

FIRST - DELEGATION OF CONTRACT AUTHORITY (DCA) REQUEST FORM

Part I – Requestor Information:

Customer POC: _____

Phone: _____ Fax: _____ Email: _____

Alternate POC: _____

Phone: _____ Fax: _____ Email: _____

Organization and Mailing Address:

Delegated Contracting Official (DCA/KO) : _____

Phone: _____ Fax: _____ Email: _____

Organization and Mailing Address:

DCA/KO Warrant Authority Amount: _____
(Please attach photocopy of Warrant)

Part II – Type of Delegation Requested:

Single TO Multiple TO's

Requested DCA Total Amount (including any contracting option) : _____

DCA Base Period - From: _____ **To :** _____
(NTE 1 year)

Special Conditions/Waivers Sought: _____

FIRST - DELEGATION OF CONTRACT AUTHORITY (DCA) REQUEST FORM

Part III – KO Duties and Responsibilities:

1. The DCA is subject to the task order ceiling set by the FIRST Procuring Contracting Officer.
2. Task orders must be signed by the warranted United States Contracting Officer servicing the Requiring Activity's Command, hereinafter designated as the DCA KO, and subject to the monetary limitations contained in your Contracting Officer Warrant Task order funds obligated by DCA KO are limited to funds of the KO's organization and Command.
3. The DCA KO may appoint a qualified Contracting Officer's Representative (COR), and delegate certain administrative responsibilities to the COR to assist in the administration of the task order. However, **the DCA KO must personally sign the task order (and modifications thereto) issued under FIRST**. The DCA KO remains, at all times, accountable for ensuring compliance with the contract, applicable regulations and procedures, and the FIRST Ordering Guide.
4. To the extent applicable, the DCA KO will adopt the Office of Federal Procurement Policy's (OFPP) guidance that emphasizes the use of performance-based requirements and quality standards in defining contract requirements, source selection, and quality-assurance.
5. The Mission & Installation Contracting Command's Ombudsman shall be the primary point of contact for reviewing concerns and complaints from contractors regarding competition issues, ensuring that contractors are afforded a fair opportunity to be considered; rendering responses to concerns and complaints from contractors; and may require the contracting officer to take corrective action. If fair opportunity is not provided to all offerors, the result may be task order re-competition.
6. A copy of all Task Orders Response/Solicitations/Amendments (TORs) and Task Order awards must be forwarded via email to the FIRST PCO/Admin Office. The DCA KO files will be made available to the FIRST ACO for a contractual compliance review upon request or as required. Failure to comply with any or all the conditions set for this delegation may result in the termination of a DCA KO appointment

Part IV – Certification:

By signing this DCA Request form, I certify that I am a fully warranted, Federal Contracting Officer, and that I have read and accept the above conditions of the FIRST Delegation of Contract Authority.

Date: _____

Signature: _____

Name: _____