

DPAD History

The following summarizes the revisions to the Department Procurement Authority Delegation and Procedures (DPAD) document dated January 1, 2011. Each revision was issued via e-mail to the Purchasing Committee members on the date of notification stated below. Any and all revisions are considered incorporated into the DPAD on the effective date indicated below.

Date of E-Mail Notification	Effective Date	Section or Paragraph Revised	Summary of Changes
05/16/11	05/16/11	II. REQUIREMENTS and PROCEDURES, E. Contracting with a Governmental Entity, paragraph 3 (page 7)	3. For procurements with a total value <del>or of</del> \$25,000 or more, the department may contract with other departments or governmental entities for supplies or services provided directly by such entity without conducting a competitive bid process, pursuant to section 34.046, RSMo, by requesting the DPMM establish an acknowledgement of contract (AOC). Reference the DPMM website for the procedures for establishing and renewing an AOC and the AOC Request Worksheet: <a href="http://agencyinfo.intra.state.mo.us/agencyinfo.shtm">http://agencyinfo.intra.state.mo.us/agencyinfo.shtm</a> .
05/20/11	05/20/11	II. REQUIREMENTS and PROCEDURES, C. Competition, paragraph 1 (page 7)	1. The phrase "solicit competitive bids" means that the department must provide legitimate opportunity for prospective vendors to compete. <del>Pursuant to section 34.065, RSMo, when it is impractical to solicit all potential bidders, requests for bids must be sent to different vendors on a rotational basis.</del>
12/01/11	08/28/11	II. REQUIREMENTS and PROCEDURES, K. Energy Star Program	Section 8.305, RSMo, pertaining to appliance purchases and the Energy Star Program has expired. However, the department is encouraged when purchasing <del>Pursuant to section 8.305, RSMo, the department should ensure that</del> any appliance purchased with state moneys or a portion of state moneys <del>shall be an</del> that the appliance <del>that</del> has earned the Energy Star under the Energy Star program. The term "appliance" shall have the same meaning as in section 144.526, RSMo.
12/01/11	12/01/11	II. REQUIREMENTS and PROCEDURES, Y. Protests	The department may use the following procedures for handling bid protests. A bid award protest must be submitted in writing and must be received by the department within ten (10) <del>calendar</del> <b>business</b> days after the date of award. If the tenth day falls on a Saturday, Sunday, or state holiday, the period shall extend to the next state business day. A protest submitted after the ten (10) <del>calendar</del> <b>business</b> day period shall not be considered.
12/01/11	12/01/11	III. PREFERENCES, OO. Missouri Service-Disabled Veteran Business	Reference DPMM website for the guidelines and text: <a href="http://agencyinfo.intra.state.mo.us/gslp.shtm">http://agencyinfo.intra.state.mo.us/gslp.shtm</a> (Section 34.074, RSMo, <b>(Missouri Service-Disabled Veteran Business Enterprise)</b> Guidelines and Text link located under Preferences.)

DPAD History (continued)

