

**APPENDIX C
REVIEW AND APPROVAL MATRIX**

REVIEW TYPE AND THRESHOLDS			<i>REVIEW AND APPROVAL LEVELS</i>				
			<i>OCPO may require review of any DHS contract actions in accordance with HSAM Subchapter 3004.7004.</i>				
			Contracting Officer	Level above Contracting Officer Approval	Legal Review	Program Office	Other
1	Sealed Bids	<\$500,000	R/A		D	D	
	- Solicitation and Award -	>\$500,000	R	R/A	R	D	
2	Negotiated Procurements – Solicitation & Award	<\$500,000	R/A			D	
		>\$500,000	R	R/A	R	D	
3	Pre-Negotiation or Negotiation Memoranda	Any amount	R	R/A	D		
4	Solicitations, Orders, BPAs – Issued and awarded using a SOW, SOO, or PWS, or requiring licenses	<\$500,000	R/A		D	D	
		>\$500,000	R	R/A	R*	D	
5	Solicitations & Orders – Issued and awarded IAW FAR Part 16 for ID/IQ contracts, or FAR Part 13 or Subpart 8.4 for orders & BPAs & orders against BOAs	<\$500,000	R/A		D	D	
		>\$500,000	R	R/A	R*	D	
6	Letter Contracts - IAW HSAM 3016.603	All	R	R	R	D	COCO – R/A
7	Modifications to the above actions - Items 1-6	<\$500,000	R/A		D	D	
		>\$500,000	R	R/A*	R*	D	
ADDITIONAL REQUIREMENTS FOR LEGAL REVIEW							
8	Private Sector Financing				All		
9	Agreement with Termination or Cancellation Fees				All		
10	Agreement with Indemnification for Contractor				All		

REVIEW AND APPROVAL MATRIX LEGEND

R** = Review. **R/A** = Review/Approval. **R = Review required, but see exceptions at HSAM 3004.7003(b). **R/A*** = Review and Approval required, but see exceptions at 3004.7002(d). **D** = Discretionary as determined by the Contracting Officer. **CPO** = Chief Procurement Officer. **OCPO** = Office of the Chief Procurement Officer. **COCO** = Chief of the Contracting Office.*