# Delegated Procurement Authority (DPA)
# Human Capital and Training Solutions (HCaTS)

The purpose of this DPA is to ensure that the roles and responsibilities between the HCaTS and HCaTS SB Contracting Officers (COs) and the Ordering Contracting Officers (OCO) are clearly established in order to ensure proper use of the HCaTS Program contract vehicles while promoting public policy objectives.

GSA retains sole responsibility to administer and modify the master Indefinite Delivery, Indefinite Quantity (IDIQ) contracts. The HCaTS Program COs will evaluate the compliance of HCaTS and HCaTS SB contractors against the master contract terms. The HCaTS PMO will also provide advice and guidance to agencies/OCOs on HCaTS and HCaTS SB procurement matters.

The authority granted to you under this DPA is limited to those requirements of your agency that are within scope of the HCaTS Program contracts. Your authority to administer HCaTS and HCaTS SB Task Orders covers all task orders awarded by you for your current warranting organization or 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. Only agencies that have been designated an HR Shared Services Provider by the Unified Shared Services Management, or hold a previous designation by OPM's HR Line of Business, may use the HCaTS Program to provide shared services to another agency in accordance with OMB memorandum M-16-11Improving Administrative Functions through Shared Services (May 4, 2016).

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. This applies regardless of whether your contracting organization is acting as the Servicing Agency on behalf of a client outside your agency or is within the requiring Agency and is contracting for its own 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:

1. **Compliance –** You are expected to comply with the HCaTS or HCaTS SB terms and conditions, the HCaTS or HCaTS SB ordering guides, 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 HCaTS or HCaTS SB contract 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, or move to a new Agency but will continue to be warranted, the DPA is portable upon notification by the OCO's supervisor to the HCaTS PMO. However, you must notify the HCaTS and HCaTS SB COs of the move or reassignment and provide information on the new warrant when it is issued. Re-training is not required unless there is a break of more than ninety days in possession of a current warrant or serving in a CO position. The DPA cannot be re-delegated.

3. **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.

4. **Scope Compliance –** Ensure that task order is within the scope of HCaTS or HCaTS SB. The HCaTS PMO is available to assist with this determination at any time upon request.

5. **Administrative Reporting –** Upon award, OCOs are responsible for reporting the task order award action in the Federal Procurement Data System – Next Generation (FPDS-NG). In addition to FPDS-NG reporting, OCOs are required to provide poor past performance reports, included with this DPA to the respective HCaTS or HCaTS SB email address.

The OCO is responsible for complying with all FAR-based rules when competing, 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 Section 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 Section 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 Section 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 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 both task order terms and conditions. Take appropriate action to maintain the Government's rights. OCOs should conduct contractor performance evaluations IAW 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 IAW FAR *Subsection* 4.804-5 and provide the HCaTS or HCaTS SB Contracting Officer a task order closeout completion statement.

- **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 GSA.

Thank you for your interest in the HCaTS Program. We are committed to delivering acquisition vehicles that provide our customers with convenient access to the best qualified contractors in the professional services-based solutions marketplace. If you have any questions regarding this Ordering Guide, DPA, the HCaTS Program contract vehicles, or our program in general, please feel free to contact the HCaTS PMO at any time.

For more information about the HCaTS Program Contracts, please visit our website at www.gsa.gov/HCaTS. You will find links to copies of the HCaTS and HCaTS SB contracts and other useful information, including various points of contact.

## Delegated Procurement Authority (DPA)
## Human Capital and Training Solutions (HCaTS)

First Name:

Last Name:

Department or Agency:

Select...

Title:

Select...

if other, specify below:

if other, specify below:

Sub Agency/Office/Burea/Region:

Warrant Number (leave blank if you do not have a warrant):

State:

Select...

Warrant Threshold:

Select...

City:

Email Address:

Supervisor's Name:

Phone:

Supervisor's Email Address:

☐ Request for HCaTS DPA Certificate; when did you attend the DPA training?

☐ Request to attend the DPA training (fill out the following section)

To see the training schedule or registeration, go to faitas.army.mil and search for "HCaTS DPA Training", course ID#FCL-GSA-0081 (Click here for the direct link). You must be a registered user of FAITAS to apply and receive a CLP credit. If you are not a current FAITAS user, please utilize the FAITAS Registration System for access.

Preferred date for training:

If you do not have an access to FAITAS or you would like to request for a group training, please select a preferred training mode:

○ Virtual/Webinar (your computer must be 'Adobe Connect' compatible and have the required software.)

○ In-Person (a minimum of 25 people is required for on-site training)

**By signing this form, I agree to comply with the Ordering Contracting Officer's roles and responsibilities setforth in this certificate and in the HCaTS contracts.**

Applicant's Signature:

**If you are a Contracting Officer, the HCaTS CO will sign this form and email it to you. When you receive the signed copy of this form, you will be able to use HCaTS.**

HCaTS Contracting Officer

Anadelsa Eckles

Signature/Date:

DPA Training completion Date:

***After completion, email this form to hcatstraining@gsa.gov.***