State of Wisconsin

Department of Administration

State Bureau of Procurement

DOA-3046A (R09/2017)

REQUEST FOR PURCHASING AUTHORITY CHECKLIST

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|  | **INSTRUCTIONS**: Agency must submit this checklist with the Request for Purchasing Authority (RPA) form (DOA-3046). Confirm the package is complete by noting a check (X) or NA as appropriate. |
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| FOR STATE BUREAU OF PROCUREMENT (SBOP) USE ONLY |
| RPA No: |       | Log In Date: |       | Case No: |       | Manager: |       |
|  |
| \*State Use Program Manager and Supplier Diversity Director receive an electronic copy of the RPA. | **A****M****E****N****D****M****E****N****T** | **B****I****D****W****A****I****V****E****R** | **M****O****T****O****R****V****E****H****I****C****L****E****S** | **L****E****G****A****L****S****E****R****V****I****C****E****S** | **C****O****L****L****E****C****T****I****V****E** |
|  |
| Comments |
|       |
| SBOP | **Agency Check Here** | **Documentation to be submitted with RPA***NOTE: Applicable State Procurement Manual sections are referenced.* |
| Requirements (X) |
| [ ]  |     | Transmittal (justification) memo stating | X | X | X | X | X |
| [ ]  |     | state/federal law requiring or authorizing procurement (contractual services only) *PRO-I-4* |  | X |  | X |  |
| [ ]  |     | why goods or services are needed *PRO-C-2, PRO-C-10* |  | X | X | X |  |
| [ ]  |     | why competitive bidding and/or RFP cannot be used *PRO-C-1, PRO-C-10* |  | X |  | X |  |
| [ ]  |     | why it is more efficient to contract *(*contractual services only) *PRO-I-4* |  | X |  | X |  |
| [ ]  |     | why not another state agency *(*contractual services only) *PRO-I-4* |  | X |  | X |  |
| [ ]  |     | why not LTE, project, or permanent employees *(*contractual services only) *PRO-I-4* |  | X |  | X |  |
| [ ]  |     | why the length of contract is proposed *PRO-C-2, PRO-E-10* |  | X |  | X |  |
| [ ]  |     | why the present amount exceeds last or previous year's amount if applicable *PRO-C-2* |  | X |  | X |  |
| [ ]  |     | why the present RPA has to be amended *PRO-D-28* | X |  |  |  |  |
| [ ]  |     | amendment requested (e.g., actual amount spent and amount of increase) *PRO-D-28* | X |  |  |  |  |
| [ ]  |     | how cost reflects market value *PRO-I-4, PRO-C-13, PRO-C-10* |  | X |  |  |  |
| [ ]  |     | for waivers based on economic feasibility, a cost comparative analysis | X | X |  |  |  |
| [ ]  |     | a description of the procurement *PRO-D-25* |  |  |  |  | X |
| [ ]  |     | why the commodity/service is needed (including cost savings justification and possible efficiencies) *PRO-D-25* |  |  |  |  | X |
| [ ]  |     | why it is in the best interests of the state to use a contract by another state or the federal government rather than to bid *PRO-D-25* |  |  |  |  | X |
| [ ]  |     | any potential impact on Wisconsin businesses *PRO-D-25* |  |  |  |  | X |
| [ ]  |      |  if software, any potential impact on the STAR System (*PIM 17001*) | X | X |  |  | X |
| [ ]  |     | Cost benefit analysis (contractual services over $50,000 only) *PRO-I-15* | X | X |  | X | X |
| [ ]  |     | Actual amount spent last or previous year *PRO-C-2* |  | X |  | X | X |
| [ ]  |     | Total and annual cost of request *PRO-C-2* | X | X | X | X | X |
| [ ]  |     | Funding source(s) (percentage allocation by type of funding, e.g. GPR, PR-F) *PRO-C-2* | X | X |  | X | X |
| [ ]  |     | Previous year's case number *PRO-C-2* |  | X |  | X |  |
| [ ]  |     | Copy of public/legal notice PRO-C-6 |  | X |  | X |  |
| [ ]  |     | RPA must be signed by head of the agency (except for collective purchases) *PRO-C-2* |  | X | X | X |  |
| [ ]  |     | Certification language signed by agency head, purchasing agent, and staff person initiating the request. (Include this language with all motor vehicle and legal services requests, and amendments to Secretary's/Governor's waivers.) *PRO-C-2, PRO-D-16, PRO-I-8* | X | X | X | X |  |
| [ ]  |     | List of last or previous vendors and contract amounts (general waiver requests ) *PRO-C-11* |  | X |  |  |  |
| [ ]  |     | Copy of RPA to be amended *PRO-D-28* | X |  |  |  |  |
| [ ]  |     | New RPA form with the number of the original RPA followed by "A" (for “Amendment”) and the number of the amendment. (e.g. ILG0001A1) *PRO-D-28* | X |  |  |  |  |
| [ ]  |     | Collective Purchasing with Other States or the Federal Government Data Request form (DOA-3044) *PRO-D-25* |  |  |  |  | X |
| [ ]  |     | Vehicle Request form (DOA-3016) *PRO-D-16* |  |  | X |  |  |
| [ ]  |     | Proposed Contract *PRO-I-8* |  |  |  | X |  |

**REQUEST FOR PURCHASING AUTHORITY CHECKLIST**

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| FOR STATE BUREAU OF PROCUREMENT USE ONLY |
| Date | Contact Person | Comments/Resolution |
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