

# Guide to Judiciary Policy

Vol 14: Procurement  
Ch 1: Overview

## Appx 1D: Contracting Officers' Certification Program – Level 1 Purchase Card Program

*(Note: The entire chart must be read to determine the authorities and limitations of Level 1.)*

Training Required for Level 1 Certification – *Judiciary Purchase Card Program Training (online training – Blackboard CourtsLearn Course 2)*. Training must be reviewed every two years.

Contracting Officers' Certification Program – Level 1	
Dollars	Conditions
Up to \$10,000 per purchase	open market (with or without competition) using the purchase card only
Types of Actions	
Small Purchase Purchase Orders	open market small purchases using the purchase card up to \$10,000 per purchase;  no authority to sign purchase orders is delegated
Orders Under GSA Federal Supply Schedules or Contracts Awarded by Judiciary	GSA Federal Supply Schedules: up to the GSA competition threshold, provided the terms of the contract allow orders using the Government purchase card. <b>See:</b> Guide, Vol 14, § 310.50.43 (Required Ordering Procedures).  Judiciary-wide contracts or BPAs up to the specified maximum order limitation if:  (1) the contract and/or BPA doesn't require competition; and (2) the terms of the contract/BPA allow orders using the Government purchase card.
Commercial/ License/Special Use Agreements	not delegated

<b>Contracting Officers' Certification Program – Level 1</b>	
Competitive Open Market Contracts and Contract Modifications	not delegated
<b>Procurement Method</b>	
Other Than Full and Open Competition Procurement Actions (over \$10,000)	not delegated
Competitive Lowest Price Technically Acceptable Open Market Procurements	up to \$10,000: delegated
Best Value Competitive Procurements	not delegated
<b>Products/Services</b>	
Products	delegated up to the authorized dollar limit of Level 1
Services	delegated up to the authorized dollar limit of Level 1. Restrictions on the purchase of services using the purchase card are in the Judiciary Purchase Card Program Manual
Experts and Consultants under 5 U.S.C. § 3109	not delegated
Space Alteration	not delegated with the exception for those courts delegated real property operations and management authority (i.e., a GSA building delegation). Subject to additional restrictions set forth in the Judiciary Purchase Card Program Manual
Lease of Real Property	not delegated
Architect/ Engineering Services	not delegated