

Required Responses

Note: See the Purchasing Authority Manual, Chapter 13, Topic 5, for instructions on completing this Part E.

Item #	Item Subject	PAM Reference	Item Description	Department's Response
1	Application Submission	Chapter 13 Topic 6	The department must indicate that it understands its responsibility to submit its renewal Application complete and on time for its next renewal, as well as that it understands that its purchasing authority will lapse if its Application is submitted late.	<input type="checkbox"/> Yes, the department understands its responsibility to submit its renewal Application complete and on time and that its purchasing authority will lapse if its Application is submitted late.
2	Training	Chapter 1 Topic 4	<ul style="list-style-type: none"> • Explain how the department ensures that all staff involved in the procurement process are trained at the appropriate levels for the type(s), category(ies), and dollar threshold(s) of the procurements each staff conducts. • Identify the page in the department's procurement policies and procedures that contains the department's training policy. • Describe internal and/or external training provided/required by the department. • Describe procurement-related material with which the department requires its procurement staff be familiar. 	
3	Reporting	Chapter 12	The department's reporting history will be a consideration in the review of its Application. The department must indicate that it understands its responsibility to submit all required reports complete and on time.	<input type="checkbox"/> Yes, the department understands its responsibility to submit all required reports complete and on time. The department will comply with this requirement.
4	Payment	Chapter 9	<p>Departments are required to process supplier invoices within the timeframes required by the Prompt Payment Act. The department must indicate that it understands its responsibility to:</p> <ul style="list-style-type: none"> • Date stamp all invoices upon first receipt by the department. • Dispute incorrect invoices within 15 days of receipt. • Automatically authorize the payment of late payment penalties. 	<input type="checkbox"/> Yes, the department understands its responsibility to: <ul style="list-style-type: none"> • Date stamp all invoices upon first receipt by the department. • Dispute incorrect invoices within 15 days of receipt. • Automatically authorize the payment of late payment penalties. <p>The department will comply with this requirement.</p>
5	Small Business Advocate	Chapter 1 Topic 4	<p>The department must:</p> <ul style="list-style-type: none"> • Identify whether it must designate a small business advocate and designate one if required. • If the department is required to designate a small business advocate, the department must explain how procurement activities are or will be coordinated with the small business advocate. 	<input type="checkbox"/> Yes <input type="checkbox"/> No Is the department required to designate a small business advocate? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, has the department designated a small business advocate? <p>If the department is required to designate a small business advocate, the department must explain how procurement activities are or will be coordinated with the small business advocate.</p>

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6	CAL-Card Purchase Card Program	Chapter 9 Section B Topic 3	<p>If the department participates in the State's CAL-Card Purchase Card Program, the department must:</p> <ul style="list-style-type: none"> • State that the department understands that the CAL-Card is a payment mechanism, not a procurement method. • Explain how the department informs the department's CAL-Card Coordinator of purchasing authority requirements. • Explain how the department ensures that cardholders adhere to purchasing authority requirements. 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Does the department participate in the State's CAL-Card Program?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, does the department understand that the CAL-Card is a payment mechanism, not a procurement method?</p> <p>If the department participates in the State's CAL-Card Program:</p> <ul style="list-style-type: none"> • Explain how the department informs the department's CAL-Card Coordinator of purchasing authority requirements. • Explain how the department ensures that cardholders adhere to purchasing authority requirements and indicate who communicates purchasing authority requirements to CAL-Card cardholders.
7	Approvals	Chapter 2 Section C	<p>Departments must obtain all required approvals prior to conducting the procurement activity, including, though not limited to, DOF IT project authority, PIA waiver, and mobile equipment purchase. The department must state that it understands the State's approval requirements and commit to <u>obtaining approvals prior to executing the purchase document.</u></p>	<p><input type="checkbox"/> Yes, the department understands the State's approval requirements and will obtain approvals prior to executing the purchase document.</p>
8	IT Project Authority vs. IT Procurement Authority	Chapter 2 Section C Topic 6	<p>A number of departments do not understand the difference between Department of Finance (DOF) IT project authority vs. DGS/PD purchasing authority. If the department is requesting IT purchasing authority, the department must state its understanding that DOF IT project authority is not the same as DGS/PD IT procurement authority, which must be requested through the Purchasing Authority Application process.</p>	<p><input type="checkbox"/> Yes, the department understands that DOF IT project authority is not the same as DGS/PD IT procurement authority, which must be requested through the Purchasing Authority Application process.</p> <p>The department must state its IT project delegation threshold granted by the DOF or indicate it has not been granted this authority.</p> <p><input type="checkbox"/> DOF IT Project Authority Threshold: \$ _____</p> <p><input type="checkbox"/> No DOF IT Project Authority</p> <p><input type="checkbox"/> The department is not requesting IT purchasing authority.</p>
9	Certified SB/DVBE Consideration and Goal	Chapter 3	<p>The department should solicit certified small businesses and certified disabled veteran business enterprises whenever possible. Briefly describe the department's efforts to achieve the 25% and 3% participation goals for doing business with certified small businesses and certified disabled veteran business enterprises, respectively.</p>	
10	Environmentally Preferable Purchasing	Chapter 3 Topic 9	<p>Explain the department's understanding of environmentally friendly purchasing, and describe the department's commitment to purchase products that meet the Federal Energy Management Program recommended standards.</p>	

