



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

MAR 17 2010

PROCUREMENT MEMORANDUM 2010-06

INFORMATION

MEMORANDUM FOR: HEADS OF CONTRACTING OFFICES
FROM: Helen Hurcombe **Signed**
Senior Procurement Executive and
Director for Acquisition Management
SUBJECT: Task Order and Delivery Order Ombudsman

Background

Federal Acquisition Regulation Subpart 16.5 requires agencies to designate an official who is independent of the contracting officer to serve as task order and delivery order ombudsman. The ombudsman is responsible for reviewing complaints from contractors and ensuring they are afforded a fair opportunity to be considered, consistent with the procedures in the contract.

Purpose

The purpose of this Procurement Memorandum is to provide information on designation of the Department of Commerce task order and delivery order ombudsman. This Procurement Memorandum supersedes Procurement Memorandum 2008-06.

Ombudsman Designation

In accordance with FAR Subpart 16.5, the authority to serve as task order and delivery order ombudsman for the Department of Commerce has been delegated to Mr. Bill Voitk. Task and delivery order ombudsman issues shall be directed to Mr. Voitk at:

Bill Voitk
Director, Risk Management Division
Office of Acquisition Management
1401 Constitution Ave., NW Room 1854
Washington, DC 20230
202-482-3780
bvoitk@doc.gov

Questions regarding this Procurement Memorandum shall be directed to Virna Evans at vevans@doc.gov or 202-482-3483.