



**UNITED STATES
CONSUMER PRODUCT SAFETY COMMISSION**

DIRECTIVE NUMBER: D1001

SUBJECT: Consumer Product Safety Commission (CPSC) Procurement System

DIRECTIVE OWNER: Office of Financial Management, Planning, and Evaluation (EXFM), Division of Procurement Services (FMPS)

EFFECTIVE DATE: May 22, 2019

CERTIFIED CURRENT DATE: May 22, 2019

1. **PURPOSE.** The purpose of this Directive is to establish the acquisition system for the Consumer Product Safety Commission (CPSC) including the establishment of unique acquisition policies, standards, and regulations.

2. **AUTHORITY.** Title 41 of the United States Code (U.S.C.) and Federal Acquisition Regulation (FAR) Part 1.

3. **DEFINITIONS.**

Warranted Contracting Officers (COs) are persons with the authority to enter into, administer, and/or terminate contracts. Warranted contracting officers have authority to obligate CPSC funds within the limits of their Certificates of Appointment.

4. **SCOPE.** This directive applies to those CPSC employees who are involved in the procurement of goods and/or services.

5. **RESPONSIBILITIES.**

a. **Executive Director**

The Executive Director is responsible for management direction of the procurement system of the Commission, including the implementation of any unique procurement policies, regulations, and standards.

b. **Office of Financial Management, Planning, and Evaluation (EXFM),
Division of Procurement Services (FMPS)**

FMPS is responsible for conducting procurement activities in a manner compliant with the Federal Acquisition Regulations (FAR), 41 U.S.C., relevant case law, guidance issued by the Office of Management and Budget (OMB), guidance issued by the Office of Federal Procurement Policy (OFPP), any Federal Acquisition Regulation Deviations issued by the Commission, and supplementary acquisition regulations issued by the Commission under the procedures in FAR Part 1.

FMPS will ensure that any policies, procedures, and supplementary acquisition regulations promulgated by the Commission are consistent with the requirements and the guiding principles of FAR Part 1.

c. Warranted Contracting Officers (COs)

As stated in FAR 1.102-4, Commission COs are empowered to make acquisition decisions consistent with the guiding principles at FAR 1.102 and have the authority to determine the applicability of rules, regulations, and policies on a specific contract.

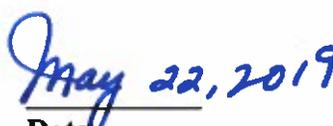
COs are generally the only officials authorized to obligate funds on behalf of CPSC. Limited authority to obligate funding may be delegated to other officials as detailed in the implementing procedures listed below (e.g. Blanket Purchase Agreement Callers, Purchase Card Holders, and Grant Authorizing Officials).

d. CPSC Employees

CPSC employees who participate in acquisition-related activities are responsible for following the applicable procedures listed below. Additionally, CPSC employees who participate in acquisition-related activities are responsible for following any guidance provided by FMPS or a CO related to a particular acquisition.

Only an official with a proper delegation of authority can obligate CPSC (see section 5c of this Directive).


Ann Marie Buerkle
Acting Chairman


Date

Supporting Policies and Guidance:

D207.1 Delegation of Procurement Authority

D207.3 Delegation of Contracting Officer Authority

D1001 Consumer Product Safety Commission (CPSC) Procurement System

IP1001-A Procurement Planning and Requisitions for Supplies and Services

IP1001-B COR Designation and Responsibility
IP1001-C Blanket Purchase Agreements
IP1001-D Competition Requirements and Justifications for Other Than Full and Open Competition
IP1001-E Grants
IP1001-F Unauthorized Commitments
IP1001-G Program and Project Managers Federal Acquisition Certification (FAC-P/PM)
M1001 Purchase Card Program Handbook