

## CONTRACTOR RESPONSIBILITY PROGRAM DESIGNATION FORM

## Instructions:

1. Select agency name from drop-down list.
2. Complete section I, Debarring Official, to change the authorized debarring official on record with the Office of the Budget. Enter the official's name and title. The debarring official must be the agency head or a designated deputy.
3. Complete section II, Designated Senior Manager, to change the designated senior manager (DSM) or alternate DSM on record with the Office of the Budget. Enter the employee's name, title, email address, and telephone number. The DSM and alternate DSM must be senior-level employees selected by the agency head.
4. Agency head signature and date must be included on all submissions.
5. Return the completed form to the Office of the Budget via email (dsharar@pa.gov), fax to 717.787.3376, or send via interoffice mail to:

Daniel Sharar  
Office of the Budget, Comptroller Operations  
9th Floor, Forum Place  
555 Walnut Street, Harrisburg, PA 17101

Business Area and Agency Name: **I. DEBARRING OFFICIAL**Name of Agency Head or Designated Deputy: Title of Debarring Official: **II. DESIGNATED SENIOR MANAGER**Name of Designated Senior Manager: Title of Designated Senior Manager: Email Address of Designated Senior Manager: Telephone Number of Designated Senior Manager: Name of Alternate Designated Senior Manager: Title of Alternate Designated Senior Manager: Email Address of Alternate Designated Senior Manager: Telephone Number of Alternate Designated Senior Manager: 

Agency Head Signature

Date