



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
OFFICE OF FINANCE AND ADMINISTRATION

SEP -4 2002

MEMORANDUM TO: Line and Staff Office Directors
Management and Budget Office Directors

FROM: Helen Hurcombe *Helen Hurcombe*

SUBJECT: Management Clearance of Sole Source Procurements

Effective immediately an additional review of sole source procurement actions shall be implemented within NOAA Line and Staff Offices as described below.

In order to maintain and enhance NOAA's commitment to maximizing competitive business opportunities, all sole source procurement requests over \$25,000 as defined below must be reviewed and cleared at the SES/Flag Officer level as delegated by the Assistant Administrator/Deputy Assistant Administrator of the requesting Line Office before being forwarded to the servicing acquisition office in the Acquisition and Grants Office or Administrative Support Center. Officials acting for an SES/Flag rank manager have the authority to provide this clearance.

The purpose of this clearance process is to obtain a senior management review and concurrence of requirements intended to be contracted on a sole source basis. This clearance, when granted, will acknowledge that the requirement may be contracted as a sole source if it is otherwise approved through the procurement award process. The normal sole source review by the acquisition office, public notice on the Federal Business Opportunities website, and other requirements of the Federal Acquisition Regulation, Commerce Acquisition Regulation, and other policies and procedures remain fully in effect. The contracting officer and any required approval levels in the acquisition management organization, such as the competition advocate or the DoC senior procurement executive retain the authority to approve sole source procurement.

This review and clearance applies to all procurement requests over \$25,000 (1) for new contracts, (2) for modifications to increase the scope or quantity under existing contracts/orders, and (3) to exercise options. Clearance is not required for actions intended only to provide incremental funding under existing contracts. Any covered requisitions released by Line or Staff Offices after the date of this memorandum without the clearance will be returned by the servicing procurement office for clearance.

The clearance signature shall be placed in Block H, Clearances and Remarks, on the CD-435 Procurement Request and shall be labeled Sole Source Clearance with typed or printed name



and title. When the Procurement Request Authorizing Official signature in Block G of the CD-435 is at the SES/Flag Officer level, the sole source clearance signature must still be included in Block H of the CD 435.

This clearance procedure will remain in effect until cancelled. The Acquisition and Grants Office will provide advice on the procedures as needed.

If there are any questions, please contact John Thompson of the Acquisition and Grants Office at 301-713-0836 x 193.