



United States
Department of
Agriculture

Office of the
Assistant
Secretary for
Departmental
Management

Management
Services

Procurement
Operations
Division

Reporters
Building
300 7th Street,
SW Suite 353
Washington,
DC 20024

ACQUISITION OPERATING PROCEDURE (AOP)

FROM:

Shawn E. Kerkes
Head of Contracting Activity Designee

FEB 23 2012

SUBJECT:

AOP No. 16: Delegation of Procurement Authority for Information Technology

◆ **PURPOSE:** The purpose of this Acquisition Operating Procedure (AOP) is to provide the Procurement Authority for Information Technology issued to the Head of the Contracting Activity (HCA) by the Senior Procurement Executive (SPE).

◆ **AUTHORITIES:** Departmental Regulation 5039-7, Delegation of Procurement Authority (DPA) for Information Technology, dated September 18, 1998.

◆ **DPA THRESHOLD FOR INFORMATION TECHNOLOGY:**

The Departmental Management's DPA threshold for Information Technology is up to and including **\$25,000,000**; (Reference the attached memo, "General Delegation of Contracting Authority for Departmental Management," signed by the SPE, dated May 4, 2011).

The DPA threshold for Information Technology applies to the total estimated dollar value of all the Information Technology (equipment, software, and services) to be acquired under a contract, including all optional items and all contract option periods.

◆ **PROPOSED CONTRACT ACTION EXCEEDS DPA THRESHOLD FOR INFORMATION TECHNOLOGY:**

- a. If the proposed contract action exceeds the DPA threshold for Information Technology, the Contracting Officer must complete the "*Request for Specific Action Delegation of Procurement Authority*" as prescribed in DR 5039-7, Appendix A. A copy of any Information Technology approvals/waivers should be provided with the request.
- b. The Contracting Officer will submit the "*Request for Specific Action Delegation of Procurement Authority*" to the Branch Chief and the Head of the Contracting Activity Designee (HCAD) for review and approval.
- c. The Contracting Officer should include a signature and date line for the Branch Chief and HCAD to review and approve on the bottom of the last page of the "*Request for Specific Action Delegation of Procurement Authority*."
- d. A copy of the "*Request for Specific Action Delegation of Procurement Authority*" approved by the Chief of the Procurement Policy Division of the Office of Procurement and Property Management will be placed in the contract file and a copy placed in the Official File folder of the Director of Procurement Operations Division.

United States
Department of
Agriculture

MAY 04 2011

Office of the
Assistant Secretary
for Administration

TO: Rick Swenson, Director
Management Services

Office of
Procurement and
Property
Management

FROM: Lisa M. Wilusz 
Senior Procurement Executive

300 7th Street
Southwest
Room 302
Reporters Building

SUBJECT: General Delegation of Contracting Authority for Departmental
Management

Washington, DC
20024-9300

Pursuant to the acquisition-related authorities of Agriculture Acquisition Regulation (AGAR) 401.601, I designate the Departmental Management (DM), Management Services (MS), Procurement Operations Division (POD) as the Departmental contracting activity authorized to purchase supplies and services. Excluding the purchase of Federal Information Processing (FIP) resources, the authority so delegated is an unlimited amount. Authority to purchase FIP resources is in the amounts specified in Departmental Regulation (DR) 5039-7 unless a special, one-time delegation is issued pursuant to DR 5039-7.

The individual occupying the Director's position at DM, MS on a permanent or acting basis, is hereafter designated as the Head of the Contracting Activity (HCA). As HCA, the Director of MS shall have the broad authority to manage the contracting functions, which include:

- a. Appointing contracting officers pursuant to Federal Acquisition Regulation (FAR) 1.603 and AGAR 401.603;
- b. Establishing clear lines of contracting authority;
- c. Evaluating and monitoring the performance of DM's procurement system;
- d. Managing and enhancing career development of DM's procurement workforce;
- e. Participating in the development of Departmental-wide procurement policies, regulations, standards, and determining specific areas where Departmental-wide performance standards should be established and applied;
- f. Certifying to the Department's Senior Procurement Executive that the DM procurement system meets approved standards.

Page 2

To perform the delegated contract management functions for DM, you may designate one individual (not position) on a permanent basis to act on your behalf. The individual must meet the requirements of DR 5001-1 and be no lower in the organization than the Director of POD or an equivalent position. Please provide my office with the name and qualifications of the individual designated and any subsequent changes.

Any HCA's designee (HCAD) delegation issued prior to this document shall terminate within 15 days after the receipt of this letter. Should there be any questions regarding this delegation, please have your staff contact, Mr. Crandall Watson, Procurement Policy Division, at (202) 720-7529.