

RESPONSIBILITIES OF AND DELEGABLE TO CHIEF OF THE CONTRACTING OFFICE (COCO) *

1. Is the appointing authority for an ordering officer IAW [AFARS 5101.602-2-90](#) .
2. May be delegated ratification of unauthorized commitment authority in accordance with agency procedures, but this authority shall not be delegated to a lower level IAW [FAR 1.602-3\(b\)\(3\)](#) .
3. Shall review an offeror's altered Certificate of Independent Price Determination and the statement and shall determine, in writing, whether the disclosure was made for the purpose or had the effect of restricting competition. The determination will decide the bid or proposal rejection or consideration for award decision IAW [FAR 3.103-2\(b\)\(2\)](#) .
4. May be designated by the HCA to make determinations for entering into contracts for studies, analyses, or consulting services (see FAR Subpart 37.2) on the basis of an unsolicited proposal without providing for full and open competition IAW [DFARS 206.302-1\(a\)\(1\)](#) .
5. May be authorized exception to HCA established due dates for submission of procurement requests requiring action by the end of the fiscal year to a contracting office IAW [AFARS 5107.104\(d\)](#) .
6. Approving official for a contracting officer decision that a particular acquisition involves a significant potential organizational conflict of interest before the contracting officer issues the solicitation (unless a higher level official is designated by the agency). [FAR 9.506\(b\)/\(c\)](#).
7. Approving official for inclusion of other qualification requirements in an acquisition or group of acquisitions which include a Qualified Products List and/or Qualified Manufacturers List approved by the departmental standardization office. [DFARS PGI 209.202\(a\)\(1\)](#) .
8. Has delegation of micro-purchase authority in maintaining the purchase card program as denoted IAW AFARS 5113.201(a)(iii) and may require additional cardholder training IAW AFARS 5113.201(c)(iii), [AFARS 5113.201](#).
9. Approving official for Firm-Fixed-Price, Level-of-Effort Term Contract greater than \$150K IAW [FAR 16.207-3\(d\)](#) .
10. Approving official for the use of the award amount of fee in other than CPAF types of contracts IAW [DFARS PGI 216.470\(3\)](#) .
11. May waive the requirement to obtain a bid guarantee for emergency acquisitions when a performance bond or a performance bond and payment bond is required, and, see [28.101-1\(c\)](#) IAW [FAR 18.121](#) .
12. May be designated by the HCA to receive an appeal from a SBA procurement center representative of any contracting officer's determination not to solicit a concern recommended by the SBA for a particular acquisition. This designation may be no lower than Chief of the Contracting Office [DFARS 219.505\(b\)](#) . See also [FAR 19.505](#) .
13. Is designated as an approver of contractor overtime just as the contracting officer IAW [AFARS 5122.103\(a\)\(ii\)](#) .
14. A signatory for approval of determination and finding for an acquisition greater than the Simplified Acquisition Threshold but less than \$1.5M for qualifying country source, listed in DFARS 225.972-1(b), end product as it pertains to not readily available IAW [DFARS 225\(b\)\(ii\)\(B\)](#) .
15. A signatory for approval of determination and finding for an acquisition greater than the Simplified Acquisition Threshold for qualifying country source, listed in DFARS 225.972-1(b), end product as it pertains to exemption IAW [DFARS 225.872-4](#) and [DFARS PGI 225.872-4\(1\)\(ii\)](#) .
16. May be delegated approval for the use of cost-plus-fixed-fee contracts for environmental work IAW [AFARS 5136.271\(i\)](#) .
17. Approve use of warranties for certain acquisitions IAW [DFARS 246.704](#) .

18. May authorize the use of a value engineering clause [provides value engineering incentive] in solicitations and contracts under the six conditions found at and IAW [FAR 48.201\(a\)](#) .
19. May determine that in terminations for convenience, terminating a large business over a small business, when both are under contract for the same items, not to be in the best interest of the Government, when it is still necessary for part of the items to be delivered IAW [FAR 49.101\(e\)](#) .
20. Approve actions (or other official designated in agency procedures) when necessary to award a contract prior to DHS issuing SAFETY Act protections IAW [FAR 50.205-4\(a\)\(2\)](#) .
21. Is the approving authority for increase of the economic price adjustment limit in FAR clause 52.216-2 IAW [FAR 52.216-2](#) .
22. Monitors the backlog and age of purchase requests or directives that remain “in process” during pre-solicitation IAW [AFARS APPENDIX BB-201 Step 1i](#) .
23. Ratifies Unauthorized Commitments (UACs) under \$10K if appropriate.

*NOTE: “Chief of the Contracting Office” means the person having direct managerial responsibility for the operation of a contracting office as defined in FAR 2.1. A Chief of the Contracting Office may also be the PARC when so designated. [AFARS PART 5102](#) . FAR 2.1 “Contracting office” means an office that awards or executes a contract for supplies or services and performs post-award functions not assigned to a contract administration office (except for use in Part 48, see also [48.001](#) Value Engineering: “Contracting office” includes any contracting office that the acquisition is transferred to, such as another branch of the agency or another agency’s office that is performing a joint acquisition action).