ADMINISTRATIVE ISSUANCE

Administrative Order No: 2015-005

Date: December 2, 2015

Subject: Delegation of Contracting Authority to James Marshall, Supervisory Contract Specialist

Originator: Christopher Weaver, Director

Distribution: All DGS Employees

Expiration Date: Until Rescinded

Pursuant to the Department of General Services' ("DGS") procurement regulations (See 27 *DCMR 4703, Delegation of Authority to Contracting Officers*), I, Christopher Weaver, in my capacity as Director and Chief Contracting Officer of the Department of General Services (the "Department" or "DGS") hereby: (i) revoke all prior delegations of contracting authority made to James Marshall by the contracting officer(s) of the Department; and (ii) delegate to James Marshall, in his capacity as Supervisory Contract Specialist of DGS' Contracts & Procurement Division, the following authority:

1. Mr. Marshall is hereby appointed to serve as a contracting officer for DGS and shall have the authority to:

   a. Award and execute contracts that have a value equal to or less than **$100,000.00**;

   b. Execute change orders or other contract modifications and issue directives that have a value equal to or less than **$100,000.00**; provided, however, that such authority shall not authorize change orders, contract modifications or directives that cause the total aggregate contract value to exceed **$999,999.00** for any one contract;

   c. Make findings and determinations required by DGS' procurement regulations; provided, however, that if such findings and determinations relate to the award of a sole source contract in excess of **$100,000.00**, Mr. Marshall shall first obtain the written consent of the Chief Contracting Officer;

d. Execute and issue notices to proceed, award letters and other such documents pursuant to contract awards made in accordance the authority conferred by this delegation or that have been approved by the Chief Contracting Officer;

f. Execute and issue terminations for default with the written consent of the Chief Contracting Officer;

g. Execute and issue terminations for convenience with the written consent of the Chief Contracting Officer;

h. Respond to claims by the contractors and assert the claims of the Department of General Services against the contractors; and

i. Settle disputes with the contractors. In the event there is a proposed settlement valued in excess of $**100,000**, Mr. Marshall shall obtain the written consent of the Chief Contracting Officer.

2. Before executing any contracts, change orders, contract modifications or directives that authorize new funds, in accordance with the limitations expressed in this delegation, Mr. Marshall shall obtain written confirmation from the Department's Agency Fiscal Officer that adequate appropriated funds are available for such action.

3. Mr. Marshall shall also have the authority to create Purchase Orders through DGS' PASS/SOAR system in order to support contractual obligations of DGS. For the avoidance of doubt, it is understood that Mr. Marshall shall have the authority to create Purchase Orders through DGS' PASS/SOAR system in order to support contractual obligations made by any duly authorized contracting officer of DGS, including, but not limited to the Chief Contracting Officer.

This delegation shall be effective immediately, and the authority granted hereby shall continue until rescinded.

By: _____ Date: 07 Dec 15
Christopher Weaver
Director & Chief Contracting Officer

Acknowledged By James Marshall

By: _____ Date: 12-2-15
James Marshall,
Supervisory Contract Specialist