

**Request for Delegation of Contracting Authority
From the General Services Administration
Under the USA Contact Program**

I, *(name of Contracting Officer)*, Contracting Officer for *(name of the department and agency)* hereby request authority to solicit quotations and place a task order against one of the nine General Services Administration's (GSA's) multiple award indefinite-delivery, indefinite-quantity contracts, collectively known as the "USA Contact program" (hereafter called "the contract").

(Name of agency) currently has a requirement for contact center services to *(briefly describe the services require – include the period of performance: base period and option periods)*. The total estimated price of this requirement, including all option periods, is *(enter the full estimated amount)*.

A copy of the draft statement of work describing the above requirement is hereby attached to this request.

In making this request, I hereby certify that the following is true and correct:

- That I will comply with all acquisition planning requirements in FAR 7, in addition to any additional local acquisition planning requirements, prior to releasing the task order Request for Quotation;
- That sufficient market research has been performed to determine that this requirement should not be set-aside for small business concerns, HUBZone small business concerns, or Service Disabled Veteran Owned small business concerns, in accordance with FAR 19;
- That this requirement is not a bundled requirement, as defined in FAR 2.101(b);
- That the funds for this requirement will be committed by a funds certifying officer in accordance with my agency's procedures and with appropriations law;
- That I have the authority, in accordance with my agency's procedures and my own delegation of contracting authority (Contracting Officer's Warrant), both to request this delegation of authority and to solicit and award this task order requirement. A copy of my Contracting Officer Warrant is attached to this request.
- That I have completed the USA Contact contract online training module. A copy of my training certificate is submitted with this request.

Further, in making this request for delegated authority, I acknowledge the following:

- That this delegation of authority is limited exclusively to the requirement specified above;
- That this delegation of authority cannot be re-delegated;
- That GSA is not responsible for awarding or administering any task order resulting from this delegation of authority;
- That I will be responsible for conducting a task order competition in accordance with the terms and conditions of the contract, and that no deviation from them is permitted;

- That any resulting task order competition will be compliant with the terms and conditions at G.2, Service Ordering, in the contract.
- That I am responsible for ensuring that all individuals materially involved with this task order award are compliant with the Procurement Integrity Act, and any other applicable procurement integrity rules and regulations;
- That I am responsible for reporting any contract actions resulting from this delegation authority into FPDS-NG.
- That representatives of the USA Contact program office shall, upon providing proper notice, have the right to inspect all contract and program files for this task order at any point, including after contract closeout.

This request is to issue the following type of task order:

- Firm-fixed-price
- Time and materials or labor hours (by selecting time and materials, you agree that a Determination and Findings, in accordance with FAR 16.601(d)(1) shall be executed prior to the release of your task order RFQ)

I further agree to provide the following documents to the GSA Contracting Officer:

Document	Due Date
<i>Acquisition plan</i>	<i>Within 5 business days of approval of the plan</i>
<i>Executed task order document and printout of FPDS entry</i>	<i>With 5 business days of task order execution</i>
<i>Documentation of COR/COTR delegation and documentation of their COR/COTR certification</i>	<i>With 5 business days of task order execution</i>
<i>Executed task order modifications</i>	<i>Within 5 business days of modification execution</i>

Signature

Date

Printed Name and Warrant Number

Agency