

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



ADMINISTRATIVE ISSUANCE

Administrative Order No: 2021-006

Date: February 8, 2021

Subject: Delegation of Contracting Authority to Khitab Momini, 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Expiration Date: Until Rescinded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 Khitab Momini, in his capacity as Contract Specialist of DGS' Contracts & Procurement Division, the following authority:

1. Mr. Momini is hereby delegated contracting authority in an amount not to exceed one hundred thousand dollars (\$100,000.00) for the procurement of goods and services under Title 27, District of Columbia Municipal Regulations for the execution of contracts on behalf of the District of Columbia within the scope of the Agency's mission.
2. Before executing any contracts in accordance with the limitations expressed in this delegation, Mr. Momini shall obtain written confirmation from the Department's Agency Fiscal Officer that adequate appropriated funds are available for such action.
3. Mr. Momini 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. Momini 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.

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This delegation shall be effective immediately, and the authority granted hereby shall continue until rescinded.

eSigned via SeamlessDocs.com
Keith A. Anderson

Key: dd3a285ab0ffc07e17420d0b8748fe27

By: _____

Keith A. Anderson
Director

Date: 02/10/2021

Acknowledged By Khitab Momini

By: *Khitab Momini*

Khitab Momini
Contract Specialist

Date: 2/9/2021