DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

Acquisition Procedures Update (APU) No. 13-04
August 20, 2013

MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS

FROM: Cathy C. Higginbotham, Senior Procurement Executive (Acting) 8/20/13

SUBJECT: Designation of IRS Bureau Head of Contracting Activity (HCA)

Purpose: Interim designation of the IRS Assistant Deputy Commissioner for Operations Support as Head of Contracting Activity (HCA) authorized under DTAP 1004.7601.

Effective Date: Upon issuance.

Expiration Date: Until superseded.

Background: This APU serves as notification that the IRS Assistant Deputy Commissioner for Operations Support will assume, until further notice, the duties and responsibilities of the Head of Contracting Activity (HCA), a position currently held by the Deputy Commissioner for Operations Support.

Required Bureau Action: Treasury procurement staff shall refer to the revised Bureau HCA Table of Authority and Designated Contracting Office in the performance of their procurement responsibilities.

Additional Information: Questions about this APU may be directed to Fernando T. Tonolete at fernando.tonolete@treasury.gov, telephone no. (202) 622-6416.

Bureau HCA	Authority and Designated Contracting Office[1]
Comptroller of the Currency	Authority conferred through 12 U.S.C. § 5416 to award and administer contracts on behalf of the OCC
Director, Bureau of Engraving and Printing	Award and administer contracts on behalf of BEP, excluding Information Technology contracts
Assistant Deputy Commissioner for Operations Support, Internal Revenue Service	Award and administer contracts on behalf of the IRS and DO[2]

	Award and administer Information Technology contracts on behalf of BEP.
Director, United States Mint	Award and administer contracts for products and services unique to Mint operations and programs in accordance with the 12th proviso of 31 U.S.C. § 5136.
Deputy Commissioner Accounting and Shared Services, Bureau of the Fiscal Service	Award and administer contracts on behalf of BFS, FinCEN, and TTB Award and administer contracts on behalf of Mint for products and services that are not unique to Mint operations and programs pursuant to the 12th proviso of 31 U.S.C. § 5136 Award and administer contracts on behalf of other Treasury bureaus and other Agencies pursuant to the Franchise Fund (31 U.S.C. § 322 note)
Inspector General	Award and administer contracts on behalf of the OIG
Special Inspector General for Troubled Asset Relief Program	Authority conferred through 12 U.S.C. § 5231 to award and administer contracts on behalf of the SIGTARP
Treasury Inspector General for Tax Administration	Award and administer contracts on behalf of the TIGTA

[1] Delegated authority does not preclude awarding contracts on behalf of other agencies or organizations pursuant to the Economy Act (31 U.S.C. § 1535) or similar authority.

[2] For historical reasons the following DO organizations obtain procurement support, and are aligned with the HCA of the Bureau of the Fiscal Service: Community Development Financial Institutions (CDFI), Office of Financial Research (OFR), Office of Financial and Information Technology (OFIT), and the Financial Stability Oversight Council (FSOC).

[3] Unique Mint operations and programs are those related to the production, administration, distribution, marketing, purchase, sale, and management of coinage and numismatic items, and the protection and safeguarding of assets. Non-unique products and services generally include Telecommunications and Communications; Office Supplies and Equipment; Administrative, Management, and Technical Support Services; and Information Technology Hardware Software, and Support Services. The Mint HCA, or designee, in consultation with the SPE, shall determine which specific contracts or class of contracts is for products and services unique to Mint operations and programs.