



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
ARMY CONTRACTING AGENCY
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(PROVISIONAL)

SEP 9 2002

SFCA

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: Army Contracting Agency Policy Memorandum P002:
Purchase and Administration of Information Technology (IT)
Products and Services**

This policy memorandum applies to the use of Army Contracting Agency (ACA) issued Contracting Officer warrants and the Contracting Officer's ability to use these warrants to purchase and administer IT products and services. The requirements are as follows:

a. Each ACA's Principal Assistant Responsible for Contracting (PARC) shall limit the number of contracting officers in each Directorate of Contracting (DOC) within their region that will have the authority to purchase and perform contract administration for IT supplies and services. This number will be determined based on analysis of the individual requirements necessary to support their customers. Additionally, each PARC shall instruct their DOCs to obtain approval from the Information Technology, E-Commerce and Commercial Contracting Center (ITEC4) prior to soliciting for award of a new requirement over \$500,000 or 120 days prior to the scheduled exercise of an option for IT support.

b. As requirements are transferred to, and master contracts are awarded by ITEC4, PARCs are to further reduce the number of contracting officers with the authority to purchase and administer IT products and services. At the same time that the number of warrants are being reduced, the Directors shall also issue policy that limits the contracting officer's authority to purchase IT to placing an order against an ITEC4, GSA or other authorized master contract, the administration of these actions or orders and the authority to purchase and administer IT under emergency conditions. Emergency conditions are defined as those that fall within the meaning of FAR 6.302-2(2)(b)(2), "delay in award of a contract would result in serious injury, financial or other, to the Government." The PARCs shall also provide internal guidance on procedures for approvals or documentation, as they deem necessary, for the purchase of IT under emergency conditions.

My point of contact for this action is Jan Shadowens, (703) 681-1055, DSN 761-1055 or email jan.shadowens@saalt.army.mil.

Sandra O. Sieber

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