

February 8, 2013

MEMORANDUM TO: Kathy E. Gardin, Budget Analyst
Financial Resource Management Branch
Division of Resource Management and Administration
Region IV

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 in memorandum dated January 23, 2013 (ML12328A172), you are hereby delegated the authority to execute and modify acquisition vehicles (including, but not limited to purchase orders, delivery/task orders, and interagency actions excluding Department of Energy Laboratory agreements), 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 Regulations.

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date of this memorandum, supersedes any contractual authority previously delegated, and shall remain in effect until superseded.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 hereby delegated the authority to sign purchase orders, task/delivery orders, interagency actions and amendments thereto, for supplies and services, where the estimated value of the single action is \$150,000 or less.

The following RESTRICTIONS apply:

- (1) Submit to the Division of Contracts (DC) for processing, any commercial contract, order, or modification thereof, with an estimated value in excess of \$150,000;
- (2) Submit to your Director or Regional Administrator for prior approval, any agreement with a Federal agency with an estimated value which exceeds \$150,000;
- (3) Submit to the DC Contracting Officer for prior approval, a justification for other than full and open competition for any proposed contract or modification which has an estimated value in excess of \$3,000, and is being entered into without providing full and open competition;

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- (4) Submit to your Regional Administrator for prior approval, a determination and findings for any ratification of unauthorized commitments;
- (5) Submit to the Competition Advocate, any exception to the FedBizOpps synopsis requirement that is based upon unusual and compelling urgency,
- (6) Submit to the DC Contracting Officer for prior approval, any termination action or any preparatory action taken towards a termination for convenience or default of a commercial contract, order or agreement with another Federal agency;
- (7) Bring to the attention of the DC Contracting Officer, prior to taking action, any unusual or significant issues, whether or not they exceed the dollar limitation of your delegation;
- (8) Submit to me any request for an increase in your authority, and
- (9) 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

- (4) Submit to your Regional Administrator for prior approval, a determination and findings for any ratification of unauthorized commitments;
- (5) Submit to the Competition Advocate, any exception to the FedBizOpps synopsis requirement that is based upon unusual and compelling urgency,
- (6) Submit to the DC Contracting Officer for prior approval, any termination action or any preparatory action taken towards a termination for convenience or default of a commercial contract, order or agreement with another Federal agency;
- (7) Bring to the attention of the DC Contracting Officer, prior to taking action, any unusual or significant issues, whether or not they exceed the dollar limitation of your delegation;
- (8) Submit to me any request for an increase in your authority, and
- (9) 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

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*Concurrence by e-mail

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DATE	11/23/2012	11/28/2012	2/8/2013

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