Required For Vendor Representative, Leave All Fields Blank)

Address	432 Spring Street		
Address 2			
Address 3			
City	Phoenix	Postal Code	654321
Country	USA ▾	State	Arizona ▾
	Hint: type at least three characters. For example "usa"		
Military Phone	321-654-9876	Military Fax	

Civilian Address

Civilian Address Same As Military	NO	

Close   Save Changes

1.

Enter "VREP" information

Step 29. Enter additional VREPs. Enter the VREP's name. ECOPS will prepopulate prior entries. If the name doesn't exist in the ECOPS database, select the "add new" button.   Select the blue "assign" button when complete.

Assign Vendor Representative to Contract / DO/TO

If an exsting Vendor Representative can not be found, then proceed to create a new entry   Add New

Vendor Representative   you are a vrep   ✕   ▼   Assign
                                Hint: type at least three ch...   For example "bob"
                                                                                              2.
                                                        1.
                                                                                    3.

Enter "VREP" information

Step 30. Verify new VREP was added.

Step 31. The COR can delegate certain functions to the VREP. Select the "yes" on the toggle and select the blue "save" button when complete.

Skip "Accreditation Category " tab

Step 32. Skip the Accreditation Category tab. Move to the Job description tab.

TR contract - ABC Technologies Inc.

Technical Representative

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Documents

Remarks

MODs

Accreditation Category

🟢🔴 Technical Representative

Remove

Documents	**Accreditation Category Documents**
Remarks	
Statuses	

Type	Name	Submitted By	Date

Select the "Job Description" tab

Step 33. Select the job description tab. Select the "upload" button.

TR contract - ABC Technologies Inc.

Technical Representative

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- **Job Descriptions**
- Job / Positions
- Documents

Job Descriptions

🇮🇹 Technical Representative

Upload

Type	Name	Submitted By	Date

1.

2.

Upload the "Job Description" document

. Select the "select files" job button. Select the blue "save changes" button.

Warning: All documents entered into ECOPS must be releasable to foreign authorities

Name

Tech Rep.pdf

Select files...

PDF Tech Rep
128.48 KB ×

1.

You can only upload **PDF** files.
Maximum allowed file size is **25MB**.

Overwrite Document with Same Name
☐

Date

Close | **Save Changes**

2.

Stronger Together!

Upload the "Job Description" document

Step 35. Job description documents must be pdf files and releasable to host nation authorities.

Job Description

I'm a Technical Representative.

Edit the job description document that include the following:

1. a job title
2. a job description paragraph
3. duties and responsibilities
4. "minimum qualifications" paragraph for Italy accreditation:

"Minimum Qualifications: A bachelor's degree **in** a related field,

OR; An associate's degree **in** a related field plus 4 years of recent specialized experience,

OR; A major certification and six years of recent specialized experience,

OR; High School diploma and at 8 years of recent specialized experience

Any other requirements can be listed under "desired skills".

Make sure the job description PDF file is titled the same as the job title as the file and the job position are linked in the system.

Upload the "Job Description" document

Step 36. Verify the document uploaded and the PDF is titled same as job position. Add additional as required.

Select the "Job/Positions" tab

Step 37. Select the job/positions tab. Select the "new" button.

Summary			
Status / Actions			

Job/Positions

▌▌ Technical Representative

| # of Jobs | 0 | # of Positions | 0 | # of Positions Approved | N/A | # of Positions Available | N/A |

New   Create New Job

Title	Status	# Positions	# Available	Salary	Location

Summary

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Job / Positions

Documents

Remarks

MODs

2.

1.

Enter the "Job/Positions" information

Step 38. Enter title of position that matches the job description title. List the physical address location and phone number where the individual will work in Italy. Select blue "save changes" button.

Add Job

Vendor Job Title	Tech Rep
Job Description Document	Tech Rep.pdf
Number of Positions	1
Annual Salary	$75,000
Job Phone	123-456-7890
Emergency Essential	No
Address 1	123 Appian Way
Address 2	
Address 3	
City	Naples
Postal Code	80036
Country	🇮🇹 Italy
State	Campania

Must match

No APO address or zip code

Close   Save Changes

1.

