

## **SPECIAL DELEGATION OF AUTHORITY (SDA)**

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 following procedures to the DPMM.

### **SPECIAL DELEGATION OF AUTHORITY (SDA) REQUEST PROCEDURES**

Departments (agencies) must officially request and justify a new SDA to the DPMM. DPMM no longer automatically renews a SDA. Instead, departments must officially request and justify the continuation of the SDA each year; however, the prior granting of SDA authority does not guarantee future granting of SDA authority.

In submitting a request for a new SDA or continuation of an existing SDA, the department should complete the Special Delegation of Authority (SDA) Request Worksheet (available on the Agency Information page on DPMM's website) or similar document containing the same information to address each of the following factors. These factors will be considered by DPMM in determining whether to allow the requested SDA(s).

- **DESCRIPTION:** For each SDA being requested, please identify (1) the current SDA number, if applicable, (2) the description of the product/service area for which the SDA is being requested, and (3) the period for which the SDA is being requested (e.g., July 1, 2006 through June 30, 2007).
- **JUSTIFICATION:** Is there a compelling reason(s) why your department should be delegated the purchasing authority rather than DPMM handling as a normal procurement?
- **UTILIZATION:** What total dollars were expended by your department under each SDA for FY2006 (i.e., does last year's usage support re-issuance of the SDA or are total dollars expended within your department's local purchasing authority of up to \$25,000)?
- **COMPLIANCE:** Did your department follow SDA procedures, including the requirement for soliciting competitive bids and advertisement requirements, when it has previously been given special delegations of authority?
- **ONE-TIME OR ONE YEAR:** Is your department requesting a one-time SDA for a single acquisition or are you requesting an SDA for the entire year?
- **SINGLE FEASIBLE SOURCE:** Does the requirement meet the statutory definition of a "single feasible source" (see RSMo. 34.044) and therefore need to be established as such by DPMM rather than as an SDA?

Upon receipt of a SDA request, DPMM management reviews the request and a recommendation is made to the Commissioner of Administration. If the SDA request is approved, DPMM will prepare a formal SDA document which contains a number of mandatory provisions. DPMM's granting of any special delegation of authority shall be contingent upon the department's agreement to comply with these provisions. Some, but not all of the SDA provisions, are outlined below. The SDA will also identify the commodity code(s) that may be utilized with procurements that are processed under the SDA. The department's director agreement to comply with the provisions of the SDA must be indicated on the signature page of the SDA document prior to returning it to DPMM for final approval.

#### **Sampling of Mandatory SDA Provisions:**

- All procurements must be bid in accordance with RSMo. Chapter 34.

- Negotiations will not be allowed in any delegated procurement unless the SDA expressly allows.
- Special Delegation of Authority Request Procedures must be followed (see State of Missouri, Division of Purchasing and Materials Management, Department Procurement Authority Delegation and Procedures).
- All orders/payments (regardless of dollar value) must utilize SAM II order and payment documents, which MUST reference the applicable master SDA number assigned by DPMM (include SDA number in the Blanket Number field (PDQ) or Comment field (SCS) of the purchase order document). Payments for purchases made pursuant to the SDA shall be processed in the same manner as payments for other purchases. Additionally, all correspondence related to an SDA must reference the master SDA number assigned by DPMM.
- If requested by DPMM, the department must be able to provide a listing of all purchase orders issued under the SDA.
- Price agreements awarded under the SDA do not have to be submitted to DPMM for acknowledgement unless specifically requested by DPMM, but they must include the master SDA number as the prefix for the price agreements awarded under the SDA.
- If the department's request to continue with the SDA is approved for another year, DPMM will reissue the entire SDA, rather than only issuing a notification of renewal.
- For all one-time delegations, upon award of the contract(s), the department is required to provide DPMM with a summary of awardees and their SAM II vendor number.
- All one-time delegations of authority issued by DPMM shall stipulate a maximum dollar authority limitation that is being granted under the one-time SDA which the department must not exceed with their contract award(s).