



U.S. General Services Administration

Date: _____

MEMORANDUM

FOR: Name
 Agency
 Phone
 Email

FROM: Name
 EVSE IDIQ Contracting Officer (CO)
 pbs-ev-idiq@gsa.gov

SUBJECT: Delegation of Procurement Authority (DPA) as Ordering Contracting
 Officer (OCO) for the Governmentwide Design/Build and Construction
 IDIQ Contracts for Electric Vehicle Supply Equipment (EVSE) Installation
 and Related Infrastructure (EVSE D/B & Construction IDIQ)

REFERENCE: Accepted Service Charge Reimbursable Work Authorization (RWA)
 Number _____

The purpose of this DPA is to ensure that the roles and responsibilities between the EVSE D/B & Construction IDIQ Contracting Officer (CO) and the Ordering Contracting Officers (OCOs) are clearly established in order to ensure proper use of the EVSE D/B & Construction IDIQ contracts while promoting public policy objectives.

GSA retains sole responsibility to administer and modify the master EVSE D/B & Construction IDIQ contracts. The EVSE D/B & Construction IDIQ CO will evaluate the compliance of EVSE D/B & Construction IDIQ contractors against the master contract terms. The EVSE D/B & Construction IDIQ CO will also provide advice and guidance to agencies/OCOs on EVSE D/B & Construction IDIQ procurement matters.

The authority granted to you under this DPA is limited to those requirements of your agency that are within scope of the EVSE D/B & Construction IDIQ contracts. Within the limitations of your warrant authority, your authority to administer EVSE D/B & Construction IDIQ task orders covers all task orders awarded by you for your current warranting organization or awarded by another OCO possessing a valid DPA in your current warranting organization. The DPA authority does not extend to administration of task orders awarded by OCOs outside your current warranting organization.

Additionally, the authority granted to you under this DPA is limited to those requirements of your agency at Federal agency locations that are **not** under GSA's jurisdiction, custody, or control.

You will act as the central point of contact under each task order and are responsible for coordinating with the awarded Contractor, the Client (the funding organization/receiver of goods or services), and GSA. You will perform all required pre and post award functions associated with the task order, subject to the following terms and conditions of this DPA:

- 1. Compliance** – You are expected to comply with the EVSE D/B & Construction IDIQ terms and conditions, the EVSE D/B & Construction IDIQ Ordering Guide, the Federal Acquisition Regulation (FAR) and the authorized agency FAR supplement or exception thereto, applicable agency statutes and policies, and the additional responsibilities defined in this DPA.
- 2. Duration** – This DPA is effective until the expiration of the respective EVSE D/B & Construction IDIQ contracts or completion and closeout of any awarded task orders whose duration extends beyond the expiration of the respective contract, whichever is later. You are also required to maintain valid warrant authority. Notwithstanding the preceding, this DPA is portable under certain conditions. If you change organizations within the larger Agency, but will continue to be warranted, the DPA is portable upon notification by the OCO's supervisor to the EVSE D/B & Construction IDIQ CO. However, you must notify the EVSE D/B & Construction IDIQ CO and provide information on the new warrant when it is issued. Re-training is not required unless there is a break of more than 90 days in possession of a current warrant or serving in a CO position.

3. **Non-transferable** – The DPA cannot be re-delegated. The DPA is specific to the named OCO and is non-transferable to another contracting officer.
4. **Revocation** – GSA may revoke this DPA at any time for failure to comply with treaty, law, regulation, ethical standards and applicable federal acquisition policies and procedures. GSA will be cognizant of the need to ensure task order continuity if such actions are initiated.
5. **Scope Compliance** – Ensure that any task orders are within the scope of EVSE D/B & Construction IDIQ.
6. **Administrative Reporting** – Upon award, OCOs are responsible for reporting the task order award action in the Federal Procurement Data System – Next Generation (FPDS-NG).

The OCO is responsible for complying with all FAR-based rules when soliciting, awarding and administering task orders. The following list, while not all-inclusive, represents key areas of responsibility:

- **Fair opportunity** – Ensure that all contractors are provided a fair opportunity to be considered in accordance with FAR 16.505, or authorized agency supplements or exceptions thereto, prior to task order award. Any exceptions to fair opportunity to be considered (“fair opportunity exceptions”) must be consistent with FAR 16.505 or authorized agency supplements or exceptions thereto or as otherwise required or allowed by statute. The OCO must comply with the requirements to prepare justifications and obtain approvals of justifications for exceptions to fair opportunity in accordance with FAR 16.505.
- **Funding** – Verify that funding is available. Comply with appropriations law and financial policy. Ensure timely obligation of funds, and de-obligation and disposition of excess funds.
- **COR** – If a Contracting Officer’s Representative (COR) is appointed to perform order monitoring and oversight functions, you must ensure that the extent of their authority and responsibilities is clearly defined. The COR’s appointment should be in writing and a copy provided to the Contractor in order to establish clear roles and responsibilities during task order administration. Ensure that any COR you designate is properly equipped, trained and qualified to handle those responsibilities pursuant to your agency policy.
- **Task Order Protests, Disputes and Claims** – Receive and respond to task order protests, disputes and claims. The warranting agency is responsible for the OCO’s decisions and actions as a warranted CO.

- **Monitor, Evaluate and Report Contractor Performance** – Assure contractor performance and support compliance with task order terms and conditions. Take appropriate action to maintain the Government’s rights. OCOs should conduct contractor performance evaluations in accordance with FAR Subpart 42.15, and applicable agency policies. Interim performance evaluations are encouraged for each task order. OCOs should use their organization’s designated contractor performance reporting system to record performance.
- **Cost or Price Analysis and Audits** – Perform and document cost analysis and/or price analysis (FAR Subpart 15.4) as appropriate in determining the overall task order price to be fair and reasonable, as well as respond to any related audits.
- **Task Order Closeout** – Closeout task orders in accordance with FAR 4.804-5.
- **Requests for Information** – Respond to any requests for information pertaining to task orders awarded or administered by you including, but not limited to, Freedom of Information Act requests and inquiries and/or audits by: Congress, Inspectors General, the Small Business Administration, the Government Accountability Office, and GSA.

Thank you for your interest in the EVSE D/B & Construction IDIQ contracts.

If you have any questions, please feel free to contact the EVSE D/B & Construction IDIQ CO at pbs-ev-idiq@gsa.gov.

For more information about the EVSE D/B & Construction IDIQ contracts, please visit our website at [Governmentwide Design/Build and Construction IDIQ Contracts for EVSE Installation and Related Infrastructure](#) at [GSA's “one-stop shop” for Fleet Electrification](#).