

FDA STAFF MANUAL GUIDES, VOLUME II - DELEGATIONS OF AUTHORITY

ADMINISTRATIVE - PROCUREMENT

PROCUREMENT AUTHORITY (AGENCY-WIDE)

Effective Date: 12/24/2009

1. AUTHORITY DELEGATED.

Agency-wide procurement authority.

2. TO WHOM DELEGATED.

The Director, Office of Acquisitions and Grants Services (OAGS), Office of Administration (OA), for all procurement authority.

The Director, OAGS, OA, and the Director of each acquisition division within OAGS, OA to enter into, modify, administer, and terminate contracts for supplies and services, to make related determinations and findings, to settle termination claims, and utilize government-use-only bankcards.

All previous delegations of authority inconsistent with the provisions of this delegation are superseded.

3. LIMITATIONS.

The authorities are subject to restrictions in applicable issuances.

4. REDELEGATION AND CERTIFICATION.

The Director, OAGS, OA, may redelegate this authority according to the limitations set by the Health and Human Services Acquisition Regulations.

Other officials delegated authority may redelegate within their organizational areas the authorities delegated to them, in whole or in part. Officials delegated authority may redelegate their procurement authority for government-use-only purchase cards. (Purchase card authority also authorizes issuance of third party drafts under the same circumstances and limitations that apply to the use of purchase cards in instances where a vendor will not accept the purchase card for payment. Use of the third party draft, however, requires a separate authority--and procedures--that must be obtained from the Office of Financial Operations, OA.)

Personnel delegated responsibility for procurement functions must possess a level of experience, training, and ability commensurate with the complexity and magnitude of procurement actions involved. Any redelegation must be in writing and specify the nature and extent of the authority redelegated.

A copy of the redelegation of this authority must be furnished to the FDA Reorganization Coordinator and Principal Delegation Control Officer.

5. EFFECTIVE DATE.

The Deputy Commissioner for Administration approved this delegation, via memorandum, on December 24, 2009.

STATUS (I, R, C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
Initial	12/24/2009	N/a	OC/OA/OAGS	Russell J. Abbott, Deputy Commissioner for Administration