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DEPARTMENT OF THE ARMY
ARMY CONTRACTING COMMAND - ROCK ISLAND
3055 ROOMAN AVENUE
ROCK ISLAND, IL 61299-5000

REPLY TO
ATTENTION OF:

DATE

PCO OFFICE SYMBOL

MEMORANDUM FOR: XXXX Contracting Support Brigade, Colonel XXXX,
Commander

SUBJECT: Delegation of Contract Administration Functions for CONTRACT
NAME/DESCRIPTION Contract W52P1J-1X-X-XXX, Task Orders W52P1J1XFXXX,
W52P1J1XFXXX, and W52P1J1XFXXX

1. Pursuant to the authority granted me as Procuring Contracting Officer (PCO) under the Federal Acquisition Regulation (FAR) 42.302(a), the XXXX CSB is hereby delegated to perform the functions detailed in the attached delegation matrix. This delegation authorizes the XXXX CSB to perform the tasks listed in the matrix to the extent required by the terms and conditions of Contract W52P1J-1X-X-XXX, Task Orders W52P1J1XFXXX, W52P1J1XFXXX, and W52P1J1XFXXX. This delegation of authority is effective upon acceptance and shall remain in effect until rescission by the PCO for subject task orders.

2. Four task orders were awarded to CONTRACTOR on DATE. Task order W52P1J1XFXXX was awarded as a firm fixed price task order for SUMMARY OF SERVICES. This task order also includes options for additional theater analyses, concepts of support development, and exercise support as detailed in the Performance Work Statement (PWS) and technical exhibits. Task orders W52P1J1XFXXX and W52P1J1XFXXX were awarded as cost plus fixed fee task orders for performance of services in AREA OF RESPONSIBILITY as detailed in the PWS and technical exhibits.

3. A copy of the basic contract, above discussed task orders, performance work statement, and relevant technical exhibits are enclosed within this letter. Additionally, included within these enclosures is language that shall be incorporated in all letters of technical direction issued under these task orders. Any other necessary documents will be forwarded to your office upon request.

4. To ensure contractor compliance, it is necessary to have continuous on-ground Government oversight of subject task order. It is requested that appropriate personnel are assigned to support oversight of the delegated functions as listed in the attached delegation matrix. The undersigned requests the name(s) and contact information of assigned oversight personnel be provided as soon as they become available. This delegation does not include the right to take action that involves any change in the value of the task order.

5. Upon review, if you have any questions, please contact contract specialist, NAME, PHONE NUMBER, AND E-MAIL or the undersigned at PHONE NUMBER, E-MAIL.

6. Please sign and return a copy of this letter as acknowledgement of acceptance.

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PCO NAME
Procuring Contracting Officer

Signature

Date

Title

Enclosures:
Delegation Matrices
PWS
Task Order Award Documents
Technical Exhibits
LOTD Language

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