

For: FSA Offices

Transferring State Office Procurement Coordinator Responsibilities

Approved by: Deputy Administrator, Management



1 Transferring State Office Procurement Coordinator Functions

A Background

A procurement coordinator to State Offices is **not** a position held by 1 person. It is a term or title given to the AMD National Office, which allows AMD to provide procurement support to State Offices.

Previously, AMD’s Kansas City Acquisition Branch provided the State Office procurement coordinator support. Effective immediately, this responsibility will be transferred to the AMD National Office.

The following are located in the National Office, making it a central hub for all procurement support to State Offices:

- AMD Director or Head of Contracting Activity Designee (HCAD)
- Simplified Acquisition Branch Chief
- Contracts Operations Branch Chief
- Policy and Oversight Branch Chief.

B Policy

Effective immediately, the State Office procurement support functions are transferred to the AMD National Office.

Disposal Date	Distribution
August 1, 2010	All FSA Offices; State Offices relay to County Offices

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1 Transferring State Office Procurement Coordinator Functions (Continued)

C Purpose

This notice:

- applies to all State Offices supported by AMD
- provides the following:
 - the authority to transfer the procurement support function from the Kansas City Acquisition Branch to the AMD National Office
 - list of procurement coordinator functions
 - State Office AMD procurement points of contact.

D Procurement Coordinator Support Functions

The procurement coordinator term incorporates many different procurement support functions. The functions are as follows:

- provide procurement assistance for contracts that exceed State Offices contracting officer warrant authority

Note: All County Office purchase requirements exceeding the government purchase card limit will first be forwarded to the State Office for action.
- provide procurement advice
- process all State Office contracting officer warrant request packages, including both new requests and warrant increase requests
- provide assistance for all training requirements for contracting officer technical representatives (COTR's) and contracting officers

Note: See 40-AS and 41-AS for further guidance.
- process all State Office FAC-C level certification packages

Note: See 40-AS for further guidance.
- process all State Office FAC-COTR certification packages

Note: See 41-AS for further guidance.
- coordinate State Office Integrated Acquisition System (IAS) user requests and changes
- issue the contracting officer's newsletters.

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1 Transferring State Office Procurement Coordinator Functions (Continued)

E State Office AMD Points of Contact

For procurement-related situations and contacts:

- for all requirements \$100,000 and below, contact Judy Morgan, Simplified Acquisition Branch, AMD by either of the following:
 - **judith.morgan@wdc.usda.gov**
 - 202-720-1589
- for requirements above \$100,000, contact David Porter, Contracts Operations Branch, AMD by either of the following:
 - **david.porter@wdc.usda.gov**
 - 202-720-7335
- for purchase card questions, contact the local Agency program coordinator or Sheryl Welch, AMD by either of the following:
 - **sheryl.welch@kcc.usda.gov**
 - 816-926-6108
- for contracting officer and COTR training inquiries, contact either of the following:
 - Timothy Bradley, Policy and Oversight Branch, AMD by either of the following:
 - **timothy.bradley@wdc.usda.gov**
 - 202-401-0105
 - Sandra Park, AMD Director or HCAD by either of the following:
 - **sandra.park@wdc.usda.gov**
 - 202-690-0723
- for State Office IAS user requests and changes, contact the following:
 - **Judy Morgan, Agency IAS Lead** by either of the following:
 - **judith.morgan@wdc.usda.gov**
 - 202-720-1589

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1 Transferring State Office Procurement Coordinator Functions (Continued)

E State Office AMD Points of Contact (Continued)

- **Nathan Thompson, IAS Tier 0 Support** by either of the following:
 - **nathan.thompson@wdc.usda.gov**
 - 202-690-0454
- **Judy Morgan, National Office Data Manager** by either of the following:
 - **judith.morgan@wdc.usda.gov**
 - 202-720-1589
- **Cindy Sessions, APFO Data Manager** by either of the following:
 - **cindy.sessions@apfo.usda.gov**
 - 801-844-2909
- **Judy Morgan, State Office Data Manager** by either of the following:
 - **judith.morgan@wdc.usda.gov**
 - 202-720-1589.

F Requisition Package Submission Procedures

For contracts that exceed State Offices contracting officer warrant authority, submit the requisition package to AMD through IAS as follows:

- orders **under** \$100,000 will need to be routed to Judy Morgan
- orders **above** \$100,000 will need to be routed to David Porter.