**UNITED STATES DEPARTMENT OF COMMERCE**
**Chief Financial Officer**
**Assistant Secretary for Administration**
Washington, D.C. 20230

SEP 30 2008

**PROCUREMENT MEMORANDUM 2008-06**

**INFORMATION**

**MEMORANDUM FOR:** **HEADS OF CONTRACTING OFFICES**

**FROM:** Helen Hurcombe
Senior Procurement Executive and
Director for Acquisition Management

**SUBJECT:** Task Order and Delivery Order Ombudsman

**Background**
Federal Acquisition Regulation Subpart 16.5 requires agencies to designate an official who is independent of the contracting officer to serve as task order and delivery order ombudsman. The ombudsman is responsible for reviewing complaints from contractors and ensuring they are afforded a fair opportunity to be considered, consistent with the procedures in the contract.

**Purpose**
The purpose of this Procurement Memorandum is to provide information on designation of the Department of Commence task order and delivery order ombudsman.

**Ombudsman Designation**
In accordance FAR Subpart 16.5, the authority to serve as task order and delivery order ombudsman for the Department of Commerce has been delegated to Ms. Barbara Fallat. Task and delivery order ombudsman issues shall be directed to Ms. Fallat at:

Barbara Fallat
Director, Risk Management Division
Office of Acquisition Management
1401 Constitution Ave., NW Room 1854
Washington, DC 20230
202-482-3780
bfallat@doc.gov

Questions regarding this Procurement Memorandum shall be directed to Virna Evans at vevans@doc.gov or 202-482-3483.

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SEP 29 2008

**MEMORANDUM FOR:** Barbara Fallat
Director, Risk Management Division
Office of Acquisition Management

**FROM:** Helen Hurcombe
Senior Procurement Executive

**SUBJECT:** Delegation of Authority: Task Order and Delivery Order Ombudsman

## 1. Delegation

Under the authority vested in me as Senior Procurement Executive (PE) for the Department of Commerce and in accordance with Department Administrative Order 208-2 and Commerce Acquisition Manual 1301.70, you are hereby delegated authority to serve as the Task Order and Delivery Order Ombudsman for the Department of Commerce in accordance with Subpart 16.5 of the Federal Acquisition Regulation (FAR).

As Task Order and Delivery Order Ombudsman for the Department, you are responsible for reviewing complaints from contractors and ensuring they are afforded a fair opportunity to be considered, consistent with the procedures in the contract.

## 2. Limitation

This authority is non-delegable.

## 3. Duration and Effective Date

This delegation will remain in place until rescinded, amended, or superseded. The effective date is September 30, 2008.