

Guide to Judiciary Policy

Vol 14: Procurement
Ch 1: Overview

Appx 1F: Contracting Officers' Certification Program – Level 3

(Note: The entire chart must be read to determine the authorities and limitations of Level 3.)

Training Required for Level 3 Certification – Judiciary Procurement Workshop (classroom training), plus Judiciary Basic Procurement Seminar and Appropriations Law for the U.S. Courts (both available online). Level 3 COs must also complete a minimum of 16 hours of continuing education every two years.

| Contracting Officers' Certification Program – Level 3 | |
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| Dollars | Conditions |
| Up to \$100,000 | small purchases and competitive procurements: see other conditions below |
| Unlimited | judiciary-wide and other agency contracts: see other conditions below |
| Types of Actions | |
| Noncompetitive open market procurements | up to \$10,000 for all purchases (other than training products or services) up to \$25,000 for training products and services above \$10,000 but not more than \$25,000 for products and services (other than training products or services) with signed approval of the chief judge or other judiciary official |
| Competitive Small Purchase Open Market Purchase Orders | Competitive lowest price technically acceptable procurement up to \$100,000: delegated |
| Commercial/License/Special Use Agreements | as supplements and conditions to purchases conducted within the authorized delegation: delegated |
| Contract Modifications | within scope modifications up to \$100,000: delegated |

| Contracting Officers' Certification Program – Level 3 | |
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| <p>Orders Under Contracts Awarded by Judiciary or Other Federal Agencies</p> | <p>Authorized for competitive lowest price technically acceptable orders placed under:</p> <ul style="list-style-type: none"> (1) GSA federal supply schedules up to the specified maximum order threshold. (2) Other precompeted contracts awarded by other federal agencies up to the maximum order threshold of the contract. (3) Judiciary-wide contracts delegated up to the maximum order, if any, of the contract. |
| <p>Interagency Agreements (IAs) and Memoranda of Understanding (MOUs) for Procurements</p> | <p>Interagency agreements and memoranda of understanding for procurements when the judiciary is the receiving agency: delegated up to \$100,000 when approved by the chief judge or other judiciary official identified at § 120.20.10(b) (Delegation to Chief Judges and Certain Judiciary Officials) (or PLO, if delegated) <i>prior</i> to signing.</p> <p>When the judiciary is the providing agency, this is not delegated and the request must be submitted to the PE for processing.</p> |
| Procurement Method | |
| <p>Other Than Full And Open Competition Procurements</p> | <p>Unlimited:</p> <ul style="list-style-type: none"> (1) Transit Passes/Vouchers (2) Purchase of non-commercial products or services only available from state/local government entities <p>up to \$10,000: all purchases (other than training products or services)</p> <p>up to \$25,000: training products and services</p> <p>above \$10,000 but not more than \$25,000: products and services (other than training products or services) with signed approval of the chief judge or other judiciary official</p> <p>All other non-competitive purchases exceeding the applicable competition threshold: not delegated.</p> |

| Contracting Officers' Certification Program – Level 3 | |
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| Lowest Price Technically Acceptable Competitive Open Market Procurements | up to \$100,000: delegated |
| Best Value Competitive Procurements | not delegated |
| Products/Services | |
| Products | delegated: to be used only up to the authorized dollar limits of Level 3 |
| Services | delegated: to be used only up to the authorized dollar limits of Level 3 |
| Experts and Consultants pursuant to 5 U.S.C. § 3109 | up to \$25,000: delegated (see also: Guide, Vol 14, Ch 5 (Special Categories of Procurements)) For FPD case-related experts and consultants, see: Guide, Vol 14, Appx 1E (Contracting Officers' Certification Program – Level 2 Special Delegated Procurement Programs). |
| Space Alteration | not delegated; court units must use GSA Reimbursable Work Authorization (RWA) |
| Lease of Real Property | not delegated |
| Architect/Engineering Services | not delegated |