Date of E-Mail Notification	Effective Date	Section or Paragraph Revised	Summary of Changes
06/26/12	06/19/12	I. PROCUREMENT AUTHORITY DELEGATED, K.	<p>This delegation and procedures do 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 institutions of Higher Education, must be reviewed by the Office of Administration, Division of Facilities Management, Design and Construction per chapter 8, RSMo, (<a href="http://www.moga.mo.gov/STATUTES/C008.HTM">http://www.moga.mo.gov/STATUTES/C008.HTM</a>). All other public works project bids for construction, maintenance, and repair must comply with the requirements for Annual Wage Orders as stipulated in chapter 290, RSMo, and chapter 34, RSMo. A copy of the Annual Wage Order must be attached to the solicitation document. Annual Wage Orders may be obtained from the Department of Labor and Industrial Relations, Division of Labor Standards at 573-751-3403.</p>
08/28/12	06/27/12	I. PROCUREMENT AUTHORITY DELEGATED, K.	<p>This delegation and procedures do 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 institutions of Higher Education, must be reviewed by the Office of Administration, Division of Facilities Management, Design and Construction per chapter 8, RSMo, (<a href="http://www.moga.mo.gov/STATUTES/C008.HTM">http://www.moga.mo.gov/STATUTES/C008.HTM</a>). All other public works project bids for construction, maintenance, and repair must comply with the requirements for Annual Wage Orders as stipulated in chapter 290, RSMo, and chapter 34, RSMo. A copy of the Annual Wage Order must be attached to the solicitation document. Annual Wage Orders may be obtained from the Department of Labor and Industrial Relations, Division of Labor Standards at 573-751-3403.</p> <p><b>ADD:</b> Reference DPMM website for the guidelines and text: <a href="http://agencyinfo.intra.state.mo.us/gslp.shtm">http://agencyinfo.intra.state.mo.us/gslp.shtm</a> (Prevailing Wage Requirement Guidelines and Text link)</p>
08/28/12	08/22/12	II. REQUIREMENTS and PROCEDURES, H. Documentation Required, paragraph 1.m.	<p>If federal funds are included in solicitation, then documentation, showing that the intended awardee(s) is not on the debarment list on the Excluded Parties List (EPLS) System for Award Management (SAM) website <a href="http://www.epls.gov">http://www.epls.gov</a> <a href="https://www.sam.gov">https://www.sam.gov</a>, must be maintained in the file (i.e., screen print documenting the search results for the particular vendor).</p>

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Date of E-Mail Notification	Effective Date	Section or Paragraph Revised	Summary of Changes
08/28/12	08/22/12	II. REQUIREMENTS and PROCEDURES, N. Federal Funds	<p>When establishing a contract that will utilize federal funds, the department must check to see that the awardee has not been debarred or suspended by the Federal Government which would exclude the awardee from participating in procurements where federal funds are used (5 CFR Section 970.200). A list of parties excluded from federal procurement and non-procurement programs can be found at: <a href="http://www.epls.gov/">http://www.epls.gov/</a> <a href="https://www.sam.gov">https://www.sam.gov</a>. Reference the DPMM website for Federal Funds Requirements contractor language, Debarment Certification bidder language, and a Debarment Certification Exhibit: <a href="http://agencyinfo.intra.state.mo.us/gslp.shtm">http://agencyinfo.intra.state.mo.us/gslp.shtm</a> (See Federal Funds link). The department can use this language in its solicitations to comply with the provisions of this law.</p>
08/28/12	08/28/12	II. REQUIREMENTS and PROCEDURES, CC. Special Approvals Required	<p>Per House Bill 1608, sections 37.300 – 37.390, RSMo, have been repealed; therefore, the following special approval is no longer required and is hereby removed.</p> <p>5. <u>Forms</u>: To obtain approval, department must contact their Customer Service Representative at the State Printing Center. The Customer Service Representative will provide the department with a form number that must be placed on the form. Resource Manager approval will not be applied online in SAM II. (section 37.330, RSMo)</p>
08/28/12	08/28/12	III. PREFERENCES, MM. Buy Missouri Preferences, paragraph 1	<p>Inserted the wording indicated below:</p> <p>1. Pursuant to section 34.070, RSMo, and section 34.073, RSMo, preferences must be given to all commodities and tangible personal property manufactured, mined, produced, processed, or grown within the state of Missouri, to all new generation processing entities defined in section 348.432, RSMo, except new generation processing entities that own or operate a renewable fuel production facility or that produce renewable fuel, and to all firms, corporations or individuals doing business as Missouri firms, corporations, or individuals, when quality is equal or better and delivered price is the same or less or whenever competing bids, in their entirety, are comparable. For purposes of this section, “commodities” shall include <b>forest products and bricks or</b> any agricultural product that has been processed or otherwise had value added to it in this state.</p>
08/28/12	08/28/12	III. PREFERENCES, MM. Buy Missouri Preferences, paragraph 6	<p>Updated reciprocity law website address:</p> <p>Refer to the following website for the reciprocity law of each state: <a href="http://cms.oregon.egov.com/DAS/EGS/PS/pages/reciprocal_detail.aspx">http://cms.oregon.egov.com/DAS/EGS/PS/pages/reciprocal_detail.aspx</a>. The department confirms if the state from which any out-of-state bids are submitted as an in-state preference; if so, since Missouri is a reciprocal preference state, the department applies same penalty against that vendor as a Missouri vendor would encounter if bidding in that state.</p>

