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| State of WisconsinDepartment of AdministrationDOA-3046A (R07/2025)S. 16.72 Wis. Stats |  | State Bureau of Procurement101 East Wilson Street, 6th FloorP. O. Box 7867Madison, 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):       |
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| **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.

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| 1. Why is an amendment being requested?

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| 1. What is the spend to date from the original waiver?
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| 1. How does the cost continue to reflect fair market value?

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| 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.