

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



---

ADMINISTRATIVE ISSUANCE

**Administrative Order No: 2021-005**

**Date: January 7, 2021**

**Subject:** Delegation of Contracting Authority to Pamela Dickerson, 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**Expiration Date:** Until Rescinded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 Pamela Dickerson, in her capacity as Supervisory Contract Specialist of DGS' Contracts & Procurement Division, the following authority:


1. Ms. Dickerson 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 \$10,000,000.00;
  - b. Execute change orders or other contract modifications and issue directives that have a value equal to or less than \$10,000,000.00. Ms. Dickerson 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, Ms. Dickerson shall obtain written confirmation from the Department's Agency Fiscal Officer that adequate appropriated funds are available for such action.

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



3. Ms. Dickerson 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. Dickerson 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.

  
Keith A. Anderson

By: \_\_\_\_\_  
Keith A. Anderson  
Director

Date: 01/08/2021

Acknowledged by Pamela Dickerson

By: Pamela Dickerson  
Pamela Dickerson  
Supervisory Contract Specialist

Date: 01/11/2021

Signature: Pamela Dickerson

Email: [pamela.dickerson@dc.gov](mailto:pamela.dickerson@dc.gov)