

**Contract/Purchase Order No. & Effective Date:**

**Part I - Request for Services**

1. Requesting Official (Name & Title)	2. Signature of Requesting Official	3. Point of Contact (Name and Tel.)  Telephone	4. Date of Request
5. Originating Office	6. Originating Office Address	7. Case Name, Court & Docket No.	8. DJ File No./USAO No.
9. Contractor (Name and Tel.)  Telephone	10. Contractor Mailing Address	11. Contractor TIN or SSN (individual)	12. Contractor Specialty

13. Reason for Request (Place an "X" in the applicable Box in the Left Column)

<input type="checkbox"/>	13.a. Expert Testimony on Behalf of U.S.
<input type="checkbox"/>	13.b. Deposition Conducted by DOJ Attorney
<input type="checkbox"/>	13.c. Medical Examination of Plaintiff/Witness/Defendant in Contemplation of Testimony on Behalf of U.S.
<input type="checkbox"/>	13.d. Examination Under 18 USC 4241, Mental Competency to Stand Trial Only
<input type="checkbox"/>	13.e. Dual Purpose Psychiatric Examination (Time of Offense and Competency to Stand Trial) on the motion of:
<input type="checkbox"/>	13.f. ADR Neutral Services
<input type="checkbox"/>	13.g. Litigative Consultant Services
<input type="checkbox"/>	13.h. Other (explain below):

**Attach the Statement of Work to this Form**

14. Negotiated Contractor Rates, Estimated Expenses, and Performance Dates (*Note: Expenses incurred must be supported by receipts*)

Service/Expense	Performance Dates (From-To)	Hour/Day	Quantity	Rate	Total
14.a. Examine Case	-				
14.b. Prepare Testimony	-				
14.c. Court Testimony	-				
14.d. Deposition	-				
14.e. Litigative Consultant/Neutral	-				
14.f. Per Diem (if not part of fee)		<b>Day</b>			
14.g. Privately Owned Vehicle (NTE coach rate)		<b>Mile</b>			
14.h. Common Carrier Transportation Via GTA					
14.i. Common Carrier Transportation Reimbursed					
14.j. Taxi					
14.k. Miscellaneous (eg. printing, exhibits, parking)					

**14.I. Total Estimated Expenses**

15. Submit Invoices & EFT Information to:	16. Payment will be made by: (Place an "X" in the applicable Box and fill-in if not JMD/Finance)
	<input type="checkbox"/> <b>U.S. Department of Justice</b> <input type="checkbox"/> <b>JMD/Finance</b> <input type="checkbox"/> <b>600 E Street, NW, Room 4090</b> <input type="checkbox"/> <b>Washington, DC 20530-0001</b> <input type="checkbox"/> <b>Tel. Hotline: (202) 616-6260</b>

Contract/Purchase Order No. & Effective Date:

**Part II - Funding Approval**

17. Appropriation Data

17.a. Authorized Amount	17.b. YREGDOC	17.c. Cost Center	17.d. OBL Month	17.e. Sub Object Code (SOC)
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17.f. Remarks

**NOTE: The FEW Appropriation (15X0311) shall ONLY be used to fund Witness Services (i.e., items 13.a through 13.e above)**

18. Funding Amount (Place an "X" in the applicable Box in the Left Column and fill-in the Amount and Performance Period)

18.a. Fully Funded This Contract is FULLY FUNDED in the amount specified in block 18.b to cover the estimated costs of the ENTIRE project whose performance period is specified in Block 18.c. This amount shall NOT be exceeded without authorization and written modification of this contract by the Contracting Officer.	18.b. Amount	18.c. Period (From - To)
18.d. Incrementally Funded This Contract is INCREMENTALLY FUNDED. The total estimated cost of the project is specified in Block 14.l. Currently, funding is provided only in the amount specified in Block 18.e to cover the estimated costs incurred during the performance period specified in Block 18.f. The amount specified in Block 18.e shall NOT be exceeded without authorization and written modification of this contract by the Contracting Officer.	18.e. Amount	18.f. Period (From - To)

**Reminder: Witnesses are not entitled to Advance Payments.**

19. Funding Approval

19.a. Signature of Approving Official	19.b. Name & Title of Approving Official	19.c. Date Approved
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**Part III - Contract**

This contract consists of the documents listed below. In the event of any inconsistency among the foregoing documents, such inconsistency shall be resolved in the order in which said documents are listed.

- (1) OBD Form 47, Request, Authorization and Contract for Services of Expert Witness, Litigative Consultant, or ADR Neutral, consisting of 2 pages.
- (2) Attachment 1, Contract Terms, Conditions, and Procedures, consisting of 3 pages.
- (3) Attachment 2, Statement of Work.
- (4) The Contractor's proposal, incorporated herein by reference.

