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Karen S. Boeger
Director

January 8, 2015

TO: Purchasing Committee Members

RE: Department Procurement Authority Delegation

The Department Procurement Authority Delegation (DPAD) is being revised to authorize each Department's acceptance of its delegation of authority in accordance with the recently-issued Procurement Manual rather than in accordance with the procedures previously outlined within the DPAD itself. The revised DPAD has been edited to serve as the conveyance of authority document only, and the procurement provisions of the DPAD have been moved into the Procurement Manual. As explained in the Procurement Manual's Introduction, the manual:

...is intended to serve as a roadmap for Executive Branch Departments (Departments) which are subject to the procurement authority of chapter 34, RSMo. By following the roadmap, Departments will meet the requirements of procurement statutes, rules and regulations, and executive orders. This Procurement Manual identifies standard procedures to ensure the application of consistent and sound public procurement practices in the acquisition of products and services and disposition of state-owned property.

The attached DPAD will become effective **January 15, 2015**, replacing the DPAD document which Departments signed in 2011. Please print a copy of this document and request the signature of your department director or director's designee on the signature page. Please return the signature page to me by **January 15, 2015** via email at carmela.thornton@oa.mo.gov or interagency mail at HST, Room 630; Jefferson City, MO. If you have any questions or concerns, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Carmela Thornton".

Carmela Thornton, CPPO, C.P.M.
Assistant Director

c: Karen Boeger, DPMM

DEPARTMENT PROCUREMENT AUTHORITY DELEGATION (DPAD)

Effective Date: January 15, 2015
(replaces prior version dated 1/1/2011)

DEPARTMENT PROCUREMENT AUTHORITY DELEGATION (DPAD)

A. Pursuant to section 34.100, RSMo, local 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://www.moga.mo.gov/mostatutes/ChaptersIndex/chaptIndex034.html>). 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)

A separate delegation of authority has been issued that applies to universities.

B. By accepting this delegation, the department acknowledges its ability and agreement to fulfill the requirements of chapter 34, RSMo, as well as the rules and regulations that are delineated in 1 CSR 40-1.010 through 1 CSR 40-1.090 (<http://www.sos.mo.gov/adrules/csr/current/1csr/1c40-1.pdf>) and in the policies and procedures of the Procurement Manual for Departments and Contract Management Guide (<http://agencyinfo.intra.state.mo.us/procurementsources.shtm>).

C. 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 and Materials Management (DPMM) for processing.

D. The authority delegated herein shall be applied to the procurement of supplies in accordance with the requirements of chapter 34, RSMo, and the policies/procedures described in the Procurement Manual for Departments. As defined in section 34.010, RSMo, the term "supplies" means: "supplies, materials, equipment, contractual services, and any and all articles or things, except for utility services regulated under chapter 393, RSMo..."

E. The department may delegate all or part of its local procurement authority 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 or a department procedure that stipulates the same requirements. Departments may set forth a more restrictive procedure.

F. This delegation is subject to random 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.

G. This delegation and the policies/procurement procedures of the Procurement Manual may be amended or rescinded, as a whole or in part, by the DPMM at any time. When

DEPARTMENT PROCUREMENT AUTHORITY DELEGATION (DPAD)

Effective Date: January 15, 2015
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conditions and circumstance permit, the departments shall be provided with a 30-day advance written notice of any change to this delegation and the procurement procedures.

- H. Nothing stated in this delegation or the Procurement Manual shall be construed to confer authority for any purpose or reason contrary to any state law, appropriation, or executive order.
- I. 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 institutions of Higher Education, must be reviewed by the Office of Administration, Division of Facilities Management, Design and Construction (<http://oa.mo.gov/facilities/>) per chapter 8, RSMo, (<http://www.moga.mo.gov/mostatutes/chapters/chapText008.html>).
- J. The SAM II Policies and Procedures provide guidance to all state agencies, regardless of their statutory authority for procurement, in the utilization of the SAM II system to manage their fiscal and statutory responsibilities related to procurements. The purchasing procedures and policies are organized in sections relative to the various activities associated with procurement as follows:

- COMMODITY CODE DATABASE ACTIVITIES
- REQUISITION PROCESSING
- ONLINE BID PROCESSING
- PRICE AGREEMENT PROCESSING
- ORDER PROCESSING
- RECEIPT OF SUPPLIES (RECEIVERS PROCESSING)

The policies/procedures are located at: <http://samii.mo.gov/fin/p&p.html>.

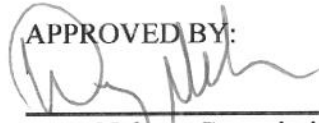
This delegation and the procurement procedures referenced herein are hereby authorized effective January 15, 2015, to remain in effect until rescinded or amended in writing.

RECOMMENDED BY:



Karen S. Boeger, Director
Division of Purchasing and
Materials Management

APPROVED BY:



Doug Nelson, 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.

SIGNATURE _____
NAME _____
TITLE _____
DEPARTMENT _____
DATE _____