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| State Agency |  |

[](https://dash.das.state.or.us/Site_images/Buttons/state_seal_color.jpg)Contract Verification Delegation Form (ORS279A.161)

Before a State Agency executes or amends a Public Contract exceeding $150,000, the Director of that State Agency shall review all the Department of Administrative Services (DAS), the Department of Justice (DOJ), or other legal counsel advice submitted for this Contract, and verify that the Contract Administrator (CA) has read and understands all advice and recommendations that DAS, DOJ, or other legal counsel have given the CA.

A Director of an agency that enters into more than 12 Contracts exceeding $150,000 per calendar year may delegate all or a portion of the verification duties. The verification duties may be delegated, but the responsibility for compliance remains with the Director. This review is required by Oregon Laws 2015, Chapter 646 (HB2375).

This form serves as delegation to the following individuals, for the identified limits and scope of work:

|  |  |  |
| --- | --- | --- |
| Name of delegate |  | Information Technology (IT) |
| $ limitations |  | Public Improvement / Public Works (PI/PW) |
| Delegation # |  | Goods / Services |
|  |  | Other |
|  |  | Specific Contract / PA# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| Name of delegate |  | Information Technology (IT) |
| $ limitations |  | Public Improvement / Public Works (PI/PW) |
| Delegation # |  | Goods / Services |
|  |  | Other |
|  |  | Specific Contract / PA# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| Name of delegate |  | Information Technology (IT) |
| $ limitations |  | Public Improvement / Public Works (PI/PW) |
| Delegation # |  | Goods / Services |
|  |  | Other |
|  |  | Specific Contract / PA# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*Director:*

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name | Signature | Date |

**A signed copy of this delegation must be emailed to DAS and DOJ.**

DOJ email: [crv.mail@state.or.us](mailto:crv.mail@state.or.us)

DAS email: [das.ps.contractservices@oregon.gov](mailto:das.ps.contractservices@oregon.gov)