



Delegation of Procurement Authority Form

PART I. CUSTOMER INFORMATION (DPA)

Customer Point of Contact	
Name	
Address	
Phone	
Fax	
Email	

Alternate Customer Point of Contact	
Name	
Address	
Phone	
Fax	
Email	

Delegated Task Order Contracting Officer	
Name	
Address	
Phone	
Fax	
Email	

PART II. TASK ORDER INFORMATION

Tier Level: 1 2 3

Task Order Project Title: _____

Requested Delegated Procurement Authority Amount
(Including options): \$ _____

Valid From: _____ To: _____



PART III. TASK ORDER CONTRACTING OFFICER RESPONSIBILITIES

1. Task Orders must be signed by a warranted Contracting Officers.
2. The Task Order Contracting Officer (TOCO) is accountable to the COMMITTS NexGen Program Office (PMO) for ensuring compliance with the contract, applicable regulations and procedures, and the COMMITTS NexGen Management and Ordering Guide.
3. The TOCO may assign a Contracting Officer's Representative (COR) and delegate certain administrative responsibilities to the COR to assist in the administration of individual task orders.
4. The TOCO shall make task order awards and notify the winning offeror. Unsuccessful offerors shall be notified in writing or via e-mail within one working day of project agreement down selection or prior to task order award. All offerors shall be offered debriefings in accordance with the Federal Acquisition Regulation and this document.
5. The TOCO is responsible for ensuring applicable task order information is timely and accurately submitted to the Federal Procurement Data System (FPDS).
6. The TOCO shall provide copies of the executed task order award or modifications as well a copy of the COR Certification and appointment letter to the COMMITTS NexGen program office within five business days of award.
7. The TOCO shall notify the COMMITTS NexGen Program Office of continued or significant difficulties with a contractor and document such difficulties in writing.
8. The TOCO shall ensure performance evaluations are conducted for each task order in accordance with its quality assurance plan.
9. The COMMITTS NexGen Ombudsman shall be the point of contact for any contractor concerns about awarded task orders. The TOCO shall contact the COMMITTS NexGen Contracting Officer as appropriate.
10. Periodically, the TOCO files will be made available to the COMMITTS NexGen Program Office for contractual compliance review.

PART IV. CERTIFICATION AND COMMITTS NEXGEN PROGRAM OFFICE RESPONSE

By signing this DPA Request form, I certify that I am a duly authorized, federally warranted Contracted Officer, and that I have read and accept the above conditions of Delegated Procurement Authority.

Signature of Federally Warranted Contracting Officer

Date