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Date of E-Mail Notification	Effective Date	Section or Paragraph Revised	Summary of Changes
04/24/13	04/24/13	II. REQUIREMENTS and PROCEDURES, M. Exempt Object Codes	Updated SAM II Financial Policies and Procedures website address:  Certain expenditure object codes as listed and defined in the SAM II Chart of Accounts Manual are exempt from the requirements of chapter 34, RSMo. Refer to the Chart of Accounts for information on the SAM II Financial Policies and Procedures website ( <a href="http://mocoa.state.mo.us/accounting/Pages/Default.aspx">http://mocoa.state.mo.us/accounting/Pages/Default.aspx</a> ).
10/15/13	10/15/13	I. PROCUREMENT AUTHORITY DELEGATED, K.	Updated DPMM Guidelines, Solicitation Language, Procedures, and Training website address:  Reference DPMM website for the guidelines and text: <a href="http://content.oa.mo.gov/purchasing-materials-management/agency-information/guidelines-solicitation-language-procedures-and">http://content.oa.mo.gov/purchasing-materials-management/agency-information/guidelines-solicitation-language-procedures-and</a> (Prevailing Wage Requirement Guidelines and Text link)
10/15/13	10/15/13	II. REQUIREMENTS and PROCEDURES, B. Awards, paragraph 3.	Updated State of Missouri Purchasing Card Policy & Procedure Manual website address:  3. For the procurement of items classified as commodities (such as consumable supplies, maintenance materials, parts, and other miscellaneous purchases), in which a single transaction is less than <b>\$1,000 or card limit transaction</b> , including shipping and handling, the department may procure the commodities using the state purchasing card. Departments should refer to the State of Missouri Purchasing Card Policy & Procedure Manual issued by the Office of Administration, Division of Accounting for the procurement card procedures, responsibilities, billing payment and account distribution process, and lists of allowable and unallowable/excluded purchases. The manual is located online at <a href="http://content.oa.mo.gov/sites/default/files/001014.pdf">http://content.oa.mo.gov/sites/default/files/001014.pdf</a> .
10/15/13	10/15/13	II. REQUIREMENTS and PROCEDURES, E. Contracting with a Governmental Entity, paragraph 3.	Updated Special Approval Procedures and Worksheets website address:  3. For procurements with a total value of \$25,000 or more, the department may contract with other departments or governmental entities for supplies or services provided directly by such entity without conducting a competitive bid process, pursuant to section 34.046, RSMo, by requesting the DPMM establish an acknowledgement of contract (AOC). Reference the DPMM website for the procedures for establishing and renewing an AOC and the AOC Request Worksheet: <a href="http://content.oa.mo.gov/purchasing-materials-management/agency-information/special-approval-procedures-and-worksheets">http://content.oa.mo.gov/purchasing-materials-management/agency-information/special-approval-procedures-and-worksheets</a> .