Verify the "Job/Positions" information

Step 39. Verify information was entered correctly and saved. Use the same process to add additional positions.

Select the "Documents" tab

Step 40. Select the documents tab. Select the blue "new" button.

TR contract - ABC Technologies Inc.

Technical Representative

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Contract Documents

New

Type	Name	Submitted By	Date

2.

1.

Upload Documents

Step 41. Select the document file to upload. Match with the document type. Select blue "save changes" button.

Verify Documents Uploaded

Step 42. Verify the files uploaded.

TR contract - ABC Technologies Inc.

Technical Representative

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Contract Documents

Type	Name
PWS/SOW/SOO	TR PWS.pdf
Contract	Signed contract.pdf
COR Designation	COR designation letter.pdf

1.

* Please make sure these documents are unclassified and releasable to the Host Nation *

Skip "Remarks" tab

Step 43. Skip the Remarks tab. This is for DOCPER use.

TR contract - ABC Technologies Inc.

Technical Representative

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Job Descriptions

Job / Positions

Documents

Remarks

MODs

Remarks

Remark

This is a new contract. No sub-contractors. COR .. ...

Skip "MODs" tab

<u>Step 44</u>. Skip the MODs tab. The contract has not been approved yet. Modifications are not allowed yet.

TR contract - ABC Technologies Inc.

Technical Representative

Summary

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POCs

Accreditation Category

Job Descriptions

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Documents

Remarks

MODs

Contract / DO/TO Modifications

Type	Accred. Cat.	Description	Status

Select the "Status/Actions" tab

Step 45. Select the status/actions tab. Enter any relevant remarks to your DOCPER Contract Analyst. Select the green "Submit to DOCPER" button.

TR contract - ABC Technologies Inc.

Technical Representative

Summary

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Contract

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Status/Actions

Status

1.

Submit to DOCPER   3.

Status Remark   Submitting to DOCPER for initial review.   2.

Status	Remark
Pending - COR	Your Italy contracting action has been opened in E ...
Pending - New	

Verify Status

Step 46. Select "contracts" to return to the contract grid. Verify the "Accred. Status" is Pending- DOCPER.

ECOPS   Home   Contracts   Jobs   Applications   MOD ▾   Reports   Admin

📄 Contracts / Delivery Orders

1.

📊 Contracts / Delivery Orders

ID	Category	Contract Number	DO/TO	Vendor	Current PoP End...	Final End Date	Accred. Status	Contract/DO/TO Sta...	#JOB	#POS	#AVIL	Teams	COR
								Closed ▼ ⫶					
38928	🇮🇹 TR	TR contract		ABC Technologies Inc.	19-Nov-2024	19-Nov-2028	Pending - DOCPER	Pending	1	1	1	T-7	Iam A-COR

2.

Common issues to avoid

1) Poorly Crafted English Language Synopsis (see DOCPER website)

2) Job Description does not utilize required verbiage: (see DOCPER website)

- ex: For TR - A bachelor's degree in a related field,
- OR; An associate's degree in a related field plus 4 years of recent specialized experience,
- OR; a major certification and 6 years of recent specialized experience,
- OR; High School diploma and at 8 years of recent specialized experience

3) POP dates do not match what's in the contract and/ or the DO/TO

4) Sub-contractor documentation and data fields not entered

Common issues to avoid

5) COR address field not completed

6) Failure to upload the:

- PWS
- COR Designation Memo
- Signed Contract
- Job Descriptions

Please make sure these documents are unclassified and releasable to the Host Nation

7) Job Description does not match Job location/title:

- Make sure this is a pdf file
- Make sure the title in the job descriptions matches what is entered in the job/positions page
- For example a "scientist" should match in both pages. Click on the "select file" button

8) Not returning the record back to DOCPER. Please remember to select the "green" submit to DOCPER button available in the Status tab