

Stamped Approval July, 6, 2004

MEMORANDUM

SUBJECT: Supplemental On-Scene Coordinator (OSC) Warrant Guidance

FROM: Yvette D. Garner, Director
SF/RCRA Regional Procurement Operations Division (SRRPOD)

TO: Removal Managers
On-Scene Coordinators
Regional Contracting Officer Supervisors
Superfund Division Directors
SRMAC

This memorandum serves the following purposes: 1) provides revised ordering clauses naming warranted OSCs as ordering officials under the START and ERRS classes of contracts; and 2) requires a 1900-65(a) COR form be submitted for all current warranted OSCs and with all new OSC warrant request packages.

In prior OSC warrant guidance provided by the Office of Acquisition Management (OAM) SRRPOD, OAM identified a goal to provide revised “ordering official” clauses that recognize warranted OSCs as ordering officials under the START and ERRS classes of contracts. The attached clauses accomplish that goal and are consistent with the prior guidance posted at www.epa.gov/oamsrpod/ersc/osc/index.htm, which clarified that a warranted OSC can exercise his/her delegated procurement authority (DPA) inside or outside of the home Region. As of the issuance date of this guidance document, all START and ERRS contracts need to be modified by the assigned administrative Contracting Officer to include the revised clauses.

Chapter 42 of the Contracts Management Manual (CMM) requires a 1900-65(a) and a delegation of Contracting Officer Representative (COR) duties memo be processed for each contract where COR duties will be performed. Warranted OSCs function as CORs under EPA’s prime removal/response contracts. In order to fulfill the file documentation requirements and not repeat the process for each warranted OSC under every START and ERRS contract, each new OSC warrant request package should include a 1900-65(a) completed in accordance with the attached OSC warrant preparation instructions and sample 1900-65(a). OAM will prepare and approve all COR delegation memos for warranted OSCs, which will allow them to operate quickly in any location with any START or ERRS contractor.

OAM will revise its web page where all warranted OSCs are listed to reflect which warranted OSCs have 1900-65(a) forms and delegation of COR duties on file. This will allow Regional Contracting Officers to confirm that warranted OSCs providing support in their Region under their START or ERRS have the required approved COR documentation, in accordance with the CMM. Regional contracting officers still retain the ability to add other CORs if desired.

For all current OSC DPA holders, OAM requests that a new 1900-65(a) form, completed in accordance with this guidance document, be provided to OAM. OAM will process COR delegation documents and update the files and OAM OSC web page accordingly. OAM will provide hard-copies to the warranted OSC(s).

The above procedures are necessary to bring guidance documents issued by OAM into compliance with applicable Agency procurement regulations and guidelines. If there are any questions, please call Rob Edgeton at 202-564-2776.

Attachments: - Completed Sample 1900-65(a)
- Instructions to Removal Managers for Submitting
On-Scene Coordinator (OSC) Warrant Requests
- Revised clauses to be included in all START and ERRS classes of
contracts