



U.S. General Services Administration

Federal Acquisition Service

Integrated Technology Services

DESIGNATED AGENCY REPRESENTATIVES GUIDELINES

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WRITTEN GUIDELINES
FOR
DESIGNATED AGENCY REPRESENTATIVES
WILL BE ISSUED BY
OFFICE OF INTEGRATED TECHNOLOGY SERVICES
OFFICE OF ACQUISITION OPERATIONS

THE GUIDELINES WILL APPLY TO:

- AGENCY DAR (DESIGNATED AGENCY REPRESENTATIVE) ADMINISTRATOR
- INDIVIDUALS APPOINTED AS DAR

AGENCY DAR ADMINISTRATOR

A DAR ADMINISTRATOR IS:

- AN EMPLOYEE OF A GOVERNMENT AGENCY (CANNOT BE A CONTRACTOR)
- APPOINTED BY THE AGENCY APPOINTING AUTHORITY ***IN WRITING***

A DAR ADMINISTRATOR:

- *MAY ALSO BE APPOINTED TO FUNCTION AS A DAR*

DAR ADMINISTRATOR RESPONSIBILITIES:

- **COMPILE, TRACK, DISSEMINATE, AND MAINTAIN AN UP-TO-DATE LISTING OF DARs AND THEIR ORDERING AUTHORITY**
- **PROVIDE LISTINGS AND ANY UPDATES TO THE CONTRACTOR AND TO GSA**
- **ESTABLISH AND MAINTAIN AGENCY HIERARCHY CODES**
- **PROVIDE INSTRUCTIONS TO DARs ON THE ORDERING PROCEDURES AND THEIR AUTHORITIES AND LIMITATIONS**

BASED UPON AN AGENCY'S STRUCTURE

THERE MAY BE

MORE THAN ONE DAR ADMINISTRATOR

DESIGNATED AGENCY REPRESENTATIVE

A DAR IS:

- APPOINTED IN WRITING
 - BY AN AUTHORIZED INDIVIDUAL
 - IN ACCORDANCE WITH AGENCY REGULATIONS AND POLICY (APPOINTING AUTHORITY)
- AUTHORIZED TO PLACE ORDERS UNDER *NETWORX* SERVICES CONTRACTS FOR THEIR AGENCY

THE AGENCY DECIDES WHO IS APPOINTED AS A DAR:

- IN ACCORDANCE WITH AGENCY REGULATIONS AND POLICIES
- CONSIDERATION OF NECESSARY TRAINING, SKILLS, AND TECHNICAL EXPERTISE

DAR RESPONSIBILITIES:

- **PREPARE, SUBMIT, AND TRACK ORDERS CONSISTENT WITH THE CONTRACTING OFFICERS' FAIR OPPORTUNITY DECISION**
- **OTHER FUNCTIONS SPECIFIED IN APPOINTMENT DOCUMENT**

THE DAR MUST ISSUE ORDERS IN ACCORDANCE WITH:

- THE FAIR OPPORTUNITY DECISION
- TERMS AND CONDITIONS OF THE CONTRACT
- RULES, REGULATIONS AND POLICIES OF THEIR AGENCY
- LIMITATIONS/AUTHORITIES SPECIFIED IN THE APPOINTMENT DOCUMENT