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Date of E-Mail Notification	Effective Date	Section or Paragraph Revised	Summary of Changes
10/15/13	10/15/13	II. REQUIREMENTS and PROCEDURES, G. Disposal of Surplus Property	Updated State Agency for Surplus Property website address:  Contact Surplus Property at <a href="mailto:surplusmail@oa.mo.gov">surplusmail@oa.mo.gov</a> or (573) 751-3415. Reference the DPMM website for the Surplus Property Policies and Procedures for State Agencies' Surplus Property: <a href="http://content.oa.mo.gov/purchasing-materials-management/surplus-property/state-surplus-property-program">http://content.oa.mo.gov/purchasing-materials-management/surplus-property/state-surplus-property-program</a> .
10/15/13	10/15/13	II. REQUIREMENTS and PROCEDURES, H. Documentation Required, paragraph k.	Updated DPMM Guidelines, Solicitation Language, Procedures, and Training website address:  k. Documentation verifying the <b>tax compliance status</b> and <b>work authorization</b> of each bidder must be maintained. The "Vendor No Tax Due" letter may be kept in the bid or contract file. Letters sent to bidders requesting a copy of their "Vendor No Tax Due" letter and any other correspondence pertaining to the tax compliance status of a bidder cannot be maintained in an open record such as the bid or contract folder unless the bidder authorizes the department to do so. Such documentation must be maintained in a separate file within the department. Reference the DPMM website for the work authorization guidelines and text: <a href="http://content.oa.mo.gov/purchasing-materials-management/agency-information/guidelines-solicitation-language-procedures-and">http://content.oa.mo.gov/purchasing-materials-management/agency-information/guidelines-solicitation-language-procedures-and</a> (See the Sections 285.525 - 285.550, RSMo, Guidelines and Text)
10/15/13	10/15/13	II. REQUIREMENTS and PROCEDURES, N. Federal Funds	Updated DPMM Guidelines, Solicitation Language, Procedures, and Training website address:  When establishing a contract that will utilize federal funds, the department must check to see that the awardee has not been debarred or suspended by the Federal Government which would exclude the awardee from participating in procurements where federal funds are used (5 CFR Section 970.200). A list of parties excluded from federal procurement and non-procurement programs can be found at: <a href="https://www.sam.gov">https://www.sam.gov</a> . Reference the DPMM website for Federal Funds Requirements contractor language, Debarment Certification bidder language, and a Debarment Certification Exhibit: <a href="http://content.oa.mo.gov/purchasing-materials-management/agency-information/guidelines-solicitation-language-procedures-and">http://content.oa.mo.gov/purchasing-materials-management/agency-information/guidelines-solicitation-language-procedures-and</a> (See Federal Funds link). The department can use this language in its solicitations to comply with the provisions of this law.

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10/15/13	10/15/13	II. REQUIREMENTS and PROCEDURES, P. HIPAA	<p>Updated DPMM Guidelines, Solicitation Language, Procedures, and Training website address:</p> <p>The department and its contractors are both subject to and must comply with provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Reference the DPMM website for HIPAA contractor language: <a href="http://content.oa.mo.gov/purchasing-materials-management/agency-information/guidelines-solicitation-language-procedures-and">http://content.oa.mo.gov/purchasing-materials-management/agency-information/guidelines-solicitation-language-procedures-and</a> (See Business Associate Provision link). The department can use this language in its solicitations to comply with the provisions of this law.</p>
10/15/13	10/15/13	II. REQUIREMENTS and PROCEDURES, S. Methods of Solicitation	<p>Updated Downloadable Forms Website Address:</p> <p><b>RFQ</b> - The RFQ is an informal request for prices that includes specifications that are detailed and do not provide flexibility or creativity on the part of the bidders. Bids submitted in response to an RFQ may be written, faxed, electronically submitted, or verbally submitted to the buyer and should be delivered to the procurement office by the target date and time stated in the RFQ. The method of response is identified in the RFQ. Bids may but are not normally opened at a public event. Evaluation of the bids is typically based on objective rather than subjective criteria. Low bid meeting specification requirements is the typical determining criterion. Awards shall be made to the bidder whose bid (1) complies with all mandatory specifications and requirements of the RFQ and (2) is the lowest and best bid, considering price, responsibility of the bidder, and all other evaluation criteria specified in the RFQ. At the option of the buyer, an award may be made immediately upon the expiration of the target date/time or the buyer may continue soliciting and receiving quotations for a reasonable time thereafter. The department may utilize the Request for Quotation form, #MO300-1224 available as a downloadable form at <a href="http://content.oa.mo.gov/general-services/state-printing-center/forms-services/downloadable-forms">http://content.oa.mo.gov/general-services/state-printing-center/forms-services/downloadable-forms</a>.</p> <p>2. The department should utilize the Bid Record, #MO 300-0162, for the recording of bids and no-bids solicited and received. The Bid Record form is available as a downloadable form at <a href="http://content.oa.mo.gov/general-services/state-printing-center/forms-services/downloadable-forms">http://content.oa.mo.gov/general-services/state-printing-center/forms-services/downloadable-forms</a>.</p>
10/15/13	10/15/13	II. REQUIREMENTS and PROCEDURES, T. Minority-Owned Business and Women-Owned Business Participation, paragraph 4.	<p>Updated Office of Equal Opportunity's website address:</p> <p>4. The department must utilize the Missouri Minority/Women Business Enterprise Program Directory as a source for identification of potential bidders. The directory is available on the Internet at <a href="http://oeo.mo.gov">http://oeo.mo.gov</a>.</p>

