

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



ADMINISTRATIVE ISSUANCE

Administrative Order No: 2021-009

Date: January 7, 2021

Subject: Delegation of Contracting Authority to Eric Njonjo, Supervisory Contract Specialist

Originator: Keith A. Anderson, 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Expiration Date: Until Rescinded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, Keith A. Anderson, in my capacity as Director and Chief Contracting Officer of the Department of General Services (the "Department" or "DGS") hereby: (i) delegate to Eric Njonjo, in his capacity as Supervisory Contract Specialist of DGS' Contracts & Procurement Division, the following authority:

1. Mr. Njonjo 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 \$20,000,000.00;
 - b. Execute change orders or other contract modifications and issue directives that have a value equal to or less than \$20,000,000.00. Mr. Njonjo shall first obtain the prior written consent of the Chief, Contracts and Procurement Division;
 - c. 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, Contracts and Procurement Division;
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. Njonjo shall obtain written confirmation from the Department's Agency Fiscal Officer that adequate appropriated funds are available for such action.
3. Mr. Njonjo 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.

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Njonjo 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, Contracts and Procurement Division.

This delegation shall be effective immediately, and the authority granted hereby shall continue until rescinded.

eSigned via SeamlessDocs.com
Danielle Meadors
Key: 4eba7a303aad0c6968149af4ddf491eb

By: _____
Keith A. Anderson
Director

Date: 06/07/2021

Acknowledged by Pamela Dickerson

eSigned via SeamlessDocs.com
Eric Njonjo
Key: c62cb6c3ad0b8120db54c2e89435e03

By: _____
Eric Njonjo
Supervisory Contract Specialist

Date: 06/07/2021

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of Mayor Muriel Bowser



Office of the City Administrator

MEMORANDUM

TO: Kevin Donahue
City Administrator

THROUGH: Jay Melder
Assistant City Administrator

FROM: Keith A. Anderson, Director *Keith A. Anderson*
Department of General Services

DATE: June 3, 2021

SUBJECT: Delegation of Authority

PURPOSE OF MEMORANDUM

This memo serves as the official notice of “Delegation of Authority” during my absence. I will be on leave effective as of 8:00 am on Monday, June 7, 2021 and will return to my position effective 8:00 a.m., Monday, June 14, 2021. During my absence, Danielle Meadors, Deputy Chief Operating Officer of the Department of General Services, will be delegated all authority of the Director.

Deputy Chief Operating Officer Danielle Meadors can be reached via email at Danielle.Meadors@dc.gov and via telephone at (202) 437-4435 (mobile).

Should you have any questions or concerns, please contact the designee indicated.

