

## Purchasing Authority Application

See the State Contracting Manuals (SCM) Volume 2, 3 and F, Chapter 1 for instructions on completing the application.

Section 1 – General Information	
<b>DELEGATED PURCHASING AUTHORITY REQUEST FOR:</b>	
<b>Department:</b>	
<input type="checkbox"/> Non-IT Goods <input type="checkbox"/> Non-IT Services (LPA only) <input type="checkbox"/> IT Goods & Services	
<b>Note: All new departments without purchasing authority will be granted the Bronze Tier (entry level) if the department's application is approved.</b>	

Section 2 – Department Contact Information			
	PCO	Non-IT PAC	IT PAC
<b>Name:</b>			
<b>Working Title:</b>			
<b>Civil Service Classification:</b>			
<b>Mailing Address:</b>			
<b>Division/Section/Unit:</b>			
<b>Email:</b>			
<b>Phone:</b>			

*PCO and PAC signatures certify that: 1) I understand and commit to the responsibilities (as defined in the Statement of Commitment) as the department's Procurement and Contracting Officer (PCO) and/or Purchasing Authority Contact (PAC); and, 2) I have assessed and determined that my department meets all requirements as specified in the State Contracting Manual and the Public Contract Code for the Bronze level purchasing authority dollar threshold levels.*

1.			
	<i>Signature of Procurement &amp; Contracting Officer (must match the name above)</i>		<i>Date</i>
2.			
	<i>Signature of Non-IT Purchasing Authority Contact (must match the name above)</i>		<i>Date</i>
3.			
	<i>Signature of IT Purchasing Authority Contact (must match the name above)</i>		<i>Date</i>
4.			
	<i>Signature of Agency Information Officer ( Information Technology (IT) only and if applicable)</i>		<i>Date</i>

Section 3 – Required Attachments	
<input type="checkbox"/>	Attachment 1 - Procurement and Contracting Officer - Statement of Commitment
<input type="checkbox"/>	Attachment 2 - Purchasing Authority Contact -Statement of Commitment
<input type="checkbox"/>	Attachment 3 - Procurement Policies and Procedures Manual
<input type="checkbox"/>	Attachment 4 - Justification for purchasing authority (includes the item below as a separate section or page to your justification).
	Requirement 1 – Department's DGS Bill Codes and Department of Finance Business Unit (BU) Number

<b>DGS/PAU USE ONLY</b>
<b>Received By:</b> _____ <i>Specialist Initials</i>
<b>Received On:</b> _____ <div style="text-align: center; color: gray; font-weight: bold; font-size: 1.2em; transform: rotate(-5deg); opacity: 0.5;">DATE STAMP HERE</div>

## INSTRUCTIONS

**General:** A department must complete and submit a Purchasing Authority Application (PAA) when requesting a new delegated purchasing authority. If the application is completed and contains all necessary information, approval shall be granted within thirty (30) calendar days.

### **SECTION PROCEDURES:**

#### **Section 1 - General Information**

- Give the name of the department making the request for delegated purchasing authority.
- Mark the type of request this application is for:
  - New purchasing authority request for Non-IT goods/services (LPA only for Non-IT services) and/or IT goods & services

#### **Section 2 - Department Contact Information**

- Provide contact information and signatures for the department's PCO; and department's Non-IT/IT purchasing authority contact and agency information officer (AIO). Note: AIO signature required only if request is for new IT purchasing authority.

#### **Section 3 - Required Attachments**

- Provide all of the required attachments and requirements identified in this section. The PAA and all required attachments and requirements must be submitted together.

#### **Attachment 1 - Procurement and Contracting Officer Statement of Commitment**

- The PCO must sign and agree to all elements on Attachment 1, Procurement and Contracting Officer Statement of Commitment.

#### **Attachment 2 - Purchasing Authority Contact Statement of Commitment:**

- The PAC must sign and agree to all elements on Attachment 2, Purchasing Authority Contact Statement of Commitment.

#### **Attachment 3 - Procurement Policies and Procedures Manual**

- The department's Policies and Procedures Manual must be submitted via email or attached on a CD-ROM. The manual must be in MS Word and unlocked for editing.

#### **Attachment 4 - Justification for Purchasing Authority (include the items below as separate sections to your justification:**

- Explain the departments need for purchasing authority including any legislation or supporting documentation if a newly formed department or agency. Explain the department's business needs for purchasing authority. See SCM Volumes 2, 3 and F, Chapter 1, Topic 1, "Purchasing Authority Basics" for more information regarding the purchasing authority program and for reasons why a newly formed state agency or department may need purchasing authority.

#### **Requirement 1 - Department's DGS Bill Codes and Department of Finance Business Unit (BU) Number**

- The department must submit a list of all department DGS bill codes and its Department of Finance, BU number which it will use under its purchasing authority.