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Date of E-Mail Notification	Effective Date	Section or Paragraph Revised	Summary of Changes
10/15/13	10/15/13	II. REQUIREMENTS and PROCEDURES, X. Procurement Authority	<p>Updated DPMM Procurement Authority website address:</p> <p>The delegation of authority and procedures for departments and universities, executive orders, rules and regulations, and state revised statutes pertaining to procurement are posted on DPMM's website at <a href="http://content.oa.mo.gov/purchasing-materials-management/procurement-authority">http://content.oa.mo.gov/purchasing-materials-management/procurement-authority</a>. The department should reference this website for the current version of these documents as well as any revisions to the current delegation of authority and procedures for departments.</p>
10/15/13	10/15/13	II. REQUIREMENTS and PROCEDURES, BB. Single Feasible Source Procurement, paragraph 4.	<p>Updated Special Approval Procedures and Worksheets website address:</p> <p>4. For single feasible source procurements <b>exceeding \$5,000 and up to \$24,999.99</b> within the same fiscal year or a period not to exceed 12 months, the department must request a specific procurement delegation from the DPMM using the Single Feasible Source (SFS) Approval Request Worksheet MO 300-1872 - available on the Agency Information page on DPMM's website at <a href="http://content.oa.mo.gov/purchasing-materials-management/agency-information/special-approval-procedures-and-worksheets">http://content.oa.mo.gov/purchasing-materials-management/agency-information/special-approval-procedures-and-worksheets</a> or similar document containing the same information. The request must include an explanation as to how the procurement meets the legal definition of a single feasible source, the functionality of the supply that makes it a single feasible source, and why the functionality is the only one that will meet the needs of the department. If necessary, documentation from the vendor noting the single feasible source nature of the specific supplies should also be included. The request must be submitted to the DPMM Section Manager (Commodities, IT, or Services) for the type of supply the department wishes to procure. The request may be faxed, e-mailed, or mailed to the DPMM Section Manager as indicated on the Single Feasible Source (SFS) Approval Request Worksheet. If the request is approved, the Section Manager will provide the department an approval number. Upon receiving the approval number, the department may process the SFS procurement in accordance with the following:</p>

