

# 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 Small Purchase Procedures, Standard Competitive Contracting Procedures, and Appropriations Law for the U.S. Courts. Level 3 COs must also complete a minimum of 16 hours of continuing education every two years.

<b>Contracting Officers' Certification Program – Level 3</b>	
<b>Dollars</b>	<b>Conditions</b>
Up to \$100,000	small purchases and competitive procurements: see other conditions below
Unlimited	judiciary-wide and other agency contracts: see other conditions below
<b>Types of Actions</b>	
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
Orders Under Contracts Awarded by Judiciary or Other Federal Agencies	Authorized for competitive lowest price technically acceptable orders placed under:  (1) GSA federal supply schedules up to the specified maximum order threshold.

<b>Contracting Officers' Certification Program – Level 3</b>	
	<p>(2) Other precompleted contracts awarded by other federal agencies up to the maximum order threshold of the contract.</p> <p>(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>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>
<b>Procurement Method</b>	
Other Than Full And Open Competition Procurements	<p>Unlimited:</p> <p>(1) Transit Passes/Vouchers</p> <p>(2) Purchase of non-commercial products or services only available from state/local government entities</p> <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>
Lowest Price Technically Acceptable Competitive Open Market Procurements	up to \$100,000: delegated
Best Value Competitive Procurements	not delegated
<b>Products/Services</b>	
Products	delegated: to be used only up to the authorized dollar limits of Level 3

<b>Contracting Officers' Certification Program – Level 3</b>	
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 ( <b>see also:</b> Guide, Vol. 14, Ch. 5 (Special Categories of Procurements))  For FPD case-related experts and consultants, <b>see:</b> 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