
State of Missouri, Office of Administration, Division of Purchasing
DEPARTMENT PROCUREMENT AUTHORITY DELEGATION (DPAD)

Effective Date: January 14, 2022

(Replaces prior version dated August 28, 2019)

DEPARTMENT PROCUREMENT AUTHORITY DELEGATION (DPAD)

- A. Pursuant to section 34.100, RSMo, local (delegated) procurement authority is hereby granted by the Commissioner of Administration to those State of Missouri executive branch departments that are governed by chapter 34, RSMo, (<http://revisor.mo.gov/main/OneChapter.aspx?chapter=34h>). This delegation does not apply to the following entities that are exempt from chapter 34, RSMo:
- Legislative Branch
 - Judicial Branch
 - Lottery Commission
 - Department of Transportation (except information technology, telecommunications, and printing)
 - State Colleges and Universities
- B. By accepting this delegation, the Department acknowledges its ability and agreement to fulfill the requirements of:
- Applicable state law, including chapter 34, RSMo;
 - Applicable state regulations, including 1 CSR 40;
 - Applicable executive orders;
 - Division of Purchasing's Procurement Manual for Departments; and
 - Division of Purchasing's Contract Management Guide.
- C. The **Standard Procurement Authority Chart** below identifies the procurement authority delegated to the Departments effective January 14, 2022, and those procurements that must be referred to Purchasing (as specified in the column labeled, "Procurement Authority").
- Before proceeding with any delegated procurement authority, the Department must confirm the needed product/service does not fall under the Special Circumstances Procurement Authority Chart identified in Section Two of the Procurement Manual.
 - In using the chart below, Departments should consider the aggregate value of the anticipated purchases (purchase orders and procurement card purchases) over a fiscal year or twelve-month period for a given product or service.
 - For Information Technology-specific products and services, Departments should refer to the Information Technology Procurement Authority Chart in item D below.
 - The Department must verify that the individual procurement officer(s) have completed the first three courses of the Division of Purchasing's five prerequisite core training courses (Procurement 101, Cost-Based Evaluation Procurements, and Weighted-Criteria Based Evaluation Procurements) by completing the PROCUREMENT OFFICER PREREQUISITE TRAINING VERIFICATION (Courses 1 through 3) in order for them to have the higher levels of authority specified in the chart below. Within twelve months of the individual procurement officer being given the higher level of procurement authority, the Department

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must provide confirmation of the individual procurement officer having completed the two remaining required training courses (Contract Management and Legal Aspects of State of Missouri Products and Services Procurements). Failure to complete the courses in the twelve-month timeframe will result in the Office of Administration rescinding the higher level of procurement authority for the individual until the required remaining courses are completed. Likewise the Department must complete the Notice of Procurement Authority Rescission immediately should the individual no longer be authorized by the Department.

STANDARD PROCUREMENT AUTHORITY CHART			
(EFFECTIVE 1/14/2022)			
ESTIMATED ANNUAL EXPENDITURE FOR PRODUCT/SERVICE	PROCUREMENT AUTHORITY (DEPARTMENT OR PURCHASING)	IS BIDDING REQUIRED?	ARE FORMAL OR INFORMAL BIDS REQUIRED?
\$0 to \$10,000	DEPARTMENT	No	None required, but informal or formal bids may be obtained
\$10,000.01 to \$49,999.99	DEPARTMENT	Yes	Informal or Formal
\$10,000.01 to \$99,999.99	DEPARTMENT-only permitted by trained, authorized procurement officer	Yes	Informal or Formal
\$50,000+ (\$100,000+ when trained, authorized procurement officer)	PURCHASING	Yes	<ul style="list-style-type: none"> • \$50,000 to \$99,999.99: Formal or Informal • \$100,000+: Formal

D. The **Information Technology Procurement Authority Chart** below identifies the procurement authority for IT-specific purchases delegated to the Departments effective January 14, 2022 and those IT-specific procurements that must be referred to Purchasing (as specified in the column labeled, “Procurement Authority”). IT is defined to include: “computer or electronic information equipment or interconnected system that is used in the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of information, including audio, graphic, and text.”

- Before proceeding with any delegated procurement authority, the Department must confirm the needed product/service does not fall under the Special Circumstances Procurement Authority Chart identified in Section Two of the Procurement Manual.
- In using the chart below, the Department should consider the aggregate value of the anticipated purchases (purchase orders and procurement card purchases) over a fiscal year or twelve-month period for a given product/service.

