



COMMITTEE FOR PURCHASE FROM
PEOPLE WHO ARE BLIND OR SEVERELY DISABLED

June 1, 1995

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Administrative Memorandum No. 5

Subject: Delegation of Authority to Executive Director

1. Purpose

This memorandum prescribes the delegation of authority by the Committee for Purchase From People Who Are Blind or Severely Disabled to the Executive Director to manage the activities of the Committee within the Committee's regulations and the policies established by the Committee. It supersedes the memorandum of January 24, 1990, on the same subject.

2. Delegation

The Executive Director is hereby delegated the authority to manage the activities of the Committee and to act for the Committee on the following matters:

- a. Conducting the daily business activities of the Committee with the National Industries for the Blind, NISH, nonprofit agencies, the Congress, State and Federal departments and agencies, private firms, individuals, etc.;
- b. Responding to correspondence addressed to the Committee;
- c. Publishing notices in the Federal Register relating to the Committee's activities and regulations;
- d. Maintaining the Procurement List;
- e. Notifying affected contracting activities and persons of the Committee's decisions;
- f. Assigning and reassigning commodities and services under consideration for addition to the Procurement List;
- g. Verifying and approving the eligibility and qualification of nonprofit agencies;
- h. Verifying the capability of nonprofit agencies to produce commodities or provide services proposed for addition to the Procurement List;

- i. Verifying the fair market prices of commodities and services proposed for addition to the Procurement List;
- j. Acting on purchase exceptions;
- k. Acting on complaints concerning performance of nonprofit agencies;
- l. Reassigning a commodity or service already on the Procurement List to qualified nonprofit agencies;
- m. Withdrawing the authorization of a nonprofit agency to produce a commodity or provide a service when the agency is unable or unwilling to produce the commodity or provide the service, or is no longer qualified under the Act;
- n. Extending or confirming the prices of commodities and services which have not changed;
- o. Publishing the procedures required to implement the regulations and policies established by the Committee;
- p. Carrying out the administrative duties of the Committee including handling personnel matters, obligating and expending funds, and negotiating and awarding contracts for appropriate services and commodities;
- q. Approving price changes when a price change has been determined in accordance with the Committee's fair market pricing policy and the contracting activity has concurred in the proposed price change or has raised no objection to the proposed price after having reviewed the price change request; and
- r. Performing such other functions as the Committee may assign.



Ira L. Kemp
Chairperson