

February 23, 2012

MEMORANDUM TO: Shirley A. Bayliff, Chief  
Financial Resources Branch  
Division of Resource Management  
and Administration  
Region III

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 hereby delegated authority to execute and modify acquisition vehicles including purchase orders, and interagency agreements, and settle claims and terminations thereof, in accordance with Parts 8 and 13 of the Federal Acquisition Regulation (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date of this memorandum, supersedes any contractual authority previously delegated, and shall remain in effect until superseded.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 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 A. 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 the cognizant DC Contracting Officer (CO) 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 the cognizant DC CO 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 the cognizant DC CO 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 the cognizant DC CO, 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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