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- For non-Information Technology-specific products/services, Departments should refer to the Standard Procurement Authority Chart in item C above.
- The Department must verify that the individual procurement officer(s) have completed the first three courses of the Division of Purchasing’s five prerequisite core training courses (Procurement 101, Cost-Based Evaluation Procurements, and Weighted-Criteria Based Evaluation Procurements) by completing the PROCUREMENT OFFICER PREREQUISITE TRAINING VERIFICATION (Courses 1 through 3) in order for them to have the higher levels of authority specified in the chart below. Within twelve months of the individual procurement officer being given the higher level of procurement authority, the Department must provide confirmation of the individual procurement officer having completed the two remaining required training courses (Contract Management and Legal Aspects of State of Missouri Products and Services Procurements). Failure to complete the courses in the twelve-month timeframe will result in the Office of Administration rescinding the higher level of procurement authority for the individual until the required remaining courses are completed. Likewise the Department must complete the Notice of Procurement Authority Rescission immediately should the individual no longer be authorized by the Department.

INFORMATION TECHNOLOGY PROCUREMENT AUTHORITY CHART (EFFECTIVE 1/14/2022)			
ESTIMATED ANNUAL EXPENDITURE FOR <u>INFORMATION TECHNOLOGY</u> PRODUCT/SERVICE	PROCUREMENT AUTHORITY (DEPARTMENT OR PURCHASING)	IS BIDDING REQUIRED?	ARE FORMAL OR INFORMAL BIDS REQUIRED?
\$0 to \$49,999.99	See Standard Procurement Authority Chart Above		
\$50,000 to \$100,000	DEPARTMENT, but must post on MissouriBUYS Bid Board	Yes	Informal
\$50,000.00 to \$150,000.00	DEPARTMENT-only permitted by trained, authorized procurement officer but must post on MissouriBUYS Bid Board	Yes	Informal
\$100,000.01+ (\$150,000.01+ when trained, authorized procurement officer)	PURCHASING	Yes	<ul style="list-style-type: none"> • \$100,000.01 to \$150,000: Formal or Informal • \$150,000.01+: Formal

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- E.** Acceptance of this delegation of local procurement authority shall not preclude the Department from submitting any procurement to the Office of Administration, Division of Purchasing for processing.
- F.** The Department may delegate all or part of its delegated procurement authority identified above to its sub-agencies. However, any Department or employee assigned responsibility to conduct procurement activities must be furnished with a copy of this document along with the Procurement Manual and the Contract Management Guide, or a Department procedure that stipulates the same requirements. Departments may set forth a more restrictive procedure.
- G.** If the Department has verified (and the Office of Administration has approved) a procurement officer(s) for higher level of procurement authority after having completed the required training, the Department is responsible for ensuring only the individual(s) with the higher authority is approving procurements for the higher dollar amounts. Purchasing will be available to answer questions from procurement officers who receive the higher delegated authority.
- H.** This delegation is subject to compliance reviews by representatives of the Office of Administration (OA). The Department must maintain a listing of procurements made by the procurement officer(s) who have received the higher procurement authority delegation. Such listing must include: solicitation number, solicitation description, issue date, closing date, type of procurement (i.e. phone bid, RFQ, IFB), number of responses received, award date, awarded vendor's name. Upon request of the Division of Purchasing, the Department must provide the bid file documentation (as specified in the Procurement Manual) for specified procurements for review. Purchasing will meet and work with those agency procurement officers to address any identified concerns and to pinpoint where additional training may be needed. The authority granted may be rescinded at any time, in whole or in part, for any individual Department that fails to correct deficiencies noted during the compliance review. Also, the Division of Purchasing reserves the right to rescind a Department's authority immediately in cases where the Office of Administration determines circumstances warrant such action.
- I.** This delegation and the policies/procurement procedures of the Procurement Manual and the Contract Management Guide may be amended or rescinded, as a whole or in part, by the Division of Purchasing at any time.
- J.** Nothing stated in this delegation, the Procurement Manual, or the Contract Management Guide shall be construed to confer authority for any purpose or reason contrary to any state law, appropriation, or executive order.
- K.** Chapter 34, RSMo procurement authority does not apply to specific capital improvement projects at state facilities. Such public works/capital improvement (design, construction, renovation, and repair of state facilities) procurements, except for those processed by the Department of Conservation, Department of Transportation and state institutions of higher education, must be reviewed by the Office of Administration, Division of Facilities Management, Design and Construction (<http://oa.mo.gov/facilities/>) pursuant to chapter 8, RSMo, (<http://revisor.mo.gov/main/OneChapter.aspx?chapter=8>).