By signing this document, the Contractor agrees to perform services as described herein in accordance with the terms, conditions, and rates set forth in this contract.

The Contractor also certifies that, to the best of its knowledge, there is nothing derogatory in the background of its employees that could impugn testimony given by these employees or work products delivered by the Contractor.

This contract shall not become effective until signed by an authorized representative of the Contractor AND the Contracting Officer.

20. Contractor Signature

20.a. Signature of Authorized Person	20.b. Name & Title of Signer	20.c. Date Signed
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21. Contracting Officer Signature

21.a. Signature of Contracting Officer	21.b. Name of Contracting Officer	21.c. Date Signed
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### General Instructions

The following instructions apply to completion and disposition of Form OBD-47, "Request, Authorization and Contract for Services of Expert Witness, Litigative Consultant, or ADR Neutral," Form OBD-47A, "Required Procurement and Payment Data for Contracts for Services of Expert Witness, Litigative Consultant, or ADR Neutral," and Form OBD-47 (MOD), "Request, Authorization, and Modification of Contract for Services of Expert Witness, Litigative Consultant, or ADR Neutral."

The case attorney should consult with his/her Administrative, Procurement, or Fiscal Office for specific requirements of the litigating component prior to completing Form OBD-47 or 47 (MOD). Operating procedures within the litigating component may require a slightly different approval and/or processing procedure than described in these instructions.

When using the electronic version of these forms, follow these guidelines--

- The forms were created using the WordPerfect Release 9 tables feature for all form entries except the "Contract/Purchase Order No. & Effective Date:" which is part of the header information.
- To navigate within the document and to insert data, use your TAB key, SHIFT+TAB (to go back one Block), ARROW keys, or your mouse. **DO NOT use the ENTER key.**
- Blocks that do not require data entry are locked to prevent inadvertent revisions.
- Blocks that require data entry do not wrap, meaning that the length of your entry is limited to the width of the Block.

### The Procurement Process

1.	Part I of Form OBD-47 (Blocks 1 through 16 on page 1) is the "Request for Services." It is usually completed by the case attorney after he/she has selected a particular contractor, negotiated the work to be performed, and agreed upon the cost of performing the work. After completing Part I, the case attorney, or designee, should forward the Form OBD-47 for funding approval.
2.	Part II of Form OBD-47 (Blocks 17 through 19.c on page 2) is the "Funding Approval." Approval (signature in Block 19) should be granted by the litigating component's Executive, Administrative, or Budget Officer or other designated person within the organization. Once funding approval has been granted, the form should be forwarded to the component's procurement office for further processing.
3.	Part III of Form OBD-47 (Blocks 20 through 21.c on page 2) comprise the "Contract" for professional services. Once funding approval has been granted in Part II, the form and associated Statement of Work shall be forwarded to the organization's procurement office. The procurement office will attach to the proposed contract appropriate contract clauses and other relevant terms and conditions contained in Form OBD-47 (Clauses). This form need not be attached to contracts valued at less than \$2,500. A Department of Justice Contracting Officer will execute the contract by signing in Block 21.a of the form. It is important that the Contracting Officer has sufficient delegated procurement authority to obligate the Government for this expenditure. The Contracting Officer, signing in Part III of the form, will generally reside within the litigating component's procurement office. However, signature by a Contracting Officer outside the immediate office will need to be obtained in those instances where the dollar value of the proposed contract exceeds the delegated procurement authority of individuals within the local office. The procurement office will then obtain the Contractor's signature in Block 20.a of the form, whereby the Contractor agrees to perform the services.
4.	Form OBD-47A is entitled, "Required Procurement and Payment Data for Contracts for Services of Expert Witness, Litigative Consultant, or ADR Neutral." It is used to collect certain required data from the Contractor to (1) permit the procurement office to prepare quarterly procurement reports for the General Services Administration and (2) permit the Contractor to be paid via Electronic Funds Transfer. The procurement office will furnish this form to the Contractor for completion at the same time it forwards the Form OBD-47 contract for signature. If the Contractor does not have a DUNS Number as required on the form, the DOJ Contracting Officer must obtain one by calling 888-546-0024 and furnishing the DOJ Agency Code 1501, Office Code POS01, as well as the Contractor's name, address, and telephone number.
5.	Form OBD-47 (MOD) is entitled, "Request, Authorization, and Modification of Contract for Services of Expert Witness, Litigative Consultant, or ADR Neutral." It is used whenever it is necessary to change the work to be performed, the performance period, or funding, or any combination of these. The processing of Form OBD-47 (MOD) is identical to that of Form OBD-47.
6.	After the contract (Form OBD-47) or contract modification (Form OBD-47 (MOD)) is signed by the Contractor and DOJ Contracting Officer, distribution should be as follows: <ol style="list-style-type: none"> <li>1. The original and one (1) photocopy of the entire Form OBD-47 contract (as well as any OBD-47 (MOD) modifications to the contract) should be maintained by the litigating component's procurement office. The completed Form OBD-47A, submitted by the Contractor, should also be maintained in the contract file by the procurement office.</li> <li>2. One (1) photocopy of the entire Form OBD-47 (as well as any OBD-47 (MOD)) should be provided to the Contractor and one (1) photocopy retained by the case attorney.</li> </ol>
7.	After services have been completed, the Contractor should submit his/her invoice in accordance with paragraph A.2 of Attachment 1 to the Form OBD-47, entitled "Invoice Requirements." If services are acceptable, the case attorney (or other designated person within the organization) should sign and date the invoice, accepting the services. If services are not acceptable or the invoice is not correct, the Contractor must be notified immediately to resolve the problems.

