

September 30, 2011

MEMORANDUM TO: Regional Administrator  
Region II

FROM: Kathryn O. Greene, Director */RA SStewart-Clark for/*  
Office of Administration

SUBJECT: DELEGATION OF CONTRACTUAL AUTHORITY

Pursuant to the authority delegated to me by the Executive Director for Operations in the Procurement Executive Charter dated February 1, 2005, you are hereby delegated authority to execute and modify acquisition vehicles (including, but not limited to, purchase orders, financial assistance relationships, interagency agreement actions with the exception of laboratory agreements), and settle claims and terminations thereof, in accordance with Parts 8 and 13 of the Federal Acquisition Regulation (FAR). In addition, you shall perform other typical duties of a Contracting Officer, as set forth in the FAR.

Exercise of this delegated authority shall comply with all requirements of the law, executive orders, regulations, policies, and procedures, including clearances, approvals, and notification requirements in effect at the time of the transaction.

This delegation of authority, effective the date of this memorandum, supersedes any contractual authority previously delegated, and shall remain in effect until superseded. You are delegated the authority to sign the following actions:

- (1) Contract modifications that provide incremental funding, change project officers, exercise options, change key personnel documented by contractor agreement, change paying office, change appropriation data, or correct administrative errors;
- (2) Purchase orders, delivery orders, and amendments thereto, for supplies and services to commercial sources under General Services Administration (GSA) Federal Supply Schedules and GSA Area-wide Contracts for utility services, or through Federal agencies, where the estimated value of the single action is \$150,000 or less; and
- (3) Open market purchase orders and amendments with commercial entities, where the estimated value of the single action is \$25,000 or less.

CONTACT: Carolyn Cooper, ADM/DC  
(301) 492-3605

The following RESTRICTIONS apply:

- (1) Submit to the Division of Contracts (DC) for processing, any commercial contract, agreement with another Federal agency, or modification thereof, with an estimated value in excess of the authorities delegated above;
- (2) Submit to DC for prior approval, a justification for other than full and open competition for any proposed contract or modification which has an estimated cost in excess of \$3,000, and is being entered into without providing full and open competition;
- (3) Submit to DC for prior approval, any ratification of an unauthorized procurement;
- (4) Submit to the Competition Advocate any exception to the FedBizOpps synopsis requirement that is based upon unusual and compelling urgency;
- (5) Submit to DC for prior approval, any termination action or any preparatory action taken towards a termination for convenience or default of a commercial contract or agreement with another Federal agency;
- (6) Submit to the Head of the Contracting Activity any requests for an increase in your authority;
- (7) Bring to the attention of DC, prior to taking action, any unusual or significant issues, whether or not they exceed the dollar limitation of your delegation; and
- (8) Do not serve as Designating Official, requisition officer, or in any other capacity which may place you in a dual or conflicting role with respect to the exercise of this authority.

The authority contained herein may not be redelegated.

Enclosure:

Certificate of Appointment

cc: K.O. Greene, ADM  
R. W. Borchardt, EDO  
M. Itzkowitz, OGC  
J. Dyer, OCFO  
A. Vietti-Cook, SECY  
DC Branch Chiefs

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NAME	CCooper	MNorris	ASanchez	VHuth	SStewart-Clark	KOGreene (SStewart-Clark for)
DATE	08/24/2011	08/25/2011	09/14/2011	09/22/2011	09/30/2011	09/30/2011

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