

## BOEM ADMINISTRATIVE DELEGATIONS LEVELS OF AUTHORITY

13. BOEM PROCUREMENT	DOI	HCA <sup>1</sup>	CA <sup>2</sup>	BPC <sup>3</sup>	CCO <sup>4</sup>	CO <sup>5</sup>	OTHERS
<b>A. PURCHASE LIMITS FOR PURCHASE CARD PROCUREMENTS</b>							
1. \$3,000 – Supplies.							Designated personnel with delegation of authority
2. \$3,000 – Off-the-Shelf Training.							Designated personnel with delegation of authority
3. \$2,500 – Services subject to the Service Contract Act (except Off-the-Shelf Training).							Designated personnel with delegation of authority
4. \$2,000 – Construction services subject to the Davis-Bacon Act.							Designated personnel with delegation of authority
5. Convenience Checks.							
\$3,000 - Supplies							Designated personnel with delegation of authority
\$2,500 - Services							Designated personnel with delegation of authority
\$2,000 - Construction							Designated personnel with delegation of authority
6. Less than \$2,500 – Cardholders delegated with single purchase limit.							Designated personnel with delegation of authority
<b>B. OFF-THE-SHELF TRAINING PROCUREMENTS</b>							
1. \$3,000 up to \$150,000 (Simplified Acquisition Threshold)							SF-182 Approval Procedures - A
2. Over \$150,000 (Simplified Acquisition Threshold)						A	SF-182 Approval Procedures - C
<b>C. AUTHORITY TO APPOINT NON-PROCUREMENT PERSONNEL AS FOCAL POINTS FOR ORDERING SERVICES FROM THE NETWORK UNIVERSAL AND WITS3 NATIONAL CAPITAL REGION LOCAL SERVICES CONTRACTS.</b>							
				A			

A = Approve C = Concur

HCA<sup>1</sup> - BSEE's Head of the Contracting Activity (AD for Admin.)

CA<sup>2</sup> - BSEE's Competition Advocate

BPC<sup>3</sup> - BSEE's Bureau Procurement Chief

CCO<sup>4</sup> - BSEE's Chief of the Contracting Office

CO<sup>5</sup> - BSEE's Contracting Officer

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D. PURCHASES FROM NETWORK UNIVERSAL AND WITS3 NATIONAL CAPITAL REGION LOCAL SERVICES CONTRACTS							Designated Agency Representative appointed by BPC <sup>3</sup>
E. GPO EXPRESS PROGRAM PURCHASE LIMITS (FedEx Kinko's Contract)							
1. \$2,500							General Printing Office (GPO) Express Card Holders
2. \$10,000							GPO Express Coordinator
F. CONTRACTING OFFICER CERTIFICATE OF APPOINTMENT (COA) AND COA TERMINATION				A	Nominates		
G. CONTRACTING OFFICER REPRESENTATIVE (COR) APPOINTMENTS AND TERMINATIONS						A	
H. WAIVER OF COR CERTIFICATION REQUIREMENTS	DOI SPE <sup>6</sup> - A						
I. INTERAGENCY AGREEMENTS (IA)							
Economy Act Determinations							
a. \$0 up to \$100,000					A	C	
b. \$100,001 to \$500,000		A		C	C	C	
c. Over \$500,000	Office of the Solicitor - C	A		C	C	C	
d. When the servicing agency is not covered by the Federal Acquisition Regulations	DOI SPE <sup>6</sup> - A	C		C	C	C	

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CCO<sup>4</sup> - BSEE's Chief of the Contracting Office    CO<sup>5</sup> - BSEE's Contracting Officer    SPE<sup>6</sup> - Senior Procurement Executive

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<b>J. RATIFICATION OF UNAUTHORIZED PROCUREMENT ACTIONS</b>							
1. \$0 up to \$3,000 (Micro-purchase Threshold)					A	C	
2. Over \$3,000 (Micro-purchase Threshold) to \$10,000	Office of the Solicitor - C				A	C	
3. Over \$10,000 to \$25,000	Office of the Solicitor - C			A	C	C	
4. Over \$25,000	Office of the Solicitor - C	A		C	C	C	
<b>K. APPROVAL OF REQUIREMENTS FOR OTHER THAN FULL AND OPEN COMPETITION</b>							
1. \$0 up to \$25,000						A	Requisitioner - C
2. Over \$25,000 up to \$650,000					A	C	Requisitioner - C
3. Over \$650,000 up to \$12,500,000			A		C	C	Requisitioner - C
4. Over \$12,500,000 up to \$62,500,000		A	C		C	C	Requisitioner - C
5. Over \$62,500,000	DOI SPE <sup>6</sup> - A	C	C		C	C	Requisitioner - C
<b>L. MULTI-YEAR CONTRACTING DETERMINATION (FAR 17.105-1(a))</b>							
				A		C	
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