8.	The case attorney (or other designated person within the organization) should forward the approved invoice and a photocopy of Form OBD-47 (and OBD-47 (MOD), if applicable) to the designated person within the case office or administrative office to initiate the payment process.
9.	A copy of all Forms OBD-47, OBD-47 (MOD) and approved invoices, associated with the case, shall, as a minimum, be maintained by the organization's procurement or administrative office.

**Specific Instructions: Form OBD-47,  
"Request, Authorization, and Contract for Services of Expert Witness, Litigative Consultant or ADR Neutral"**

Contract/ Purchase Order No. & Effective Date	The unnumbered Block at the top of the form entitled, "Contract/Purchase Order Number & Effective Date," should be filled in by the litigating component's procurement office as follows :  <ul style="list-style-type: none"> <li>• The Contract/Purchase Order number should be obtained after funding approval has been granted (i.e., signature in block 19).</li> <li>• The Effective Date is the date the contract is to take effect. This date should generally be no earlier than the date the contract is signed by the Contracting Officer in Block 21.a. An exception to this rule is in urgent cases where a "Confirming Order" is authorized.</li> </ul>
<b>Blocks 1 &amp; 2</b>	This is generally the name of the cognizant case attorney.
<b>Blocks 3 &amp; 4</b>	Self-explanatory.
<b>Blocks 5 &amp; 6</b>	This is generally the case attorney's office.
<b>Block 7</b>	Self-explanatory.
<b>Block 8</b>	Litigating Divisions insert the DJ File Number and U.S. Attorney's Offices insert their District's identifying number.
<b>Blocks 9 &amp; 10</b>	Self-explanatory.
<b>Block 11</b>	Insert the proposed Contractor's Taxpayer Identification Number (TIN) or, if an individual, his/her Social Security Number (SSN).
<b>Block 12</b>	Insert the Contractor's profession or speciality which is needed for the case.
<b>Block 13</b>	Self-explanatory. Please note that the proposed Statement of Work to be performed by the Contractor shall be attached to the OBD-47 at the time the request is submitted for funding approval.
<b>Block 14</b>	Prior to sending the Form OBD-47 forward for funding approval (i.e., signature in Block 19), the case attorney or other official in the litigating organization should come to agreement with the proposed contractor on the rates of compensation as well as the estimated hours/days for performance and insert them in Block 14. (Note: the electronic form will automatically calculate all extended totals.) These rates, estimated time of performance, and extended dollar totals will become binding upon the contractor once the contract is signed.
<b>Block 15</b>	Insert the name and address of the individual to whom the contractor must submit its invoices and Electronic Funds Transfer (EFT) data thus, permitting the contractor to receive timely payments.
<b>Block 16</b>	Self-explanatory. Except in unusual circumstances, payment will be made by the JMD Finance Staff.
<b>Block 17</b>	The individual designated to approve the funding should select the correct appropriation data to insert in Blocks 17.a through 17.f.
<b>Block 18</b>	Check the appropriate type of funding as follows:  <ul style="list-style-type: none"> <li>• If the contract will fund all of the Contractor's services related to the case, check "FULLY FUNDED"; insert the total dollar amount in the blank; and insert the start and stop dates of the services.</li> <li>• If the contract will fund only part of the Contractor's anticipated services related to the case, check "INCREMENTALLY FUNDED"; insert the total estimated cost of the services and the partial funding amount in the blanks; and insert the start and stop dates covered by the partial funding.</li> </ul>
<b>Block 19</b>	The individual designated to approve funding of the Form OBD-47 is discretionary with the litigating organization, but the person signing in block 19 is not permitted to also sign in Block 21.a.
<b>Block 20</b>	Self-explanatory. Generally the Contractor signs the contract after the Contracting Officer. Please note that the Contractor also certifies that, to the best of its knowledge, there is nothing derogatory in the background of its employees that could impugn testimony given by these employees or work products delivered by the Contractor.

