

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES**



Office of the Director

To: James H. Marshall
Supervisory Contract Specialist
Contracts and Procurement Division

Copy: File

Date: April 13, 2015

Subject: Delegation of Authority

Pursuant to the Department of General Services' ("DGS") procurement regulations, I, Jonathan Kayne, in my capacity as Interim Director and Chief Contracting Officer of the Department of General Services (the "Department" or "DGS") hereby: (i) revoke all prior delegations of contracting authority made by the contracting officer(s) of the Department;¹ and (ii) delegate to James H. Marshall, in his capacity as a Supervisory Contract Specialist in DGS' Contracts & Procurement Division, the following authority:

1. Mr. Marshall is hereby appointed to serve as a contracting officer for DGS and shall have the authority to:
 - a. Award and execute contracts that have a value equal to or less than \$100,000;
 - b. Execute change orders or other contract modifications and issue directives that have a value equal to or less than \$100,000; provided, however, that such authority shall not authorize the execution of more than (\$250,000) in change orders, contract modifications or directives within any sixty (60) day period with regard to any one contract;
 - c. Make findings and determinations required by DGS' procurement regulations; provided, however, that if such findings and determinations relate to the award of a sole source contract in excess of \$100,000, Mr. Marshall shall first obtain the approval of the Chief Contracting Officer;
 - d. Execute and issue notices to proceed, notice of award letters and other such documents pursuant to awards and execution of contracts that have been approved by the Chief Contracting Officer; and

¹ The Delegation of Authority to Kimberly Gray of even date herewith is not revoked hereby.

- e. Terminate contracts after obtaining approval of the Chief Contracting Officer.
- 2. Before executing any contracts, change orders, contract modifications or directives that authorize new funds, in accordance with the limitations expressed in this delegation, Mr. Marshall shall obtain confirmation from the Department's Agency Fiscal Officer that adequate appropriated funds are available for such action.
- 3. Mr. Marshall shall also have the authority to create Purchase Orders through DGS' PASS/SOAR system in order to support contractual obligations of DGS. For the avoidance of doubt, it is understood that Mr. Marshall shall have the authority to create Purchase Orders through DGS' PASS/SOAR system in order to support contractual obligations made by any duly authorized contracting officer of DGS, including, but not limited to the Chief Contracting Officer.

This delegation shall be effective immediately, and the authority granted hereby shall continue until rescinded.

By: 
Jonathan Kayne
Interim Director & Chief Contracting Officer

Date: 4/13/15

Acknowledged By James H. Marshall

By: 
James H. Marshall

Date: April 13, 2015