

MEMORANDUM

Date

TO: Ordering Officer's Name
Title
FEDLINK ID
Library
Phone Number
Email Address

Alternate Ordering Officer's Name
Title
FEDLINK ID
Library
Phone Number
Email Address

FROM: FEDLINK
Contracting Officer
Federal Library and Information Network (FEDLINK)
Library of Congress
Phone Number
Email Address

SUBJECT: Delegation of Procurement Authority (DPA) - Designation of Ordering Officer

1) SCOPE OF APPOINTMENT

A customer specific indefinite delivery, indefinite quantity (IDIQ) order is the order awarded for your specific agency. You are hereby designated as the Ordering Officer for your agency's customer specific IDIQ orders. This designation will remain in effect from the date of your signature below until September 30, 2018 unless it is terminated sooner.

2) ORDERING OFFICER AUTHORITY

The designated ordering officer is the only person authorized to place orders under your agency's customer specific IDIQ orders. You may only place orders that do not exceed the amount allocated for each selected vendor and in accordance with the terms of the contract.

3) ORDERING OFFICER LIMITATIONS

- a) You are prohibited from making any changes to the terms or conditions of the contract, which includes giving instructions or making any form of agreement that changes the price, quality, or description of goods and services or any other term of the contract. This includes issuing modifications to the contract, administrative or otherwise; ordering or accepting supplies or services not expressly within the scope of the contract; and issuing instructions to the contractor to perform work that is outside the scope of the contract. Only a FEDLINK contracting officer may make any such instructions and agreements.
- b) If you act outside the scope of the authority delegated to you by this letter, you will have violated the terms of this delegation. Should you violate the terms of the delegation, you will have made an unauthorized commitment and you may be subject to disciplinary action. If you incur an unauthorized commitment in advance of or in excess of available appropriations, you may violate the Anti-Deficiency Act ([31 U.S.C. 1341](#)) and could be subject to both

administrative and criminal penalties, including removal, suspension without pay, fines, and/or imprisonment.

c) This authority may not be further delegated.

4) DUTIES AND RESPONSIBILITIES

Subject to the terms and conditions of the customer specific order and FEDLINK IDIQ contract, you are authorized and required to:

- a) Review your orders for goods or services to comply with the terms of the FEDLINK contract and customer specific orders;
- b) Abide by the FEDLINK Book Ordering Procedures;
- c) Follow the rules and/or regulations of your agency;
- d) Establish and maintain all necessary records to document and describe the performance of ordering officer duties in accordance with the FEDLINK Book Ordering Procedures.
- e) Complete annual Contractor Performance Assessment Report.

5) FINANCIAL INTERESTS

You must not have any substantial financial interest in any of the contractors selected for award, either directly or indirectly, or through your spouse or minor children. You cannot have worked for any of the contractors within the past two years as either an employee or a contractor and you must not have contacted or been contacted by any of the contractors about potential employment or other work either for yourself or for another person. You must contact the FEDLINK contracting officer identified in your customer specific order immediately if there is an actual conflict of interest or the appearance of one.

6) TERMINATION

Your delegation is effective for the period designated in this memorandum unless revoked, provided your employment is not terminated while this delegation is in effect or you are not reassigned from your current position. A FEDLINK contracting officer, his or her successor, or other agency authority may revoke your appointment at any time.

7) ACKNOWLEDGEMENT AND ACCEPTANCE OF APPOINTMENT:

Acknowledge this delegation by signing below and returning it to the FEDLINK contracting officer. The designated ordering officer (s) will be identified in the customer specific IDIQ order.

By signing below, you acknowledge and accept your delegation as the ordering officer. You further acknowledge and agree that you currently have no financial conflicts of interest as outlined in Paragraph 5 of this delegation. Should any such conflicts arise during the performance of the contract you agree to inform the FEDLINK contracting officer immediately.

Primary Ordering Officer
Ordering Officer Name
Title

Date

Alternate Ordering Officer
Alternate Ordering Officer Name
Title

Date

(May 2017)