**PROCUREMENT AND CONTRACTING OFFICER**  
***Statement of Commitment***

I, \_\_\_\_\_ **Procurement and Contracting Officer (PCO)** for the department named below, state my understanding and commitment to the following:

1. **Serve as the Agency Officer:** The PCO shall fulfill the agency officer requirement identified in Public Contract Code (PCC) sections 10333(a)(1) and 10351(a)(1).

The PCO duties are as follows:

- a. Directly responsible and accountable for the department's purchasing and contracting program.
- b. Provides executive management support of all IT/Non-IT procurement/contracting activities conducted under the authority granted by the Department of General Services (DGS).
- c. Acts as the single point of contact for the DGS on procurement/contracting matters.
- d. Responsible for all internal purchasing authority that is sub-delegated to institutions, centers, offices, associations within the department.
- e. Review and approve the department's request(s) for changes to purchasing authority (such as requests to increase dollar thresholds) prior to submission to the DGS/Procurement Division (PD) Purchasing Authority Unit (PAU).
- f. Report data to the DGS/PD as required and in accordance with applicable laws, policy, and procedures.
- g. Responsible for monitoring the department's progress in meeting and/or exceeding the purchasing authority standards and for the continuous improvement of the department's purchasing and contracting program.
- h. The Purchasing Authority Contacts (PACs) for IT/Non-IT procurement/contracting activities must report directly to the PCO. Exceptions to this reporting structure are rare and shall be granted on a case by case basis by the supervisor of the DGS/PD/PAU.
- i. The PCO shall ensure that the procurement and contracting program is properly staffed and that the various roles are identified in the State Contracts Manual (SCM).
- j. The PCO shall ensure that a clear separation of duties exist for staff involved in procurement and contracting activities and that staff are free from conflicts of interest.

2. **Ensure that procurement professionals and other appropriate staff are kept informed:**

The PCO shall distribute DGS procurement/contracting directives to appropriate staff and as such subscribe to receive the following (at minimum):

- a. Procurement Division Broadcast Bulletins
- b. Management Memos and State Administrative Manual (SAM) updates
- c. Governor's Executive Orders

The PCO also shall sign up to receive information regarding the PD Customer Forums and the State Contracting Advisory Network (SCAN). The PCO should either plan on attending these informational meetings or send procurement staff.

3. **Approve the designation of individuals authorized to conduct acquisitions and sign and execute contracts and purchase documents:**

The PCO shall implement policies and procedures as well as maintain a list of all departmental staff with authority to conduct various types of acquisitions. In addition, the PCO shall implement policy, approve and maintain a list of individuals that are authorized to execute contracts and purchase documents (aka "signature authority").

The designation of individuals authorized to conduct various types of acquisitions shall be based on the individual's position, experience, and training California Procurement and Contracting Academy (Cal-PCA) certification level and workshops taken.

- 4. Training:** In order for the department to maintain its approved levels of purchasing authority, the PCO agrees to take appropriate training classes and ensure that all procurement and contracting professionals and appropriate staff are trained and Cal-PCA certified at the levels appropriate to the department's purchasing authority. The PCO acknowledges that specific workshops and/or web-based training offered by the DGS may be required depending on the types and dollar levels of purchasing authority granted and/or requested. The PCO agrees to approve and implement policy on training.
- 5. Procurement and Contracting Laws, Policies and Procedures:** The PCO shall ensure the department's adherence to and compliance with applicable procurement and contracting laws, as well as policies and procedures contained in the SCM 2, 3 and F, Executive Orders, PD Broadcast Bulletins, State Administrative Manual (SAM), and Management Memos. The PCO shall ensure that the department creates and maintains current procurement and contracting policies and procedures for IT/Non-IT procurement. These policies and procedures shall be written to comply with PCC 10333 and policy contained in the SCM manuals. The PCO shall be responsible for ensuring departmental compliance with these internal and DGS required procurement policies and procedures.
- 6. Audits and Reviews:** The PCO is responsible for quality assurance and shall ensure, to the best of their ability, all procurement and contracting activities conducted by the department fully comply with State law, appropriations, regulations, SCM's, Executive Orders, PD Broadcast Bulletins, State Administrative Manual (SAM), Management Memos (MM) and other State and department policies and procedures for any and all IT/Non-IT goods and services procurements. The PCO shall ensure that any documents related to procurement and contracting activities are made available for review and inspection by DGS upon request. The department's PCO shall provide a response to any DGS inquiries, deficiencies, and/or audit findings as requested. DGS will conduct random audits and reviews of the department's procurement and contracting activities, including Non-IT service contracts. The PCO shall ensure that internal policies exist for auditing purchasing activities. The PCO may be required to work with internal auditors to conduct and submit the results of the department's internal audits to DGS as required. The PCO shall ensure management review of internal and external audits.
- 7. Cal-Card Program:** The PCO is responsible for their department's Cal-Card Program and accountable for acquisitions where Cal-Card is used as a payment. The PCO is required to take all necessary steps to ensure that the Cal-Card Program within their department meets DGS procurement rules and standards, including but not limited to, designating a Cal-Card Administrator, creating a departmental Cal-Card manual for use by departmental staff, ensuring that individuals involved in the acquisition and Cal-Card processes are experienced and trained not only in Cal-Card procedures but also in procurement and contracting practices. Authority to use a Cal-Card will be based on an individual's position, experience, and training (Cal-PCA certification level and workshops taken).
- 8. Mission Critical Statement:** The PCO is to ensure that a mission critical statement is signed by the appropriate staff and included in all procurement files.

