Agency Designated Procurement Officer Notice to Chief Procurement Officer

**Agency**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To:** Stephen Nelson, Chief Procurement Officer

Pursuant to ORS 279A.075 and OAR 125-246-0170 Delegation of Authority (2)(a), I hereby appoint the following individual as the Designated Procurement Officer for the Agency.

**Agency Designated Procurement Officer (DPO):**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OPBC Certification #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Procurement Certifications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Agency DPO has the Authority, duties and responsibilities to manage the agency’s procurement and contracting activities in the role of DPO in accordance with OAR 125-246-0170(2)(b).

This delegation is effective *[insert date]* and will remain in effect until rescinded.

**[ ]** Yes **[ ]**  No The Agency DPO may further sub-delegate authority.

If the Authority is rescinded for any reason, or if no DPO is appointed, the head of the Agency is deemed to be the DPO and assumes the Authority, duties and responsibilities of the DPO until such time as an appointment is made.

**AGENCY HEAD:**

|  |
| --- |
| **Signature**: **Date**: |

*[Type Name and Title under signature line]*

**[ ]** Authority is rescinded as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A copy of this appointment and delegation must be retained in the Agency records.**

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