

IN THE UNITED STATES DISTRICT COURT
FOR THE MIDDLE DISTRICT OF PENNSYLVANIA

**IN RE: DELEGATION OF
PROCUREMENT**

:

**AUTHORITY FOR BLANKET
PURCHASE AGREEMENTS TO
CHIEF PROBATION AND
PRETRIAL SERVICES OFFICER**

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STANDING ORDER #98-2

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:

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ORDER

AND NOW, this 11th day of September, 1998, procurement authority for blanket purchase agreements

is hereby delegated to the Chief Probation and Pretrial Services Officer of this district pursuant to and in

conformity with the memorandum from the Director of the Administrative Office of the United States Courts

dated September 8, 1998 and attached hereto as exhibit 1.

/s/
SYLVIA H. RAMBO, Chief Judge

Dated: September 11, 1998.

LEONIDAS RALPH
MECHAM

Director

CLARENCE A. LEE, JR.

Associate Director

ADMINISTRATIVE OFFICE OF THE
UNITED STATES COURTS

WASHINGTON, D.C. 20544

September 8, 1998

**MEMORANDUM TO
ALL:**

CHIEF JUDGES, UNITED STATES DISTRICT COURTS

CLERKS, UNITED STATES DISTRICT COURTS
CHIEF PROBATION OFFICERS
CHIEF PRETRIAL SERVICES OFFICERS

SUBJECT: New Delegated Procurement Authority for Blanket Purchase Agreements
(IMPORTANT INFORMATION)

In April, 1990, procurement authority for treatment services valued up to \$100,000 was delegated to chief judges of district courts for redelegation to chief probation and pretrial services officers. In July 1998, chief probation and pretrial services officers were advised of changes I approved in treatment services procurement procedures. The changes include a variety of new options available to chief probation and pretrial services offices in obtaining treatment services for federal offenders and defendants, including non-competitive purchase orders, competitive purchase orders, and blanket purchase agreements.

In furtherance of our efforts to simplify and improve contracting procedures and to avoid procurement backlogs due to unnecessary review of each procurement by the Administrative Office, I hereby further delegate my procurement authority to chief judges of district courts for redelegation to chief probation and pretrial services offices, with limitations, for obtaining treatment services using blanket purchase agreements by eliminating the current authorized ceiling, provided that:

- a. such procurements do not exceed the amount designated as available to each court for such procurements by the Federal Corrections and Supervision Division; and
- b. such procurements expire no later than the next September 30 following award, except that a one-year extension may be granted, commencing no earlier than October of the applicable year, so long as funds are available and the court has determined in writing that vendor performance has been satisfactory.

Courts are authorized to contract for treatment services using the new blanket purchase agreements in any amount. Agreements in excess of \$100,000 no longer require Administrative Office review. However, procedures and requirements that have been developed by the Federal Corrections and Supervision Division and provided in the Simplified Procurement Training sessions are in effect. The Guide to Judiciary Policies and Procedures will be revised to reflect the new procedures. The procurement procedures for halfway house services remain unchanged.

Questions regarding this new delegation should be directed to the Contracts Division at 202/273-1430.

/s/

