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| State of Wisconsin  Department of Administration  DOA-3046A (R07/2025)  S. 16.72 Wis. Stats |  | State Bureau of Procurement  101 East Wilson Street, 6th Floor  P. O. Box 7867  Madison, WI 53707-7867 |

Request for Purchasing Authority (RPA) Amendment

**Instructions:** Attach the completed form to the online RPA request at [https://rpa.wi.gov](https://rpa.wi.gov./). Unless otherwise noted, complete all sections of this form. Only complete Section 5 if applicable. Complete the RPA Amendment Checklist at the end of this form to ensure all applicable, required components of the RPA amendment are included. If this is a new request, complete form DOA-3046.

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| **Section 1: General Information** | | | | | | | | | | |
| Agency Requesting RPA: | | | | | | | | Agency Business Unit Number: | | |
|  | | | | | | | |  | | |
| Original RPA Type  (Check one only) | Noncompetitive (Sole Source) | | | | | Legal Services | | | | |
| General Waiver | | | | | Collective Purchase (sections 1, 2, 4 and 5) | | | | |
| Original RPA Title |  | | | | | | | | | |
| Original RPA Number | | Original Case Letter No. | | | | | Amendment No. | | | |
| Agency Program Contact Name: | | | Phone Number: | | | | E-Mail Address: | | | |
|  | | |  | | | |  | | | |
| Original Contract Start and  End Dates (including renewals): | | | Amendment Start and End Dates (If no change to contract term write N/A): | | | | Original RPA Amount: | | Amendment Amount (If no change to amount write N/A): | |
| Vendor Name ( “Multiple” if General Waiver) | | | | Vendor Address ( “Multiple” if General Waiver) | | | | | | |
|  | | | |  | | | | | | |
| NIGP Code(s): | | | | Funding (e.g. SEG, GPR, etc): | | | | | | |
|  | | | | | | | | | | |
| **Section 2: Requesting Agency Signatures** | | | | | | | | | | |
| The undersigned certify that this request for approval meets all applicable state and federal statutes, rules, regulations, and guidelines. This certification is based upon a thorough and complete analysis of this request. The undersigned also specifically acknowledges that for sole source and general waivers, a public notice is required, and the agency has posted the notice at the time of this RPA submittal. | | | | | | | | | | |
| Authorized Agency Requestor | | | | Phone  Number | Signature | | | | | Date |
| Purchasing Liaison/Agent Name | | | |  |  | | | | |  |
| Purchasing Director or Division Administrator Name | | | |  |  | | | | |  |
| Program Division Administrator Name (optional) | | | |  |  | | | | |  |
| Agency Head/Chancellor or Designee Name | | | |  |  | | | | |  |

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| **Section 3: Justification for Amendment (Sole Source, General Waiver and Legal Services ONLY)**  The following questions must be answered in accordance with applicable procurement policy, derived by the RPA type. |
| 1. Provide the background and description of the original waiver request, including why the goods/services are needed. |
| 1. Why is an amendment being requested? |
| 1. What is the spend to date from the original waiver? |
| 1. How does the cost continue to reflect fair market value? |
| 1. What is the impact to the agency/campus if this waiver amendment is not approved? |

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| **Section 4: Justification of Need (for Contractual Services Only)**  Agencies may include the completed DOA-3821A Justification of Need and Cost Benefit Analysis Project Summary from the original RPA. A new DOA-3821B Cost Benefit Analysis Financial Information may be required for changes to contract term and amount. |
| My agency is purchasing contractual services as part of this request and have completed DOA-3821A and DOA-3821B (if applicable) and have attached it to the RPA.  Yes  No/Not Applicable, purchasing commodities only |

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| **Section 5: Justification for Rush Processing** |
| In urgent situations, the agency may request expedited RPA processing in the shortest time frame. If your agency is requesting a Rush status, provide a rationale for such consideration: |

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| **Section 6: RPA Amendment Required Components Checklist:** Agency will complete this section to confirm the package is complete by noting a check (X) or “N/A” as appropriate. Documentation required for each RPA type is noted accordingly. | | | |
| **Agency**  **Check Here** | **Documentation** | **RPA**  **Amendment** | **Collective**  **Amendment** |
|  | Completed and signed form DOA-3046A, Request for Purchasing Authority (RPA) *PRO-210* | X | X |
|  | Copy of original DOA-3046 | X | X |
|  | Copy of original Governor’s Case Letter | X |  |
|  | Completed form DOA-3044, Collective Purchasing *PRO-502* |  | X |
|  | Completed form DOA-3821A, Justification of Need and Cost Benefit Analysis Project Summary (as applicable for contractual services only) *PRO-205* | X | X |
|  | Copy of public/legal notice; for sole source waiver, public notice must contain the name of the supplier *PRO-210* | X |  |
|  | Copy of waiver to be amended *PRO-210* | X | X |

This document can be made available in alternate formats to individuals with disabilities upon request.