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11	Non-Competitively Bid Contracting	Chapter 5 and Chapter 12 Topic 3	If the department is requesting NCB Contract Approval purchasing authority, the department must state its commitment to: <ul style="list-style-type: none"> • Fully justify NCB contracts. • Ensure that all justifications are valid. • Obtain all required approvals. • Submit NCB Contract Quarterly Reports complete and on time. 	<input type="checkbox"/> Yes, the department commits that it will: <ul style="list-style-type: none"> • Fully justify NCB contracts. • Ensure that all justifications are valid. • Obtain all required approvals. • Submit NCB Contract Quarterly Reports complete and on time.
12	Signature Authority	Chapter 1 Topic 5	Explain how the department's executive management determines: <ul style="list-style-type: none"> • Which staff is granted signature authority. • At what level that signature authority is granted. 	
13	DGS Office of State Publishing Solicitation	Chapter 2 Section C Topic 4	Departments must solicit DGS Office of State Publishing if the value of the print job will exceed \$5,000. The department must state its understanding of this requirement and indicate that it will comply with the requirement.	<input type="checkbox"/> Yes, the department understands that it must solicit OSP if the value of the print job will exceed \$5,000 and will comply with the requirement.
14	Prison Industry Authority	Chapter 2 Section C Topic 3	Departments must purchase from PIA if the same or similar product is available from PIA or obtain a waiver letter from PIA and retain the waiver letter in the department's procurement file. The department must state its understanding of this requirement and indicate that it will comply with the requirement.	<input type="checkbox"/> Yes, the department understands that it must purchase from PIA if the same or similar product is available from PIA or obtain a waiver letter from PIA and retain the waiver letter in the department's procurement file. The department will comply with this requirement.
15	Procuring for Another Department	Chapter 1 Topic 2	If the department is requesting authority to procure for another department and the department for which procurement activities will be conducted does not reside organizationally within an Agency, the procuring department must provide a justification describing the business need for conducting procurement activities for the other department, as well as the reason(s) for not submitting the procurement activities to DGS/PD.	
16	Procurement Staff Expertise	Chapter 1 Topic 2	If the department is requesting authority to procure for another department and the department for which procurement activities will be conducted does not have the requisite procurement expertise to conduct its own procurement activities, the reason for the lack of staff and/or staff expertise must be explained, as well as the reason(s) for not submitting the procurement activities to DGS/PD.	

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17	Desktop & Mobile Computing Policy	Chapter 2 Section C Topic 6	If the department is requesting IT purchasing authority, the department must (1) have an acceptable Operational Recovery Plan(s) or Operational Recovery Plan Certification on file with the DOF and (2) designate a Desktop and Mobile Computing Coordinator.	<input type="checkbox"/> Yes, the department has an acceptable Operational Recovery Plan(s) or Operational Recovery Plan Certification on file with the DOF. If yes, the department's Desktop and Mobile Computing Coordinator is: Name: _____ <input type="checkbox"/> No, the department does not have an acceptable Operational Recovery Plan(s) or Operational Recovery Plan Certification on file with the DOF. <input type="checkbox"/> The department is not requesting IT purchasing authority.