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

Effective Date: August 28, 2019
(Replaces prior version dated 1/15/2015)

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 August 28, 2019, and those 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.

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STANDARD PROCUREMENT AUTHORITY CHART (EFFECTIVE 8/28/2019)			
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
\$50,000+	PURCHASING	Yes	\$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 August 28, 2019 and those 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, 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/service.
- For non-Information Technology-specific products/services, Departments should refer to the Standard Procurement Authority Chart in item C above.

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INFORMATION TECHNOLOGY PROCUREMENT AUTHORITY CHART (EFFECTIVE 8/28/2019)			
ESTIMATED ANNUAL EXPENDITURE FOR INFORMATION TECHNOLOGY 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 <u>MissouriBUYS Bid Board</u>	Yes	Informal
\$100,000.01+	PURCHASING	Yes	\$100,000.01 to \$150,000: Formal or Informal \$150,000.01+: Formal

- 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.

- E. This delegation is subject to compliance reviews by representatives of the Office of Administration (OA). 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.

- F. 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.

- G. 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.

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- H.** 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>).
- I.** 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/missouribuy>, 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.

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This delegation and the procurement procedures referenced herein are hereby authorized effective August 28, 2019, to remain in effect until rescinded or amended in writing.

RECOMMENDED BY:



Karen S. Boeger, Director
Division of Purchasing

APPROVED BY:



Sarah H. Steelman, 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 _____