Signature below certifies that the PCO has read and agree to the terms and conditions herein.

**Procurement and Contracting Officer (PCO) must be at the level as described in the SCM F, Ch. 1, 1.A3.1.**

<i>Department Name</i>
<i>Procurement and Contracting Officer (Print Name)</i>
<i>Signature and Title</i>
<i>Classification</i>
<i>Date</i>

**PURCHASING AUTHORITY CONTACT**  
*Statement of Commitment*

I, \_\_\_\_\_ the Purchasing Authority Contact (PAC) for the department named below, state my understanding and commitment to the following:

**1. Interface with Procurement and Contracting Staff:**

The PAC duties are as follows:

Directly responsible and accountable to interface and communicate with the Department of General Services/Procurement Division (DGS/PD), the department's Procurement and Contracting Officer (PCO), and subordinate staff while overseeing the day-to-day procurement activities conducted under the department's delegated purchasing authority.

**2. Training and Certification of Procurement and Contracting Staff:** To maintain the department's approved purchasing authority, the PAC agrees to take appropriate training classes and ensure that all procurement and contracting staff are trained and certified by California Procurement and Contracting Academy (Cal-PCA). Training shall include all phases of procurement and contracting, including conducting competitive procurements and using Leveraged Procurement Agreements (LPA).

**3. Purchasing Authority Program:** The PAC agrees to be accountable and responsible for all procurement activities conducted under the department's purchasing authority including any sub-delegated purchasing authority within the department. If the department is required to designate a small business advocate, the PAC agrees to coordinate procurement activities with the department's small business advocate. PAC will ensure that the department's policies and procedures are consistent with current law, regulations, executive orders, policies, procedures, best practices, and the State Contracting Manuals (SCM) 2, 3 and F. This includes distributing or making procurement staff aware of all (SCM) revisions, Executive Orders, PD Broadcast Bulletins, State Administrative Manual (SAM), and Managements Memo updates.

**4. Procurement Standards and Purchasing Program Audits and Reviews:** DGS shall conduct audits and reviews of the department's procurement and contracting activities, including non-IT services contracts under certain LPA's. The PAC is responsible for providing the department's response to any DGS inquiries, deficiencies, and/or audit findings. The PAC is also responsible for monitoring the department's progress in meeting and/or exceeding the standards and for the continuous improvement of the department's purchasing and contracting program, including the use of LPAs (i.e. CMAS, Master Agreements, Statewide Contracts, State Price Schedules, and Cooperative Agreements.)

**5. Cal-Card Program:** The PAC agrees to take all necessary steps to ensure that their department's Cal-Card Program meets DGS standards including, but not limited to, designating a Cal-Card Administrator and, creating a departmental Cal-Card manual for use by departmental staff. The PAC agrees to ensure that individuals involved in the acquisition and Cal-Card processes are experienced and trained not only in Cal-Card procedures but also in procurement and contracting procedures. The PAC shall inform the department's Cal-Card Administrator of purchasing authority requirements. Authority to use a Cal-Card shall be based on an individual's position, experience, and training (Cal-PCA certification level and workshops taken).

Signatures below certify that the PCO and PAC have read and agree with terms and conditions included in the Statement of Commitment (Attachments 1 and 2).

**Purchasing Authority Contact (PAC) must be at the level as described in the SCM F, Ch. 1, 1.A3.1.**

<i>Department Name</i>	
<i>Purchasing Authority Contact Name – Non-IT (Print Name)</i>	
<i>Title</i>	<i>Classification</i>
<i>Signature</i>	<i>Date</i>

<i>Purchasing Authority Contact Name – IT (Print Name)</i>	
<i>Title</i>	<i>Classification</i>
<i>Signature</i>	<i>Date</i>

<i>Procurement and Contracting Officer (Print Name)</i>	
<i>Signature</i>	<i>Date</i>