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Date of E-Mail Notification	Effective Date	Section or Paragraph Revised	Summary of Changes
10/15/13	10/15/13	II. REQUIREMENTS and PROCEDURES, CC. Special Approvals Required, paragraph 4.	<p>Updated Vehicle Preapproval Process and Vehicle Credits website address:</p> <p>4. <u>Fleet Vehicles</u>: All purchases of new or used vehicles, including vehicles purchased from other departments or Surplus Property, that are less than 8,500 GVWR require prior approval. This prior approval requirement does not apply to law enforcement pursuit vehicles operated by POST certified law enforcement officers. Prior approval must be obtained by submitting a Vehicle Pre-Approval Form to the State Vehicle Fleet Manager in the Office of Administration, Division of General Services, Truman Building, Room 760, 301 West High Street, PO Box 809, Jefferson City, MO 65102-0809. Phone: (573) 751-0929 Fax: (573) 751-7819). Resource Manager approval will be applied online in SAM II upon the Vehicle Fleet Manager's approval of the Vehicle Pre-Approval Form. The Vehicle Pre-Approval Form is available on the State Fleet Management's website at <a href="http://content.oa.mo.gov/general-services/state-fleet-management/vehicle-preapproval-process-and-vehicle-credits">http://content.oa.mo.gov/general-services/state-fleet-management/vehicle-preapproval-process-and-vehicle-credits</a>.</p>
10/15/13	10/15/13	II. REQUIREMENTS and PROCEDURES, CC. Special Approvals Required, paragraph 5.	<p>Updated State Printing's website address:</p> <p>5. <u>Printing</u>: Printing requirements sent to MVE do not require a waiver from the OA/State Printing Center. All other printing requirements shall be submitted to OA/State Printing Center for a prior approval in accordance with section 34.170, RSMo. The procedure for including printing services for professional and general service procurements is included on the OA/State Printing Center's website at <a href="http://content.oa.mo.gov/general-services/state-printing-center/waivers">http://content.oa.mo.gov/general-services/state-printing-center/waivers</a>. Resource Manager approval will not be applied online in SAM II by the OA/State Printing Center but may be applied online by MVE. Printing requirements purchased from MVE will not require the online Resource Manager approval if commodity code 96258 – MVE Purchased Services/Supplies Only is used.</p>



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Date of E-Mail Notification	Effective Date	Section or Paragraph Revised	Summary of Changes
10/15/13	10/15/13	II. REQUIREMENTS and PROCEDURES, DD. Special Delegations, Grant Acknowledgments, and Expenditure Registrations	<p>Updated Special Approval Procedures and Worksheets website address:</p> <p>If the department believes that special circumstances exist that require the use of a different process than those identified herein, the department may request through the DPMM a special delegation of authority (SDA), an acknowledgment of grant authority (PGA), or the establishment of an expenditure registration (ERS) using the SDA, PGA, or ERS Approval Request Worksheets available on the Agency Information page on DPMM's website at <a href="http://content.oa.mo.gov/purchasing-materials-management/agency-information/special-approval-procedures-and-worksheets">http://content.oa.mo.gov/purchasing-materials-management/agency-information/special-approval-procedures-and-worksheets</a>. The request must include all information requested on the worksheet. The department must not enter into a contract or agreement with the vendor prior to receiving approval from the DPMM.</p> <ol style="list-style-type: none"> <li data-bbox="695 810 1484 1125">1. <b>Special Delegation of Authority (SDA)</b> - The SDA allows the department to competitively bid and award contracts (price agreements) and purchase orders for predefined goods or services for a specific program in excess of \$24,999.99 per year. In order to obtain this authority the department must submit a request in accordance with the procedures on the Agency information page on DPMM's website at <a href="http://content.oa.mo.gov/purchasing-materials-management/agency-information/special-approval-procedures-and-worksheets">http://content.oa.mo.gov/purchasing-materials-management/agency-information/special-approval-procedures-and-worksheets</a> to the DPMM.</li> <li data-bbox="695 1161 1484 1377">2. In order to provide a means for payment and for monitoring grant expenditures, the department must submit a request for Program Grant Authority (PGA), in accordance with the procedures on the Agency Information page on DPMM's website at <a href="http://content.oa.mo.gov/purchasing-materials-management/agency-information/special-approval-procedures-and-worksheets">http://content.oa.mo.gov/purchasing-materials-management/agency-information/special-approval-procedures-and-worksheets</a> to the DPMM.</li> <li data-bbox="695 1413 1484 1604">3. In order to establish an ERS, the department submits a request, in accordance with the procedures on the Agency Information page on DPMM's website at <a href="http://content.oa.mo.gov/purchasing-materials-management/agency-information/special-approval-procedures-and-worksheets">http://content.oa.mo.gov/purchasing-materials-management/agency-information/special-approval-procedures-and-worksheets</a> to the DPMM.</li> </ol>
10/15/13	10/15/13	II. REQUIREMENTS and PROCEDURES, GG. Technical Assistance, paragraph 3.	<p>Updated DPMM Agency Information website address:</p> <ol style="list-style-type: none"> <li data-bbox="695 1671 1484 1793">3. Resource materials for state agencies can be found on DPMM's website on the Agency Information page located at <a href="http://content.oa.mo.gov/purchasing-materials-management/agency-information">http://content.oa.mo.gov/purchasing-materials-management/agency-information</a>.</li> </ol>

