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. | | | | | | | | | | | | | | | |
|  | | | | | | | |  | | | | | | | | | |
| 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** |
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| Comments | | | | | | | | | | | |
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| 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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