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- L.** MissouriBUYS is the State of Missouri’s web-based, statewide eProcurement system which is powered by WebProcure, through Perfect Commerce. MissouriBUYS is expected to be used by executive branch departments in carrying out their chapter 34 procurements as noted below. MissouriBUYS training manuals and procedures, as well as training videos, located at <https://samii.mo.gov/missouribuys>, provide guidance in the utilization of MissouriBUYS.
1. As a means to provide procurement transparency and to seek increased competition, Departments are expected to issue their written Requests for Quotation (RFQs) or Invitations for Bid (IFBs) through MissouriBUYS unless an individual procurement circumstance warrants a different approach for a given RFQ or IFB.
 2. Likewise, Departments are expected to establish their awarded contracts in MissouriBUYS unless an individual contract circumstance warrants a different approach.
 3. In order to maximize the availability of relevant product/service spend data to use in making strategic procurement decisions and in order to provide procurement transparency, Departments are expected to issue purchase orders for the procurement of products and services under chapter 34 authority in MissouriBUYS unless: 1) the Department is using the state purchasing card in accordance with the State of Missouri Purchasing Card Policy & Procedure Manual located at <https://oa.mo.gov/accounting/state-employees/purchasing-and-travel-cards/related-documents>, or 2) an individual procurement circumstance warrants a different approach.

This delegation and the procurement procedures referenced herein are hereby authorized effective January 14, 2022, to remain in effect until rescinded or amended in writing.

RECOMMENDED BY:

APPROVED BY:

Karen S. Boeger, Director
OA Division of Purchasing

Ken Zellers, Acting Commissioner
Office of Administration

I hereby accept this delegation of authority on behalf of the Department and acknowledge the Department's ability and agreement to abide by the requirements herein.

(To be signed by **Department Director**):

SIGNATURE _____
NAME _____
TITLE _____
DEPARTMENT _____
DATE _____

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Procurement Officer Prerequisite Training Verification (Courses 1 through 3)

1. The Procurement Officer named below verifies they have taken the first three of the five Prerequisite Core Division of Purchasing Training Courses on the dates specified below and accepts this additional delegation of authority outlined below on behalf of the Department. The Procurement Officer agrees they may review and approve procurements for others in the department, if appropriate under Chapter 34 RSMo, but by doing so verifies the procurements are being made in accordance with the Department Procurement Authority Delegation document.

2. The Department of _____/Office of _____ (hereinafter referred to as department/office) verifies the following procurement officer has taken the first three of the five Prerequisite Core Division of Purchasing Training Courses on the dates specified below and authorizes the trained procurement officer named below to have the procurement authority outlined on the chart in the Department Procurement Authority Delegation document for trained, authorized procurement officers.

AGREED:

TRAINED, AUTHORIZED PROCUREMENT OFFICER:

I hereby verify I have taken the three prerequisite training courses noted below. I accept the increased delegation of authority on behalf of the Department and agree to abide by the requirements in the Department Procurement Authority Delegation.

Prerequisite Training Courses:

**Date Completed by Authorized
Procurement Officer Named Above:**

- | | |
|--|----------|
| 1. Procurement 101 | _/_/____ |
| 2. Cost-Based Evaluation Procurements | _/_/____ |
| 3. Weighted Criteria Evaluation Procurements | _/_/____ |

Signature	Typed Name	Title	Date
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DEPARTMENT DIRECTOR:

I hereby authorize this trained procurement officer to accept the higher delegation of authority on behalf of the Department and acknowledge the Department's ability and agreement to abide by the requirements herein. I agree to complete the Notice of Procurement Authority Rescission immediately should this individual no longer be authorized by the Department/Office.

Signature	Typed Name	Date
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APPROVED:

Ken Zellers, Acting Commissioner, Office of Administration	Date
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Karen Boeger, Director, OA Division of Purchasing	Date
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Procurement Officer Prerequisite Training Verification (Courses 4 and 5)

The Procurement Officer named below verifies they have taken the final two of the five Prerequisite Core Division of Purchasing Training Courses on the dates specified below within the 12-month period following original increased delegation of authority approval.

VERIFIED:

TRAINED, AUTHORIZED PROCUREMENT OFFICER:

I hereby verify that I have taken the remaining two prerequisite core Division of Purchasing Training Courses of the dates specified below within the 12-month period following original increased delegation of authority approval.

Signature	Typed Name	Title	Date
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Pre-Requisite Training Courses:

**Date Completed by Authorized
Procurement Officer Named Above:**

- | | |
|--|---------|
| 4. Contract Management | _/_/___ |
| 5. Legal Aspects of State of Missouri Goods and
Services Procurements | _/_/___ |

APPROVED:

Karen Boeger, Director OA-Division of Purchasing	Date
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NOTICE OF PROCUREMENT AUTHORITY RESCISSION

Although previously authorized, the following Procurement Officer(s) is no longer authorized by the Department/Office to have the procurement authority outlined in the Department Procurement Authority Delegation (DPAD) for trained, authorized procurement officers on the effective date noted below.

Name:

Effective Date:

DEPARTMENT DIRECTOR:

I hereby rescind the authority for the procurement officer(s) identified above on behalf of the Department.

Signature

Typed Name

Date

ACKNOWLEDGED:

Ken Zellers, Acting Commissioner
Office of Administration

Date

Karen Boeger, Director
OA-Division of Purchasing

Date