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Date of E-Mail Notification	Effective Date	Section or Paragraph Revised	Summary of Changes
10/15/13	10/15/13	II. REQUIREMENTS and PROCEDURES, JJ. Vendor Tax Compliance, paragraph 2.	Updated DPMM Section 34.040.6, RSMo, (House Bill 600) Compliance Documents website address:  Reference the DPMM website for the guidelines, letters, and additional information: <a href="http://agencyinfo.intra.state.mo.us/compliance.shtm">http://agencyinfo.intra.state.mo.us/compliance.shtm</a> (See Section 34.040.6, RSMo, Guidelines and Letters links).
10/15/13	10/15/13	II. REQUIREMENTS and PROCEDURES, KK. Work Authorization, paragraph 2.	Updated DPMM Guidelines, Solicitation Language, Procedures, and Training website address:  2. Reference the DPMM website for the guidelines and text <a href="http://content.oa.mo.gov/purchasing-materials-management/agency-information/guidelines-solicitation-language-procedures-and">http://content.oa.mo.gov/purchasing-materials-management/agency-information/guidelines-solicitation-language-procedures-and</a> (See Section 285.525-285.550 RSMo Guidelines and Text link).
10/15/13	10/15/13	III. PREFERENCES, MM. Buy Missouri Preferences, paragraph 3.	Updated DPMM Agency Information website address:  3. Pursuant to section 34.363, RSMo, the department shall make a good faith search of Missouri companies that provide Missouri manufactured products or services. Reference the DPMM website for a listing of Missouri products/service providers: ( <a href="http://content.oa.mo.gov/purchasing-materials-management/agency-information">http://content.oa.mo.gov/purchasing-materials-management/agency-information</a> ). See the Missouri Small Business Development Centers link.
10/15/13	10/15/13	III. PREFERENCES, OO. Missouri Service-Disabled Veteran Business	Updated DPMM Guidelines, Solicitation Language, Procedures, and Training website address:  Reference DPMM website for the guidelines and text: <a href="http://content.oa.mo.gov/purchasing-materials-management/agency-information/guidelines-solicitation-language-procedures-and">http://content.oa.mo.gov/purchasing-materials-management/agency-information/guidelines-solicitation-language-procedures-and</a> (Section 34.074, RSMo, [Missouri Service-Disabled Veteran Business Enterprise] Guidelines and Text link located under Preferences.)

