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| State of WisconsinDepartment of AdministrationDOA-3046 (R07/2023)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)

**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 6 if applicable. Complete section 9 (RPA Checklist) at the end of this form to ensure all applicable, required components of the RPA are included.

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| **Section 1: General Information** |
| Agency Requesting RPA:  | Agency Business Unit Number: |
|       |       |
| RPA Type (Check one only) | [ ]  Noncompetitive (Sole Source) | [ ]  Legal Services  |
| [ ]  General Waiver | [ ]  Collective Purchase (sections 1, 2, 4 and 5) |
| [ ]  Motor Vehicle (sections 1, 2 and 8) |
| RPA Title |       |
| RPA Number ((Agency Prefix (2 alpha) FY Code (1 alpha) Number (4))      | Amendment No. (if applicable)      |
| Agency Program Contact Name: | Phone Number: | E-Mail Address: |
|       |       |       |
| Contract Term (If Amendment, Contract Term for Amendment only): | Renewals: | Total Spend (Contract Term and Renewals). If Amendment, Total Spend of Amendment only: |
|       |       |       |
| 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 to Waive Bidding Requirements (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 procurement/request. The request should be written in clear, non-technical language, that can be understood by persons who may not be directly involved in, or familiar with, the specific request, with all acronyms fully defined.

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| 1. Why are these goods or services needed? Include all cost savings justifications and possible efficiencies.

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| 1. Why can’t the competitive bidding and/or RFP process be used? For sole source waivers, provide information on process used to select sole source vendor.

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| 1. What procurement authority was used for prior purchases? Include relevant details such as the RFB/RFP title and number, previous Case Letter /RPA number, etc. If this is a first time purchase write N/A.

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| 1. If a previous waiver was approved, what was the actual spend from that waiver? Why has the present amount exceeded last or previous year’s amount (if applicable)?

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| 1. Why is the length of contract proposed?

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| 1. How does the cost reflect fair market value? (N/A for legal services)

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| 1. If the rationale for this waiver is based on the contractor being the only economically feasible source because of the state’s existing investment in a proprietary product or service, provide the cost comparative analysis of continuing with the existing investment compared to the cost to replace:

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| 1. Is the supplier(s) located in Wisconsin?

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| 1. What is the impact to the agency/campus if this waiver is not approved?

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| 1. Why is an RPA amendment being requested (if applicable)?

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| **Section 4: Justification of Need (for Contractual Services Only)**Regardless of the RPA type, agencies must complete the applicable sections of DOA-3821A: Justification of Need and Cost Benefit Analysis Project Summary. |
| My agency is purchasing contractual services as part of this request and have completed DOA-3821A and have attached it to the RPA.Yes [ ]  No/Not Applicable, purchasing commodities only [ ]  |

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| **Section 5: Procurement of Information Technology and Telecommunications (Only for agencies (not UW))**Per PRO-101, Information technology means the electronic processing, storage and transmission of information including data processing and telecommunications. Information technology portfolio refers to IT systems, applications, infrastructure and information resources and human resources devoted to developing and maintaining information technology systems.The following information must be provided if your RPA is for Information Technology (IT) goods or services: |
| 1. High-Risk IT Project

As required by §16.973(10) and (13), Wis. Stats, contracts involving a large, high-risk IT project must include certain contractual terms and controls. Further, state agencies must ensure software or cloud-based terms and conditions are reviewed and, if necessary, negotiated, with the same level of diligence employed with other state contract terms and conditions. **Check both boxes below if the RPA meets the definition of a High Risk IT Project:**[ ]  The RPA is for the purchase of IT/telecom goods or services that involves a large, high-risk project as defined by the Division of Enterprise Technology or is at the large, high-risk IT purchasing threshold[ ]  My agency has reviewed PRO-508, Information Technology (IT) and Telecommunications Procurements and PIM 22-001 Large, High-Risk Contract Review and Approval Process, and will adhere to all applicable, required policy and procedure contained therein.1. STAR System Overlap

State agency software purchases must also be compliant with the STAR Software Purchasing Policy (see PIM 17-001 and additional reference material attached therein). **Choose one of the following (for Software Only):**[ ]  My agency has reviewed the in-scope modules of the STAR System and we **do not** consider the requested software to overlap or conflict with system functionality.[ ]  My agency has reviewed the in-scope modules of the STAR System and the requested software does appear to overlap or conflict, in whole or in part, with system functionality. We hereby request that approval be granted to make the purchase based on the following rationale/justification:1. IT Subcategories

**Choose one or more of the following IT subcategories as applicable to the RPA:**[ ]  Hardware [ ]  Software [ ]  Professional Services [ ]  Telecom [ ]  XaaS (Cloud Based IT Request)Include a technical contact that can be reached for questions related to your agency’s request. |
| Agency Technical Contact Name:      | Phone Number:      | E-Mail Address:      |

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| **Section 6: 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 7: Legal Services ONLY:** Respond to the following if your RPA is for legal services. |
| 1. Was a competitive process used to acquire the services?  If no, why not?

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| 1. Was the bidders/proposers list inclusive; that is, was a solicitation posted on the state’s official Website or, for a simplified bid, were three or more qualified firms solicited to submit bids?

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| 1. For a recurring transaction, did the solicitation result in an agreement with a new attorney(s) or is the agreement with the same attorney(s) as the previous year(s)?

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| 1. For a recurring transaction, what was the annual and total expenditure under the previous agreement?  Provide justification for any increase in this year's request.

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| **Section 8: Motor Vehicle Requests ONLY:** Respond to the following if your RPA is for motor vehicle(s). Attach additional sheets as needed. |
| Qty | Type(Car, SUV, Van, Truck, Other) | Vehicle Description | Usage(Check One) | Unit Price(include options) | Total Cost |
|  |       |       | Shared |  Assigned |       |       |
|  |       |       |       |       |       |       |
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| **Section 9: RPA 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** | **Waiver** | **Collective** | **Vehicle** | **Legal Service** |
|       | Completed and signed form DOA-3046, Request for Purchasing Authority (RPA) *PRO-210* | X | X | X | X | 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 | X |  | X |
|       | Copy of public/legal notice; for sole source waiver, public notice must contain the name of the proposed sole source supplier *PRO-210* | X | X |  |  | X |
|       | Copy of waiver to be amended *PRO-210* | X |  |  |  |  |
|       | Copy of previous waiver (if applicable) | X | X |  |  | X |
|       | Vehicle Request form DOA-3016 *PRO-506* |  |  |  | X |  |
|       | Proposed Contract *PRO-511* |  |  |  |  | X |

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