



**SMALL BUSINESS ENTERPRISE APPLICATION SOLUTIONS**  
BUSINESS AND ENTERPRISE SYSTEMS DIRECTORATE  
MAXWELL AIR FORCE BASE GUNTER ANNEX ALABAMA

10 August 2022

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SUBJECT: Small Business Enterprise Application Solutions (SBEAS): FA8771-17-R-1000 Delegation of Procurement Authority (DPA) for Ordering Contracting Officer (OCO) to Compete, Award, and Administer Task Orders

1. The purpose of this DPA is to ensure that the roles and responsibilities between the IDIQ CO and the OCO are clearly established, and to authorize the OCO to compete requirements, award task orders, and administer task orders.
2. The authority granted to you under this DPA is limited to the named IDIQ and those Task Orders awarded by you or another OCO possessing a valid DPA in your current warranting organization. The DPA authority does not extend to the IDIQ Basic Contract or Task Orders awarded by other OCOs outside your current warranting organization. You will act as the central point of contact under each Task Order and are responsible for coordinating with the awarded Contractor, the Customers (the funding organization/receiver of goods or services) and The United States Air Force. This applies regardless of whether your contracting organization is acting as the Servicing Agency on behalf of a customer outside your agency or if you are the Requesting Agency for your own organization's requirement. 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:
  - a. **Compliance** – You are expected to comply with the IDIQ's terms and conditions, the IDIQ's ordering/user's guide, the Federal Acquisition Regulation (FAR) or authorized agency supplement or exception thereto, applicable agency-specific statutes and policies, and the additional responsibilities defined in this DPA.
  - b. **Duration** – This DPA is effective until the expiration of the respective IDIQ contract or completion and closeout of the resultant Task Orders, whichever is later. You are also required to maintain a valid warrant authority. Notwithstanding the preceding, this DPA is as portable as your warrant. That is, if you change organizations and your warrant is still valid, the DPA is portable/you still maintain your DPA. However, if you change organizations and your warrant is no longer valid, this DPA is automatically revoked. In the event that you are re-warranted in a new federal organization (DoD or Civilian), a new DPA request will be expedited. The DPA cannot be redelegated.
  - c. **Revocation** – SBEAS may revoke this DPA at any time for failure to comply with treaty, law, regulation, ethical standards and applicable federal acquisition policies and procedures. SBEAS will be cognizant of the need to ensure Task Order continuity if such actions are initiated.
  - d. **Scope Compliance** – Ensure that Task Order work is within the IDIQ's scope. The IDIQ program office is available to assist with this determination at any time upon request.
  - e. **Administrative Reporting** – Upon award, OCOs are responsible for entering Task Order information into the Federal Procurement Data System – Next Generation (FPDS-NG). In addition to FPDS-NG reporting, OCOs are required to provide a complete copy of the Task Order, e.g., the signature page, the work statement and the line items (equivalent to Sections

A-J of the Uniform Contract Format, or equivalent if a commercial services Task Order), any subsequent modifications and the Task Order information form(s) included with this DPA to the respective IDIQ's email address or fax number.

- f. **SharePoint** - The OCO will access the SBEAS SharePoint site (see training slides for account creation and instructions on use) and utilize the SBEAS Control Number Questionnaire to request a control number prior to releasing a solicitation under the SBEAS IDIQ.
3. The OCO is responsible for complying with all FAR-based rules when competing, awarding and administering Task Orders. The following list of duties (not all inclusive) represent key areas of responsibility:
- a. **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. If a fair opportunity exception is taken, the OCO should reasonably document the basis for the exception.
  - b. **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.
  - c. **Contracting Officer Representative (COR)/Contracting Officer’s Technical Representative (COTR)** – If a COR and/or COTR, is assigned to perform order monitoring functions, you must ensure that the extent of their authority and responsibilities is clearly defined and agreed upon. It is a best practice to complete COR and/or COTR designations in writing and present them to the Contractor in order to establish clear roles and responsibilities during Task Order administration. Ensure that any COR or COTR you designate is properly equipped, trained and qualified to handle those responsibilities pursuant to your agency policy.
  - d. **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 contracting officer.
  - e. **Monitor, Evaluate and Report Contractor Task Order Performance** – Assure contractor performance and support compliance with both Task Order and contract terms and conditions. Take appropriate action to maintain the Government’s rights. OCOs should conduct contractor performance evaluations IAW FAR 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 application to record performance.
  - f. **Cost or Price Analysis and Audits** – Perform and document cost analysis and/or price analysis (FAR 15.4) as appropriate in determining the overall Task Order price to be fair and reasonable, as well as respond to any related audits.
  - g. **Prompt Payment** – Ensure prompt payment of contractor invoices and prompt rejection of nonconforming invoices.
  - h. **Task Order Closeout** – Perform Task Order closeout IAW FAR 4.804-5 and provide the IDIQ Contracting Officer with a Task Order closeout completion statement.
  - i. **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/audits by: Congress, Inspectors General, the Small Business Administration, the General Accountability Office and The United States Air Force.
  - j. **DODAAC** – Select the appropriate DoDAAC for their service agency for proper auditing purposes.
4. Thank you for your interest in SBEAS’s IDIQ Program. We are committed to delivering acquisition vehicles that provide our customers with convenient access to the best qualified contractors in the Information Technology services and services-based solutions marketplace. If you have any questions regarding this DPA, the respective IDIQ, or our program in general, please feel free to contact the IDIQ Program at the SBEAS organizational box: [AFLCMC.HIC.SmallBusiness@us.af.mil](mailto:AFLCMC.HIC.SmallBusiness@us.af.mil). Please sign below acknowledging your receipt and adherence to the terms and conditions identified in this DPA and submit the digitally signed document to the SBEAS organizational box identified above.

5. For more information about the IDIQ(s) addressed in this DPA, please visit our website at <https://www.netcents.af.mil/Contracts/SBEAS>. There you will find a link to the specific IDIQ's website which contains a copy of the Basic Contract and other useful information, including various points of contact.
6. Please sign below and submit the signed form to the SBEAS PMO using the SBEAS organizational box listed above.

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