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Date of E-Mail Notification	Effective Date	Section or Paragraph Revised	Summary of Changes
10/15/13	10/15/13	III. PREFERENCES, PP. Organizations for the Blind and Sheltered Workshops, paragraph 1.	<p>Updated DPMM Guidelines, Solicitation Language, Procedures, and Training website address:</p> <ol style="list-style-type: none"> <li>1. A bidding preference consisting of a ten-point bonus, as identified in section 34.165, RSMo, must be applied to bids for those supplies manufactured, produced or assembled in qualified nonprofit organizations for the blind established pursuant to the provisions of 41 U.S.C. Sections 46 to 48c, as amended and in sheltered workshops holding a certificate of approval from the department of elementary and secondary education pursuant to section 178.920, RSMo, if the participating nonprofit organization provides the greater of two percent or five thousand dollars of the total contract value of bids for purchase not exceeding ten million dollars. This preference applies to qualified organizations both within and outside the State of Missouri. Also, an affidavit signed by the director or manager and the board president of a participating nonprofit organization shall be provided to the purchasing agency by the contractor at the completion of the contract or within thirty days of the first anniversary of the contract, whichever first occurs, verifying compliance with the statute. Reference DPMM website for the guidelines and text: <a href="http://content.oa.mo.gov/purchasing-materials-management/agency-information/guidelines-solicitation-language-procedures-and">http://content.oa.mo.gov/purchasing-materials-management/agency-information/guidelines-solicitation-language-procedures-and</a> (Section 34.165, RSMo - Blind/Sheltered Workshop Guidelines and Text link located under Preferences.)</li> </ol>
10/15/13	10/15/13	III. PREFERENCES, PP. Organizations for the Blind and Sheltered Workshops, paragraph 2.	<p>Updated DESE Sheltered Workshops website address:</p> <ol style="list-style-type: none"> <li>2. A listing of certified sheltered workshops can be found on the Internet at: <a href="http://dese.mo.gov/se/sw/index.html">http://dese.mo.gov/se/sw/index.html</a>.</li> </ol>
10/15/13	10/15/13	IV. PROGRAMS, QQ. Recycling Program	<p>Updated Missouri State Recycling Program website address:</p> <p>Obtain information on the recycling program at <a href="http://content.oa.mo.gov/purchasing-materials-management/missouri-state-recycling-program">http://content.oa.mo.gov/purchasing-materials-management/missouri-state-recycling-program</a> or contact the DPMM State Recycling Coordinator at <a href="mailto:recycling@oa.mo.gov">recycling@oa.mo.gov</a> or (573) 751-3384.</p>
10/15/13	10/15/13	IV. PROGRAMS, RR. Surplus Property Program	<p>Updated State Agency for Surplus Property website address:</p> <p>Obtain information on the surplus property program at <a href="http://content.oa.mo.gov/purchasing-materials-management/state-agency-surplus-property">http://content.oa.mo.gov/purchasing-materials-management/state-agency-surplus-property</a>. Contact the program at <a href="mailto:surplusmail@oa.mo.gov">surplusmail@oa.mo.gov</a> or (573) 751-3415.</p>

DPAD History (continued)

Date of E-Mail Notification	Effective Date	Section or Paragraph Revised	Summary of Changes
8/12/14	8/12/14	III. PREFERENCES, MM. Buy Missouri Preferences, 6. <u>Reciprocity</u> , second paragraph.	<p>Updated website for the reciprocity law of each state in the second paragraph:</p> <p>Refer to the following website for the reciprocity law of each state:  <a href="http://www.oregon.gov/DAS/EGS/ps/Pages/detail_a_main_page.aspx">http://www.oregon.gov/DAS/EGS/ps/Pages/detail_a_main_page.aspx</a>. The department confirms if the state from which any out-of-state bids are submitted as an in-state preference; if so, since Missouri is a reciprocal preference state, the department applies same penalty against that vendor as a Missouri vendor would encounter if bidding in that state.</p>
8/12/14	8/12/14	III. PREFERENCES, PP. Organizations for the Blind and Sheltered Workshops, paragraph 2.	<p>Updated DESE Sheltered Workshops website address:</p> <p>2. A listing of certified sheltered workshops can be found on the Internet at: <a href="http://dese.mo.gov/special-education/sheltered-workshops/directories">http://dese.mo.gov/special-education/sheltered-workshops/directories</a>.</p>