



State Procurement Manual

Department of Administration, State Bureau of Procurement

Number
PRO-210

Section	Effective	Replaces
PLANNING AND PROCUREMENT STRATEGY	2/18/2020	PRO-C-2, D-28 Various Dates
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REQUEST FOR PURCHASING AUTHORITY (RPA) POLICY AND PROCEDURE		1 of 6

SCOPE: The scope of this policy is to establish authority and procedure for the Request for Purchasing Authority (RPA) requisition method and define the circumstances under which RPAs are processed or amended.

POLICY: Agencies initiate procurement activities by means of requisition processes established by the State Bureau of Procurement.

An RPA is required and will be submitted to the Bureau for the following procurements at dollar thresholds determined by applicable law. See PRO-101, Procurement Definitions and Thresholds for threshold information:

- Sole source and general waivers; see PRO-501, Waiver of Bidding Process.
- Motor vehicle purchases, regardless of dollar amount; see PRO-506, Procurement and Leasing of Motor Vehicles.
- Legal service procurements, regardless of dollar amount; see PRO-511, Legal Services.
- Collective purchasing; see PRO-502, Collaborative Contracting: Piggybacking and the Use of Contracts with Other Authorities.

To determine if a request is necessary, the agency will use the estimated dollar amount of the initial contract length including renewal options.

Agencies must ensure that the state standard terms and conditions, as published by the Department, are incorporated into all contracts resulting from approved RPAs. See PRO-404, Standard Terms and Conditions.

- PROCEDURE:**
- I. Required Form and Systems
 - A. The official system of record for the submittal and approval processing of RPAs is the Request for Purchasing Authority website, <https://rpa.wi.gov>.



Legal Authority

Wis. Stats. s. 16.72(4)(a); 16.75(1)(a); 16.75(1)(c); 16.75(3)
 Admin Code Ch. 5.04; 7.10; 8.05; 8.06; 10.04; 10.07; 10.09
 Agencies Affected: All, unless otherwise noted

Authorized:
 Sara Redford, Director
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- B. Form, number, content, and disposition of an RPA is established by the Bureau.
- C. The agency will include the signature of the agency head, deputy, chancellor, vice chancellor, or authorized designee on the RPA.

II. Submittal and Required Components

- A. Delegated agencies and agencies not consolidated under Consolidated Agency Purchasing Services (CAPS) will submit an RPA with attachments required by form DOA-3046 to the Bureau for approval.

CAPS agencies will submit their materials to CAPS staff who will in turn submit them to the Bureau.

- B. Complete data is essential to the processing of the RPA. In addition to the forms required for RPAs, the agency will include:
 1. A comprehensive list of applicable commodity codes
 2. Total dollar authority required for the entire length of the contract including renewal options. For multiple-year contracts, the agency will break down the total dollar amount by each year. The agency will justify any proposed length of contract which does not align with PRO-206, Length of Contracts.

General waivers cannot exceed 12 months at a time.



Legal Authority

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3. Funding source(s) and a percentage allocation by type of funds is sufficient (e.g., GPR=50% and PR-O=50%). The following is a listing of funding sources:
 - GPR, General Purpose Revenue
 - PR-O, Program Revenue Other
 - PR-S, Program Revenue Service
 - PR-F, Program Revenue Federal
 - Seg-O, Segregated Revenue Other
 - Seg-L, Segregated Revenue Local
 - Seg-S, Segregated Revenue Service
 - Seg-F, Segregated Revenue Federal

4. For transactions that are recurring, the agency will include the previous year's:
 - Total expenditure (with justification for any increase in this year's request)
 - Case number
 - Breakdown of the total dollar amount by vendor (for multiple-vendor contracts)
 - RPA number

5. Justification, containing sufficient detail, when a waiver of sealed bidding is requested.

6. Where substantial time pressure exists beyond the agency's control, justification for expedited processing in urgent situations (i.e. "RUSH" request). This does not include administrative or processing delays in submitting the necessary documents for purchasing approval.



Legal Authority

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III. Numbering and Coding Standards

- A. Delegated agencies and agencies not consolidated under Consolidated Agency Purchasing Services (CAPS) maintain a register for the monitoring of transmittal and receipt records. CAPS maintains the register for its agencies.

RPA numbers are established as follows:

1. An assigned two-character alpha code is used as the prefix to each RPA number.
2. The fiscal year code follows the prefix. Fiscal year codes are:

FY 1 = A	FY 6 = F
FY 2 = B	FY 7 = G
FY 3 = C	FY 8 = H
FY 4 = D	FY 9 = I
FY 5 = E	FY 0 = J

3. A consecutive four-digit number follows the fiscal year code.
4. An example of an RPA number is ADA0001 (prefix "AD", plus fiscal year "A", plus number "0001").

- B. For RPA amendments, the agency will use the original RPA number and add an alpha character that corresponds to the number of amendments. For example, amendment 1 to RPA number ADA0001 is "ADA0001A".

IV. Analysis and Approval Process



Legal Authority

Wis. Stats. s. 16.72(4)(a); 16.75(1)(a); 16.75(1)(c); 16.75(3)
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- A. In waiving bids, the Bureau uses background information supplied by the agency in making decisions and documenting any request to the governor for approval of the waiver.
- B. When a complete submission is received, the Bureau either approves or retains the submission and sends a communication to the agency with the reason(s) for denial.
- C. Upon approval, the Bureau issues a contract number. The agency has one year from the approval date to enter into the contract.
- D. During the approval process, waivers may be modified by those conditions or restrictions the governor or the Bureau deems appropriate.
- E. No procurement action may be taken prior to receipt of an RPA contract number by the agency requesting authority.

V. New RPAs and Amendments

The agency is responsible for maintaining records to ensure that the dollar amount and time frame of approved waivers are not exceeded. New RPAs and amendments are processed as follows:

- A. The agency will submit an RPA for requests to increase the total dollar amount, and/or to extend the contract length originally approved, for the transactions covered by this policy except for approved collective purchases.

An amendment will not be approved for substantial change in scope or intent of the original RPA. For changes of this type, a new request will be initiated.



Legal Authority

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- B. Amendments to RPAs will be submitted using the same process used for the original RPA.
- C. The agency does not need Bureau approval for increases in yearly cost estimates, provided that the original total amount is not exceeded.

Exercising contract renewal options, covered under an RPA, does not require additional approval. However, renewals can only be exercised if there are provisions for renewal in the original contract.

REFERENCE: DOA-3046: Request for Purchasing Authority (RPA)



Legal Authority

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