



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE PURCHASING

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 03 - 13

TO: All Non-exempt Department Secretaries, Undersecretaries, and Purchasing Departments

FROM: Denise Lea, Director

DATE: March 30, 2003

SUBJECT: Delegated Purchasing Authority

With the issuance of Executive Order MJF 2002-56 governing small purchase procedures, the Office of State Purchasing will consider increasing delegations up to \$20,000. Agencies may request an increase in their delegated authority up to that amount by completing the attached questionnaire. The questionnaire will be posted on our website at www.state.la.us/osp/onlineforms/forms.htm. The new guidelines used to determine delegations are also attached. The following information should be considered:

- Agencies requesting a delegated authority above \$10,000 should include their agency's business plan for internal procurement operations with their request. A typical business plan might include internal operations for training, responsibility levels, field operations, specialized procurement processing, and other information that can be used to determine delegated authority.
- Pursuant to the above-mentioned executive order, all delegations are hereby amended to eliminate the exclusion for printing. Therefore, your delegation for printing is now equal to your delegation for other commodities currently on file for your agency.
- Commodities that are restricted from your delegation are labor and materials projects above \$5,000, vehicles, and elevator maintenance.
- The new rules for information technology procurements were sent to you under Memorandum OSP 03-12. Agencies should review these processes and consider the impact prior to requesting an increase in delegated authority. Please include in your delegation request how information technology procurements/processes will be handled.

As always, OSP will assist any agency in the negotiation of contract agreements and any other procurement related functions for any commodity.

Higher purchasing authorities must be accomplished with your current purchasing positions and cannot be used as justification for requesting additional personnel.

Please call my office if you have questions concerning new delegations.

Attachments

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**GUIDELINES
FOR
AGENCY DELEGATION OF PURCHASING AUTHORITY**

DELEGATION LEVEL	CONSIDERATIONS
Up to \$20,000	<ol style="list-style-type: none"> 1. Experience, level and the number of purchasing professional staff. 2. NIGP or approved equivalent training. 3. Number of professional procurement staff that has completed training in procurement practices specific to Louisiana. Suggested training classes are OSP Basic 101, Specification Writing, and Contract Search. Some exceptions may apply. 4. Agency commitment to ongoing training for newly hired procurement professionals. OSP offers training opportunities. 5. Good performance record. 6. Agency willing to empower end users with delegations/increased delegations after training. Agency internal delegation request to be submitted to OSP. 7. Unless circumstances dictate otherwise, most solicitations above \$10,000 are posted on LaPAC website.
Up to \$10,000	<ol style="list-style-type: none"> 1. Experience, level and the number of purchasing professional staff. 2. NIGP or approved equivalent training. 3. Number of professional procurement staff has completed training in procurement practices specific to Louisiana. Suggested classes are OSP Basic 101, Specification Writing, and Contract Search. 4. Agency commitment to ongoing training for newly hired procurement professionals. OSP offers training opportunities. 5. Good performance record.
Up to \$5,000	<ol style="list-style-type: none"> 1. Experience, level and the number of purchasing professional staff. 2. NIGP or approved equivalent training. 3. Some training in procurement practices specific to Louisiana. Suggested training class OSP Basic 101. 4. Adequate performance record.
Up to \$1,000 with P card	<ol style="list-style-type: none"> 1. No purchasing classifications. 2. Procurement card training. 3. Some training in procurement practices specific to Louisiana. Suggested training class OSP Basic 101.
\$500	<ol style="list-style-type: none"> 1. No purchasing classifications. 2. No procurement training.

Page 2
Questionnaire
Delegation of Authority

Provide your business plan for processing information technology acquisitions.

This page should be completed only if you are requesting a delegation above \$10,000.

Does your agency post solicitations in LaPAC?

If so, what percentage of solicitations are posted **or** what dollar amount do you use to determine when to post **or** what other criteria is considered?

Does your agency have internal delegations?

What guidelines are used in determining internal delegations to the end users?

*What amount(s) of delegation are you requesting for the end users?

*Provide your business plan for internal procurement operations.

Describe any internal training programs.

*Required Field