<b>Specific Instructions: Form OBD-47, "Request, Authorization, and Contract for Services of Expert Witness, Litigative Consultant or ADR Neutral"</b>	
<b>Block 21</b>	Self-explanatory. The Contracting Officer signing the contract must have a Delegation of Procurement Authority (DPA) issued by the JMD Procurement Services Staff. The estimated dollar value of the contract must be within the Contracting Officer's DPA. If the value of the contract exceeds the DPA, the litigating component's procurement office will forward the proposed contract for signature to the appropriate organization having the requisite procurement authority.
<b>Specific Instructions: Form OBD-47 (MOD), "Request, Authorization, and Modification of Contract for Services of Expert Witness, Litigative Consultant or ADR Neutral"</b>	
<b>Contract/ Purchase Order Number</b>	Insert in the unnumbered Block at the top of the form entitled, "Contract/Purchase Order Number," the Contract or Purchase Order Number appearing at the top of the Form OBD-47 being modified.
<b>Blocks 1 - 7</b>	This information can be obtained from Part I of the Form OBD-47 being modified.
<b>Block 8.a</b>	Self-explanatory.
<b>Block 8.b &amp; c</b>	Prior to sending the Form OBD-47 (MOD) forward for funding approval (i.e., signature in Block 12), the case attorney or other official in the litigating organization should come to agreement with the proposed contractor on the estimated cost of the work covered by the modification and the start and stop dates for the period of performance. The estimated cost and time of performance will become binding up on the contractor once the modification is signed.
<b>Block 8.d</b>	The litigating component's procurement office will fill in the "Modification Number." This is a sequential number, beginning with 001. It identifies the number of modifications issued against the particular OBD-47 contract being modified. This number should be obtained after funding approval has been granted (i.e., signature in block 12 of Form OBD-47 (MOD)).
<b>Block 8.e</b>	Insert the date the contract modification is to take effect. This date should generally be no earlier than the date the contract modification is signed by the Contracting Officer in Block 14.a. An exception to this rule is in urgent cases where a "Confirming Order" is authorized.
<b>Block 9</b>	Insert a description of what must be changed in the contract as a result of the modification. If a revised Statement of Work or a change page to the Statement of Work is attached to the modification, the changes should be highlighted on the revised document or change page.
<b>Block 10</b>	The individual designated to approve funding should select the correct appropriation data to insert in this block.
<b>Block 11.a</b>	Insert the current period of performance dates and the dollar amount of funding currently obligated on the contract (including all previous modifications).
<b>Block 11.b</b>	Insert the period of performance for this modification and the dollar amount being added or deleted as a result of the current modification. If this modification is incrementally funded (i.e., the funding amount is less than the estimated cost in Block 8.c), the period of performance must reflect the new date through which funding should be sufficient.
<b>Block 11.c</b>	Insert the new total dollars obligated on the contract as a result of the current modification (Note: the electronic form will automatically calculate this amount).
<b>Block 12</b>	The individual designated to approve funding on the Form OBD-47 (MOD) is discretionary with the litigating organization, but it is probably the same individual who approved the funding on the original OBD-47 contract. The person signing in Block 12 is not permitted to also sign in Block 14.a.
<b>Part III</b>	<p>Check one of the two available options for the particular type of modification:</p> <ul style="list-style-type: none"> <li>• Check the first box if the modification will result in a significant change to the original contract, such as one which would change the description of work to be performed, the performance period, or funding. If the first box is checked, both the Contractor and the Contracting Officer must sign the modification (in Blocks 13.a and 14.a) agreeing to it. As with the base contract, the dollar value of the modification must be within the Contracting Officer's Delegation of Procurement Authority (DPA). Modifications exceeding the Contracting Officer's DPA must be signed outside the immediate litigating organization.</li> <li>• Check the second box if the modification merely makes administrative changes such as changes in the appropriation data or paying office. If the second box is checked, only the Contracting Officer must sign the modification (in Block 14.a).</li> </ul>

**Specific Instructions: Form OBD-47 (MOD),  
"Request, Authorization, and Modification of Contract for Services of Expert Witness, Litigative Consultant or ADR Neutral"**

**Blocks 13 & 14**

The instructions for these blocks are the same as for Blocks 20 and 21 of the Form OBD-47 contract.