

February 23, 2012

MEMORANDUM TO: Shashi Malhotra, Contract Specialist
Research, Resources and Grants Branch
Division of Contracts
Office of Administration

FROM: James C. Corbett, Director */RA/*
Division of Contracts
Office of Administration

SUBJECT: DELEGATION OF CONTRACTUAL AUTHORITY

Pursuant to the authority delegated to me by the Senior Procurement Executive by memorandum dated September 30, 2011 (ML11255A249), you are delegated authority to execute and modify acquisition vehicles (including, but not limited to contracts, financial assistance relationships, and interagency agreement actions), and settle claims and terminations thereof. In addition, you shall perform other typical duties of a Contracting Officer, as set forth in the Federal Acquisition Regulation, including execution of the Standard Form 187 entitled, "Contract Security and/or Classification Requirements."

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date of this memorandum, supersedes any contractual authority previously delegated, and shall remain in effect until superseded.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 option, change key personnel documented by contractor agreement, change paying office, change appropriation data, or correct administrative errors made;
- (2) Purchase orders, delivery orders, and amendments thereto, for supplies and services to commercial sources under GSA Federal Supply Schedules 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 A. Cooper, ADM/DC
(301) 492-3631

The following RESTRICTIONS apply:

- (1) Submit to your Branch Chief for signature, 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 your Branch Chief 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 your Branch Chief for prior approval, any ratification of an unauthorized procurement;
- (4) Submit to the Competition Advocate, through your Branch Chief, any exception to the FedBizOpps synopsis requirement that is based upon unusual and compelling urgency;
- (5) Submit to your Branch Chief 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) Bring to the attention of your Branch Chief, prior to taking action, any unusual or significant issues, whether or not they exceed the dollar limitation of your delegation; and
- (7) 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. Greene, ADM
R. W. Borchardt, EDO
M. Itzkowitz, OGC
J. Dyer, OCFO
A. Vietti-Cook, SECY

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