

# Guide to Judiciary Policy

Vol 14: Procurement

Ch 1: Overview

## Appx 1E: Contracting Officers' Certification Program – Level 2 Special Program Delegation

(**Note:** The entire chart must be read to determine the authorities and limitations of Level 2.)

### Applicable Programs:

- 1: Treatment Services
- 2: Halfway House Services
- 3: Copy Center Services
- 4: Contract Court Reporting Services
- 5: Law Books
- 6: GSA Real Property Operations and Management Delegation (GSA Building Delegation)
- 7: Court Interpreter Services
- 8: FPD Case-Related Expert or Consultant Services

Training Required for Level 2 Certification – *Judiciary Basic Procurement Seminar (Course 3) and Appropriations Law for the U.S. Courts (Course 4)* (both available online), plus any specialized training programs offered by the responsible AO program office. **See:** Guide, Vol 14, § 120.40.15 (AO Office with Primary Program Responsibility).

Contracting Officers' Certification Program – Level 2		
Dollars	Special Program	Conditions of Delegation
Up to \$100,000	5, 6, 8	5: sole source and open market. Programmatic approval required for online resources over \$25,000.  6: up to the COs delegated limit.  8: case-related expert or consultant services purchased by FPDs.

<b>Contracting Officers' Certification Program – Level 2</b>		
Unlimited	1, 2, 3, 4, 7	must follow approved procedures and use approved boilerplate documents.
<b>Types of Actions</b>	<b>Special Program</b>	<b>Conditions of Delegation</b>
Commercial/License/ Special Use Agreements	3	copy centers only: must use approved boilerplate.
Competitive Open Market Contracts and Contract Mods	1, 2, 3, 4, 5, 6	1, 2, 3, 4: only with use of approved boilerplate document.  6: up to the delegated limit.
Orders Under Contracts Awarded by Judiciary or Other Federal Agencies	1, 2, 5, 6	1, 2: authorized for services up to maximum order of judiciary-wide and other federal agencies' contracts. Use of the approved J-Net template document is not required when using this authority.  5: authorized up to the maximum order limitation of GSA schedules, as well as judiciary-wide contracts and other federal agencies' contracts.  6: authorized within limits established by the building delegation agreement with GSA.
<b>Procurement Method</b>	<b>Special Program</b>	<b>Conditions of Delegation</b>
Other Than Full and Open Competition Procurement Actions	4, 5, 7	4: refer to programmatic restrictions  5: up to \$100,000. Programmatic approval required for online resources over \$25,000  7: refer to programmatic restrictions  otherwise: not delegated

<b>Contracting Officers' Certification Program – Level 2</b>		
<b>Procurement Method</b>	<b>Special Program</b>	<b>Conditions of Delegation</b>
Lowest Price Technically Acceptable Competitive Open Market Procurements	1, 2, 3, 4, 5, 6	1, 2, 3, 4: delegated: must use approved boilerplate.  5 and 6: up to the COs delegated limit.
Best Value Competitive Procurements	N/A	Not delegated
<b>Products/Services</b>	<b>Special Program</b>	<b>Conditions of Delegation</b>
Products	1, 5, 6	only items covered under special delegated procurement program
Services	1, 2, 3, 4, 5, 6, 7	only those specific services authorized under delegated program
Experts and Consultants pursuant to 5 U.S.C. § 3109	8	delegated to FPDs for case-related services up to \$100,000; must follow approved procedures and use approved boilerplate documents; subject to restrictions and limitations set forth in Guide, Vol 14, § 520 (Expert and Consultant Nonpersonal Services Contracts).
Space Alteration	N/A	not delegated with the exception for those courts delegated real property operations and management authority (i.e., a GSA building delegation).
Lease of Real Property	N/A	not delegated
Architect/Engineering Services	6	other than 6: not delegated