

**TITLE: CIB 95-3 Delegation of Authority to Issue Delivery Orders  
Against Indefinite Quantity Contracts (IQC's)**

January 20, 1995

MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS

TO: DISTRIBUTION LIST FAC

FROM: DAA/M, Michael D. Sherwin, Procurement Executive

SUBJECT: Delegation of Authority to Issue Delivery Orders  
Against Indefinite Quantity Contracts (IQC's)

**CONTRACT INFORMATION BULLETIN 95 - 3**

In the interest of streamlining the acquisition process and providing the field with complete procurement responsibility for their Mission portfolio, authority is hereby granted to BS-93 Contracting Officers overseas to issue delivery orders against AID/W IQC contracts.

One copy of each current AID/W IQC contract will be distributed to each field contracting office by January 1995. During this coming year, new IQC contracts will be transmitted electronically. AID/W contracting offices that award new IQC contracts shall send a copy of the contract as an e-mail attachment or as a disk to Selome Kebede@IRM.TCO so that she may forward it to the field contracting offices.

To ensure appropriate use and management of the IQC contracts, the following steps are to be followed by field contracting offices:

1. When a short term requirement (up to 120 days) is received that might be fulfilled through issuance of an order against a particular AID/W IQC contract, the contracting officer should review the statement of work, the labor categories, the period of performance and other provisions of the IQC contract in order to ensure that the requirement is appropriate for award against that particular contract.
2. If it is appropriate, the contracting officer shall contact either Judy Britt (703-875-1496) or Anna Robinson (703-875-1443) in OP/CIMS by phone, by fax (703-875-1519) or by e-mail to obtain a delivery order number. If the request is sent by fax, it should be addressed to both persons above. If it is sent by e-mail, it should be addressed to "IQC Mailbox". In order for OP/CIMS to reserve a delivery order number and to determine if there is sufficient ceiling remaining on the IQC contract, you must furnish the contract number, contractor's name, the estimated amount of the order, the name of the negotiator

and contracting officer, and the country of performance. OP/CIMS will then inform the Mission of the delivery order number.

3. Once this information is obtained, you may commence negotiations with the contractor. When the order has been awarded, the Mission needs to provide OP/CIMS with a copy of the delivery order. This allows OP/CIMS to complete the award process in CIMS. OP/CIMS will then forward the delivery order to the AID/W contracting branch cognizant of the IQC contract. If the award is not concluded, you must contact OP/CIMS so that the award reservation may be deleted. Any future mods which increase the cost of the order must also be processed in this fashion in order to determine if sufficient ceiling still exists on the IQC contract.

4. If you are issuing the first order under an IQC contract, contact the contracting officer responsible for the particular contract in order to determine if you may use the minimum obligated amount towards the funding required for the first order.

In assuming this delegation of authority, care should be taken to avoid mistakes that have been made in the past when delivery orders were placed against IQC's. In particular, make sure that the scope of the IQC contract allows that particular type of service and that the labor categories and rates are adhered to. Further instructions for placement of orders against IQC contracts and conditions for their use can be found in the M/OP Ordering Information Directory (Orange Book). When delivery orders are used for design, evaluation and audit services, refer to the guidance regarding organizational conflicts of interest in CIB 94-2. Finally, the current 120 day maximum delivery order period may be waived by the Contracting Officer as long as there is sufficient documented justification. However, orders may not exceed one year in any circumstance.