

Recycling Electronics and Asset Disposition Services Delegation of Procurement Authority Form

PART A - CUSTOMER INFORMATION

Customer Point of Contact

Name	
Agency and Address	
Phone	
Fax	
Email	

Secondary Customer Point of Contact

Name	
Agency and Address	
Phone	
Fax	
Email	

Delegated Task Order Contracting Officer

Name	
Agency and Address	
Phone	
Fax	
Email	

PART B - TASK ORDER INFORMATION

Task Order Project Title: _____

Requested Delegated Procurement Authority Amount: \$ _____

Valid From: _____ To: _____

PART C - TASK ORDER CONTRACTING OFFICER RESPONSIBILITIES

1. Task Orders must be signed by a warranted Contracting Officer.
2. The Task Order Contracting Officer (TOCO) is accountable to the READ Services Program Office for ensuring compliance with the contract, applicable regulations and procedures, and the requirements of the Task Order.
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. In accordance with FAR 16.505(b), the TOCO shall ensure the READ vendors are provided a fair opportunity for consideration for each award in excess of \$2,500 prior to task award in accordance with FAR 16.505(b). Review "What are the fair opportunity ordering procedures EPA will use when EPA issues task orders?" under the READ website www.epa.gov/oam/read.
5. The TOCO is responsible for ensuring applicable task order information is timely and accurately submitted to the Federal Procurement Data System –NG (FPDS-NG).
6. The TOCO shall provide copies of the executed task order award or modifications as well as a copy of the COR Certification and appointment letter to the READ Services program office within five business days of award. The forms may be sent via email to READ_GWAC@epamail.epa.gov.
7. The TOCO shall ensure prompt payment of READ vendor invoices.
8. The TOCO shall notify the READ Services Program Office of continued or significant difficulties with a contractor and document such difficulties in writing.
9. The TOCO shall ensure performance evaluations are conducted for each task order and provided via email to READ_GWAC@epamail.epa.gov.
10. Periodically, the TOCO files shall be made available to the READ Services Program Office for contractual compliance review upon request.

PART D – CERTIFICATION

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

Signature of Federally Warranted Contracting Officer

Date

EPA READ ACO

Signature of READ ACO

Date
