

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



ADMINISTRATIVE ISSUANCE

Administrative Order No: 2016-005

Date: May 19, 2016

Subject: Delegation of Contracting Authority to Domonique Banks, Contract Specialist

Originator: Christopher E. 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Expiration Date: Until Rescinded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 E. Weaver, in my capacity as Director and Chief Contracting Officer of the Department of General Services (the "Department" or "DGS") hereby: (i) delegate to Domonique Banks, in her capacity as Contract Specialist of DGS' Contracts & Procurement Division, the following authority:

1. Ms. Banks 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 **\$25,000.00**;
 - b. Execute change orders or other contract modifications and issue directives that have a value equal to or less than **\$25,000.00**; provided, however, that such authority shall not authorize the execution of more than **\$250,000.00** in change orders, contract modifications or directives within any ninety (90) day period with regard to any one contract or 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 **\$25,000**, Ms. Banks 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;

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- 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 **\$25,000**, Ms. Banks 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, Ms. Banks shall obtain written confirmation from the Department's Agency Fiscal Officer that adequate appropriated funds are available for such action.

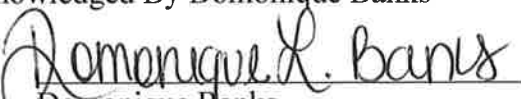
3. Ms. Banks shall also have the authority to create Purchase Orders through DGS' PASS/SOAR system in order to support contractual obligations of DGS. For the avoidance of doubt, it is understood that Ms. Banks shall have the authority to create Purchase Orders through DGS' PASS/SOAR system in order 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: 
Christopher E. Weaver
Director & Chief Contracting Officer

Date: 20 MAY 16

Acknowledged By Domonique Banks

By: 
Domonique Banks,
Contract Specialist

Date: 26 May 2016