

Procurement Advisory No. 124

Required Approval Before Awarding Contracts or Agreements for Human Resources Services

1. SUMMARY

This Advisory prohibits the execution of contracts, and agreements (both intra- and inter-agency) for human resources services, without proper prior approval from the Director, Office of Human Resources Management (OHRM).

2. BACKGROUND

The OHRM Advisory 2015-002, Human Resources Delegations of Authority, states that;

As the official delegated authority for administration of human resources authorities, it should also be noted that the Director, OHRM, is responsible for representing the Department in human resources matters in all contacts outside the Department.

Furthermore, the aforementioned advisory states:

The Director, OHRM, retains the authority to make final decisions in any human resources matter so re-delegated. The controls of each Mission Area, Agency, and Staff Office must be consistent with this policy [OHRM Advisory 2015-002] and may not be further re-delegated without prior approval of this [OHRM Director's] office. This prohibition extends to intra-and inter-agency agreements for human resources services, as well as contracting with any entity for the delivery of human resources services. Establishment of any such agreement or contract is subject to approval of the Director, OHRM.

3. REFERENCES

OHRM Advisory 2015-002, Human Resources Delegations of Authority

Title 7 Code of Federal Regulations (CFR), Part 2, Subpart P, §2.91

4. ACTIONS

Effective immediately, contracts, and agreements (both intra- and inter-agency) for human resources services shall not be awarded without proper prior approval from the Director, OHRM.

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