

Section 1 – General Information

Delegated Purchasing Authority Request For:		
<i>Agency/Department:</i>		
Current Purchasing Authority Numbers(s), if applicable:		
<i>Non-IT Goods:</i>		<i>IT Goods and Services:</i>
<input type="checkbox"/> New Request <input type="checkbox"/> <i>Non-IT Goods</i> <input type="checkbox"/> <i>IT Goods and Services</i>	<input type="checkbox"/> Annual Renewal Request <input type="checkbox"/> <i>Purchasing Authority Increase Request (PAIR)</i>	<input type="checkbox"/> Revision <input type="checkbox"/> <i>Section 2</i> <input type="checkbox"/> <i>Section 3</i>

Section 2 – Agency/Department Contact Information

	PCO	Non-IT PAC	IT PAC
Name			
Title			
Office			
Mailing Address			
Phone & Fax			
E-mail Address			
<p><i>My signature certifies that 1) I understand and commit to the responsibilities (as defined in the State Contracting Manual) 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 (PCC) for the requested purchasing authority dollar threshold levels.</i></p> <p>1. _____ Signature of Procurement & Contracting Officer (must match the name above) Date</p> <p>2. _____ Signature of Non-IT Purchasing Authority Contact (must match the name above) Date</p> <p>3. _____ Signature of IT Purchasing Authority Contact (must match the name above) Date</p>			

Section 3 – Procuring for Another Department (PAD)

	Agency	Agency Address	Agency Contact	Contact Email
1				
2				

**Additional PADs may be added on an additional sheet of paper containing the information requested above.*

Section 4 – Required Attachments

- Attachment 1 - Procurement Policies and Procedures Manual Checklist
- Attachment 2 - Procurement Policies and Procedures Manual
- Attachment 3 – Audits (If applicable)
- Attachment 4 - Organizational Chart with Training and Experience
- Attachment 5 - Annual Procurement Plan
- Attachment 6 - PAIR Form (if applicable)

DGS/PAU Use Only

Received By: _____
Analyst Initials

Received On: _____

Instructions

General: An agency/department must complete and submit a Purchasing Authority Application (PAA) when it is requesting new delegated purchasing authority. The PAA review and approval processing time is approximately 60 days.

The PAA is designed to support the DGS approval of a department's request for delegated purchasing authority and to enable a department to expand its purchasing authority program as staff develop their expertise and/or become certified under the DGS/PD Cal-PCA training certification program. The PAA also allows departments to continue to procure as previously authorized.

Section by Section Procedures:

Section 1 – General Information

- Give the name of the Agency/Department making request for delegated purchasing authority.
- Provide any current delegated purchasing authority numbers used by the Agency/Department if applicable.
- Mark the type request this application is for:

New purchasing authority request for IT and/or Non-IT Goods; Annual Renewal with or without Purchasing Authority Increase Request; Revision to current contacts or sub-department

Section 2 – Agency/Department Contact Information

Provide contact information for the Agency's/Department's Procurement and Contracting Officer (PCO); and if applicable, the Agency's/Departments Non-IT and IT Purchasing Authority Contact.

Section 3 – Procuring for Another Department (PAD)

To assist primarily small departments with their business needs, the DGS/PD will consider PAAs for one department to procure for another. It is not a standard practice, nor is it intended to set a precedent, to allow one department to procure for another department. Rather, this practice may be allowed where needed by departments without procurement staff or when the procurement staff does not have the requisite procurement expertise.

Please provide the department name and contact information for all departments your agency will be procuring for.

Section 4 – Required Attachments

Provide all of the required attachments identified in this section. The PAA and all required attachments must be submitted together unless a required attachment is waived by the DGS/PD Purchasing Authority Unit.

– Attachment 1 – Procurement Policies and Procedures (Desktop Manual)

The Desktop Manual Checklist can be found at: <http://www.documents.dgs.ca.gov/pd/delegations/PPMreview.pdf>

– Attachment 2 - Procurement Policies and Procedures (Desktop Manual)

The Agency's/Department's Desktop Manual must be submitted via Email or attached on a CD-ROM. The manual must be in MS Word and unlocked for editing.

– Attachment 3 – Audits

Provide any and all audit reports from date of last renewal. Agency/Departments applying for new purchasing authority must provide audit reports for the previous five (5) years. Reports include, but are not limited to, those prepared by the DGS Office of Audit Services, Bureau of State Audits, and departmental internal audits. If your department has not had any audits please select one of the following: No Audits have been performed Audit report not yet available

– Attachment 4 - Organizational Chart with Training and Experience

Provide an organizational chart of your procurement unit including the numbers of years of procurement experience of your staff and any procurement training they have completed.

– Attachment 5 - Annual Procurement Plan Form

Agencies/departments must submit an Annual Procurement Plan Form projecting their total planned procurements during the upcoming purchasing authority renewal term. The annual procurement plan form can be found at:

– Attachment 6 - PAIR Form

The Purchasing Authority Increase Request form can be found at: <http://www.documents.dgs.ca.gov/pd/poliproc/pair022708.doc>