Local Contracting Manual

For

[*insert JBE name*]

Effective [*insert date*]

1. Purpose. This Local Contracting Manual was adopted by the [*insert JBE name*] (JBE) in accordance with the requirements of the Judicial Branch Contracting Manual (JBCM). This manual incorporates by reference the provisions of the JBCM.

2. Assignments. The JBE assigns the following persons or positions to perform the specified procurement or contracting activity.

|  |  |
| --- | --- |
| **Assignment** | **Person(s) or Position(s) Assigned** |
| Procurement and Contracting Officer (PCO) |  |
| Buyer\*  |  |
| ADA Coordinator\*  |  |
| DVBE Advocate\* |  |
| Procurement-Card Coordinator\*  |  |
| Protest Hearing Officer\*\* |  |
| Protest Appeals Officer\*\*\* |  |
| Payment Officer  |  |

\* If no person or position is designated for this assignment, the PCO will be responsible for performing this assignment.

\*\* If no person or position is designated for this assignment, the buyer’s supervisor will be responsible for performing this assignment

\*\*\* If no person or position is designated for this assignment, the protest hearing officer’s supervisor will be responsible for performing this assignment.

3. Settlement Agreements. The following persons or positions have the authority to bind the JBE to a settlement agreement resulting from a contract dispute: [*insert names or positions*].