

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of Inspections and Investigations

Office of Management

Office of Budget, Facilities and Travel Support

Division of Contracts and Grants

Effective Date: May 13, 2024

1. Division of Contracts and Grants (DCSBAC).

- A. Serves as Office of Inspections and Investigations (OII) liaison with the Food and Drug Administration's (FDA's) Acquisitions and Grants program. Prepares, monitors, and analyzes acquisition plan for each organization within OII. Monitors and analyzes acquisition plan for OII.
- B. Provides guidance to all OII senior leaders and managers on Federal Acquisition Regulations.
- C. Consults all contracting and acquisition aspects for OII to include cooperative agreements, interagency agreements, memorandums of understanding, other non-binding agreements, contracts, and grants.
- D. Consults all aspects of the OII Purchase Card Program.
- E. Coordinates the development of internal acquisition, interagency agreement and grant/cooperative agreement policies and standard operating procedures.
- F. Develops, monitors, and maintains metrics on contract obligations, spending, and performance.
- G. Participates on special FDA and OII work groups on an as needed basis.

2. Operational Contracts and Agreements Branch 1 (DCSBAC1).

- A. Serves as the Contracting Officer Representative (COR) for all contract actions in support of OII programs.
- B. Assists program offices in the creation and monitoring of the Advanced Acquisition Plan.
- C. Ensures appropriate processing of invoices for OII.
- D. Develops policy and standard operating procedures for OII contracts and agreements.
- E. Supports invoicing oversight efforts for OII.
- F. Manages the purchase card program for OII.
- G. Manages the Cooperative Research and Development Agreements (CRADA) for OII.

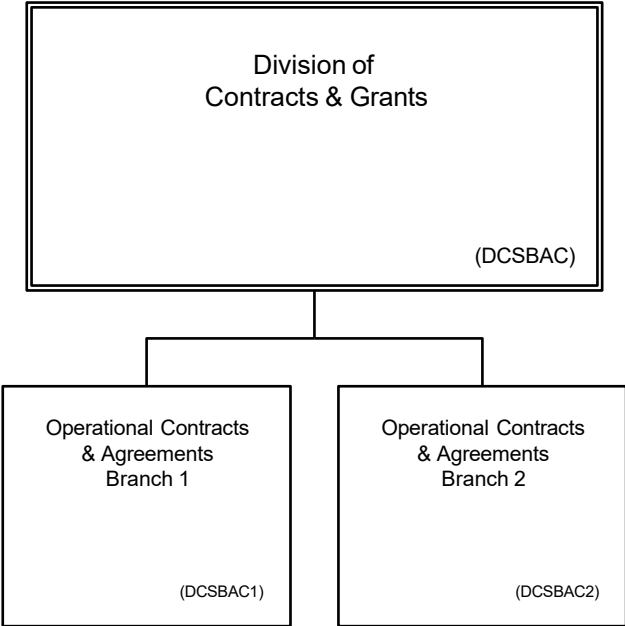
3. Operational Contracts and Agreements Branch 2 (DCSBAC2).

- A. Serves as the Contracting Officer Representative (COR) for all contract actions in support of OII programs.
- B. Assists program offices in the creation and monitoring of the Advanced Acquisition Plan.
- C. Ensures appropriate processing of invoices for OII.
- D. Develops policy and standard operating procedures for OII contracts and agreements.
- E. Supports invoicing oversight efforts for OII.
- F. Manages the purchase card program for OII.

4. Authority and Effective Date.

The functional statements for the Division of Contracts and Grants were approved by the Secretary of Health and Human Services on March 5, 2024, and effective on May 13, 2024.

**Department of Health and Human Services
Food and Drug Administration
Office of Inspections and Investigations
Office of Management
Office of Budget, Facilities, and Travel Support
Division of Contracts and Grants**



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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Inspections and Investigations, Office of Management, Office of Budget, Facilities, and Travel Support, Division of Contracts and Grants organization structure depicting all the organizational structures reporting to the Director:

Division of Contracts and Grants (DCSBAC)

Operational Contracts and Agreements Branch 1 (DCSBAC1)

Operational Contracts and Agreements Branch 2 (DCSBAC2)