

September 25, 2014

MEMORANDUM TO: Lisa Kauffman, Contract Specialist
Technical Acquisition Branch
Acquisition Management Division
Office of Administration

FROM: James C. Corbett, Director */RA/*
Acquisition Management Division
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 delegated the authority to execute and modify acquisition vehicles (including, but not limited to contracts, delivery/task orders, and interagency actions to include Department of Energy Laboratory agreements), and settle claims and terminations thereof. You are also delegated the authority to execute NRC Form 187 entitled "Contract Security and/or Classification Requirements." In addition, you shall perform other typical duties of a Contracting Officer, as set forth in the Federal Acquisition Regulation and the NRC Acquisition Regulation.

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date of this memorandum, supersedes any contractual authority previously delegated, and shall remain in effect until superseded.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 contracts, 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 your Branch Chief for signature, any commercial contract, order, agreement with another Federal agency, or modification thereof, with an estimated value in excess of \$150,000;
- (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;

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(301) 287-0938

- (3) Submit to me, the Head of the Contracting Activity, through your Branch Chief, determination and findings for approval of any ratification requests for unauthorized commitments;
- (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, all proposed justifications to override a CICA stay that NRC proposes in response to a bid protest;
- (6) Submit to your Branch Chief for prior approval and at least five days in advance of 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 your Branch Chief, 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

- (3) Submit to me, the Head of the Contracting Activity, through your Branch Chief, determination and findings for approval of any ratification requests for unauthorized commitments;
- (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, all proposed justifications to override a CICA stay that NRC proposes in response to a bid protest;
- (6) Submit to your Branch Chief for prior approval and at least five days in advance of 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 your Branch Chief, 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

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*Concurrence by e-mail

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