



MEMORANDUM FOR: Ordering Contracting Officer (OCO)

FROM: Jean Fluevog
GWAC Contracting Officer – **8(a) STARS III**
(816) 823-2660 (Office)
S3@gsa.gov
<http://www.gsa.gov/stars3>

SUBJECT: Delegation of Procurement Authority (DPA) for OCO to Compete, Award and Administer Task Orders

GWACs: **8(a) STARS III**

The purpose of this DPA is to ensure that the roles and responsibilities between the GWAC CO and the OCO are clearly established, and to comply with the Office of Management and Budget's (OMB) Executive Agent designation to GSA authorizing it to compete, award and administer GWACs per the Clinger-Cohen Act of 1996. The Executive Agent designation stipulates certain training, oversight and reporting requirements for which GSA is responsible in order to ensure proper use of its GWACs while promoting public policy objectives. The authority granted to you under this DPA is limited to the named GWAC and those Task Orders awarded by you or another OCO possessing a valid DPA in your current warranting organization. The DPA authority does not extend to the GWAC Basic Contract or Task Orders awarded by other OCOs outside your current warranting organization. You will act as the central point of contact under each Task Order and are responsible for coordinating with the awarded Contractor, the Client (the funding organization/receiver of goods or services) and GSA. This applies regardless of whether your contracting organization is acting as the Servicing Agency on behalf of a Client outside your agency or if you are the Requesting Agency for your own organization's requirement. This DPA is subject to the following terms and conditions:

1. **Compliance** – You are expected to comply with the GWAC's terms and conditions (e.g. **Contract Access Fee (CAF) is a separate CLIN**), the GWAC's ordering guide, the Federal Acquisition Regulation (FAR) or authorized agency supplement or exception thereto, applicable agency-specific statutes and policies, and the additional responsibilities defined in this DPA.
2. **Duration** – This DPA is effective until the expiration of the respective GWAC contract or completion and closeout of the resultant Task Orders, whichever is later. You are also required to maintain a valid warrant authority. Notwithstanding the preceding, this DPA is as portable as your warrant. That is, if you change organizations and your warrant is still valid, the DPA is portable/you still maintain your DPA. However, if you change organizations and your warrant is no longer valid, this DPA is automatically revoked. In the event that you are re-warranted in a new federal organization (DoD or Civilian), a new DPA request will be expedited. The DPA cannot be redelegated.
3. **Revocation** – GSA may revoke this DPA at any time for failure to comply with treaty, law, regulation, ethical standards or applicable federal acquisition policies and procedures. GSA will be cognizant of the need to ensure Task Order continuity if such actions are initiated.
4. **Scope Compliance** – Ensure that Task Order work is within the GWAC's scope. The GWAC program team is available to assist with this determination at any time upon request. You may request a review of your



requirements (e.g. Statement of Work/Statement of Objectives) prior to Task Order solicitation/modification from the GWAC CO(s) <http://www.gsa.gov/gwacscopereview>.

