



April 13, 2018

United States
Department of
Agriculture

ACQUISITION OPERATING PROCEDURE (AOP)

Office of the
Assistant
Secretary for
Administration

FROM: Richard R. Jiron
Mission Area - Senior Contracting Official

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

Office of
Procurement
and Property
Management

Procurement
Operations
Division

◆ **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).

◆ **EFFECTIVE DATE:** This AOP is effective on April 13, 2018.

◆ **REVISIONS:** Departmental Regulation 5039-007 Delegation of Procurement Authority (DPA) for Information Technology (IT) dated September 18, 1998, was canceled and as a result, this AOP is canceled in its entirety.

◆ **AUTHORITIES:** DR 5039-007, DPA for IT, 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*."

301 S. Howes
Street,
Suite 321
Fort Collins, CO
80524

- 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.

◆ **EXPIRATION DATE:** This AOP is canceled.

[END]