



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



OCT 21 2008

Memorandum

To: Bureau Procurement Chiefs

From: Debra E. Sonderman, Director *Debra E. Sonderman*
Office of Acquisition and Property Management

Subject: Administration of the Networx Universal Voice Contract

The Department of the Interior has selected Verizon as its exclusive source for the voice telecommunications offered under the General Services Administration's (GSA's) Networx Universal contract, by issuing a fair opportunity decision. This is a mandatory commitment to transition all FTS2001 voice services to the Networx contract. Under the leadership of the Office of the Chief Information Officer, preparations are underway to facilitate a smooth transition. Among the necessary steps is appointment by the Bureau Procurement Chiefs of Designated Agency Representatives (DARs), who will act as the focal points for ordering Networx Universal voice services.

DARs are not contracting officers, and have no authority beyond what is delegated to them in their appointment letters. The following guidance, issued as a supplement to Part 1.D.5 of the Contracting Officer Certificate of Appointment Program Manual, will govern these appointments:

- All DAR appointments will be in writing. A sample appointment letter is attached. A copy of the appointment letter must be sent to:
Office of the Chief Information Officer (PIR)
Enterprise Infrastructure Division
Attention: DAR Administrator
- Only Federal government employees may be appointed. There are no grade or series restrictions, and no certification (e.g., Federal Acquisition Certification – Contracting Officer's Technical Representative (FAC-COTR)) is required.
- Bureaus must keep the appointments current, and ensure that Verizon is notified of all changes through the DAR Administrator.
- Prior to appointment, employees must have completed Verizon's DAR training, and a minimum of 24 hours of COTR training taken within one year prior to appointment. If the employee has FAC-COTR certification, additional training (beyond the Verizon DAR training) is not required. Classes must consist of classroom training or distance (on-line) learning; training via attendance at a conference or seminar is not sufficient. This is a one-time training requirement; maintenance training is not necessary.

- Ordering authority will normally be for an unlimited dollar amount, but may be limited according to Bureau practice.
- Ordering authority must be restricted to priced services that are available under contract GS00T07NSD0008 such as switched voice services, calling cards, and various types of conferencing. Appointments may encompass all or some of the available services.
- Appointments must specify the billing option that the Bureau has adopted (direct or centralized). If more than one billing option is available to a DAR, the appointment must clearly define their responsibilities with regard to selection.
- DARs will be subject to periodic review by the Bureau Procurement Chief as part of their annual Departmental Functional Review process.

If you have any questions concerning Verizon or technical aspects of the Network Universal contract, please contact DAR Administrator, Holly Fertig on (703) 648-5535. If you have questions concerning contracting authority, please contact Melodee Stith on (202) 208-5830.

Attachment

cc:

Tim Quinn, PIR

Antonio Chantre, PIR

Holly Fertig, PIR

Sample Appointment Memorandum

To: (Name of Designated Agency Representative)
From: (Bureau Procurement Chief)
Subject: Delegation of Authority

As authorized under the Contracting Officer Certificate of Appointment Program, you are hereby appointed to serve as a voice services Designated Agency Representative (DAR) under Networx Universal contract GS00T07NSD0008, awarded to Verizon. Your appointment will remain in effect until the expiration of the contract, unless terminated in writing or by your leaving the position to which you are currently assigned. The paragraphs below provide you with details as to the scope of your responsibility and limitations on your authority.

You may not re-delegate your DAR authority. No one else can place orders under your name under any circumstances.

You may only place orders under GS00T07NSD0008 pursuant to this appointment.

You may only place orders for (fill in Bureau or other subordinate organizational level).

You are authorized to place orders (without a dollar value limit / with a dollar value limit of \$___ per transaction / with a cumulative dollar limit of \$___ per month).

You may not negotiate prices or other terms that differ from those set forth in (contract number).

You are authorized to place orders for:

- Switched Voice Services
- Calling Cards
- 700 Numbers (non-commercial, agency-specific numbers)
- 800 Service (toll-free service)
- Video Teleconferencing Services (VTS)
- Audio Conferencing
- Web Conferencing

You are authorized to place orders that stipulate:

- Direct billing
- Centralized billing

Periodically, your work will be reviewed by the (fill in office) as part of its annual Departmental Functional Review process.

Notify (fill in) immediately if you encounter any matters beyond your authority, such as ordering services that do not have a pre-determined price, disputes, performance problems, billing discrepancies, payment issues, or other problems.

Notify (fill in) whenever you become aware of events or changes, whether permanent or temporary, that will impair your ability to perform your duties as DAR.

If you should have any questions on any aspect of your appointment, please contact (fill in) at (fill in).

Please acknowledge receipt of this memorandum by returning a signed copy to me at the mailing address listed above.

DAR Signature

Date

Attachment

cc:

Holly Fertig
OS/CIO – EID
12201 Sunrise Valley Drive
MS-241, Room 2P101
Reston, VA 20192

Supervisor of appointed DAR