5. **Fair Opportunity** – For Task Orders exceeding the 8(a) competition threshold, ensure that all contractors are provided a fair opportunity to be considered in accordance with FAR 16.505, or authorized agency supplements or exceptions thereto, prior to Task Order award. Any exceptions to fair opportunity to be considered (“fair opportunity exceptions”) must be consistent with FAR 16.505 or authorized agency supplements or exceptions thereto or as otherwise required or allowed by statute. If a fair opportunity exception is taken, the OCO should reasonably document the basis for the exception. An offer and acceptance is required when issuing a sole source order (at or below the competition threshold) under the 8(a) STARS III GWAC.
6. **Funding** – Verify that funding is available. Comply with appropriations law and financial policy. Ensure timely obligation of funds, and de-obligation and disposition of excess funds.
7. **Administrative Reporting** – Upon award, OCOs are responsible for entering Task Order information into the Federal Procurement Data System – Next Generation (FPDS-NG). In addition to FPDS-NG reporting, OCOs are required to provide a complete copy of the Task Order, e.g., the signature page, the work statement and the line items (equivalent to Sections A-J of the Uniform Contract Format, or equivalent if a commercial services Task Order), any subsequent modifications and the Task Order information form(s) included below to S3@gsa.gov.
8. **COR/COTR** – If a Contracting Officer’s Representative (COR) and/or Contracting Officer’s Technical Representative (COTR), is assigned to perform order monitoring functions, you must ensure the extent of their authority and responsibilities is clearly defined and agreed upon. It is a best practice to complete COR and/or COTR designations in writing and present them to the Contractor in order to establish clear roles and responsibilities during Task Order administration. Ensure that any COR or COTR you designate is properly equipped, trained and qualified to handle those responsibilities pursuant to your agency policy.
9. **Task Order Protests, Disputes and Claims** – Receive and respond to Task Order protests, disputes and claims. The warranting agency is responsible for the OCO’s decisions and actions as a warranted contracting officer.
10. **Monitor, Evaluate and Report Contractor Task Order Performance** – Assure contractor performance and support compliance with both Task Order and contract terms and conditions. Take appropriate action to maintain the Government’s rights. OCOs should conduct contractor performance evaluations IAW FAR 42.15, and applicable agency policies. Interim performance evaluations are encouraged for each Task Order. OCOs should use their organization’s designated contractor performance reporting application to record performance.
11. **Cost or Price Analysis and Audits** – Perform and document cost analysis and/or price analysis (FAR 15.4) as appropriate in determining the overall Task Order price to be fair and reasonable, as well as respond to any related audits.
12. **Prompt Payment** – Ensure prompt payment of contractor invoices and prompt rejection of nonconforming invoices.
13. **Task Order Closeout** – Perform Task Order closeout IAW FAR 4.804-5 and provide the GWAC Contracting Officer with a Task Order closeout completion statement.



- 14. Requests for Information** – Respond to any requests for information pertaining to Task Orders awarded or administered by you including, but not limited to, Freedom of Information Act requests, and inquiries/audits by: Congress, Inspectors General, the Small Business Administration, the General Accountability Office and the GSA.

Thank you for your interest in GSA's GWAC Program. We are committed to delivering acquisition vehicles that provide our customers with convenient access to the best qualified contractors in the Information Technology services and services-based solutions marketplace. If you have any questions regarding this DPA, the respective GWAC, or our program in general, please feel free to contact the GWAC Program at any time.

For more information about the GWAC(s) addressed in this DPA, please visit our website at www.gsa.gov/gwacs. There you will find a link to the specific GWAC's website which contains a copy of the Basic Contract and other useful information, including various points of contact.



BASIC AWARD - TASK ORDER INFORMATION FORM

Task Order Number:

Project Title:

Contract Number:

Predominant Contract Type: Choose an item.

Period of Performance: Click here to enter a date. to Click here to enter a date.

Sub-Area (If applicable): Choose an item.

Award Date: Click here to enter a date.

Initial Obligated / Funded Amount:

Receiving/Funding Agency: Receiving Bureau:

Place of Performance:

Street Address 1

Street Address 2

City / State/ Zip

Total Estimated Value (with options):

Issued using GSA Assisted Services: Choose an item.

Performance-based Contract: Choose an item.

Fair Opportunity Conducted: Choose an item.

Sole source at or below 8(a) competition threshold (including options)? Choose an item.

If sole source, SBA requirement number:

Number of Bids/Quotes/Offer:

Fair Opportunity Exception (if applicable): Choose an item.

Scope Review Process Utilized: Choose an item.

Ordering Contracting Officer's Name:

Ordering Contracting Officer's Email Address:

- **8(a) STARS III Task Order Awards:** Please attach this form, along with a complete copy of the Task Order, to an email addressed to S3@gsa.gov.



MODIFICATION AWARD - TASK ORDER INFORMATION FORM

Task Order Number:

Modification Number:

Modification Award Date: [Click here to enter a date.](#)

Modification Type: [Choose an item.](#)

Modification Description:

Period of Performance: [Click here to enter a date.](#) to [Click here to enter a date.](#)

Modification Obligated/Funded Amount:

Total Obligated/Funded Amount:

Ordering Contracting Officer's Name:

Ordering Contracting Officer's Email Address:

- **8(a) STARS III Task Order Modifications:** Please attach this form, along with a copy of the modification, to an email addressed to S3@gsa.gov.