

**Department of
Veterans Affairs**

Memorandum

Date: February 24, 2015

From: Director of Contracting, NCO 12

Subject: Delegation of Authority: Other than Full and Open Competition, Network
Contracting Office (NCO) 12

Reference: VHA Procurement Manual (VHAPM) dated 11/01/2012, Volume Six Procurement Processes, Chapter VI: Other than Full and Open Competition (OFOC) Standard Operating Procedure (SOP) Revision: 03, dated 10/27/2014, and previous memorandum, Subject as Above, dated 3/5/2013.

Purpose: IAW the latest revision to the SOP (OFOC), the Contracting Officer now has delegated authority to approve OFOC procurements up to the Simplified Acquisition Threshold (SAT), which is currently \$150,000. The Director of Contracting has authority to approve OFOC procurements between \$150,001 and \$650,000 and may delegate this authority at a level not less than the Product Line Supervisor.

Policy: Effective immediately, the previous letter of delegation is rescinded. This letter of delegation provides authority to the Product Line Supervisors to approve use of OFOC procedures for procurements between \$150,001 and \$650,000. A copy of this letter shall be included with each approved Justification of Authorization for (OFOC) in eCMS Briefcase Folder P03.

All other signatures referenced within the SOP remain the same.

Christine Hansen
Director of Contracting, NCO 12