



ARIZONA DEPARTMENT OF ADMINISTRATION
STATE PROCUREMENT OFFICE

TECHNICAL BULLETIN No. 002

TITLE **Delegation of Procurement Authority**
REVISION **Number 5**
DATE **February 2, 2015**

I. Authority

- A. Applicable Statute
- A.R.S. § 41-2511 Authority of the director
 - A.R.S. § 41-2512 Delegation of authority or functions by the director
 - A.R.S. § 41-2672 On-line bidding
- B. Applicable Administrative Code
- A.A.C. R2-7-201 State Procurement Administrator: Duties and Qualifications
 - A.A.C. R2-7-202 Delegation of Procurement Authority to State Governmental Units
 - A.A.C. R2-7-203 Agency Chief Procurement Officer
 - A.A.C. R2-7-A301 Source Selection Method: Determining Factors
 - A.A.C. R2-7-208 Authorization of Electronic Transactions
 - A.A.C. R2-7-1301 On-line Solicitation Process

II. Definitions

- A. Arizona State Contract. A contract established or authorized by the state procurement administrator for use by state governmental units and eligible procurement units. [Source: A.A.C. R2-7-101]
- B. Agency Chief Procurement Officer. The person within a state governmental unit, who is acting under specific, written authority from the state procurement administrator in accordance with R2-7-202 or any person delegated that authority, in writing, under R2-7-203. The term does not include any other person within a state governmental unit who does not have this written delegation of authority. [Source: A.A.C. R2-7-101]
- C. Employee. An individual drawing a salary from a state governmental unit, whether elected or not, and any noncompensated individual performing personal services for any state governmental unit. [Source: A.R.S. § 41-2503]
- D. Governor's Executive Order. An order issued by the governor of Arizona to establish boards or commissions or to authorize the performance of other functions that are appropriate to the executive authority of the governor. [Source: AZ State Library, Archives and Public Records, Law and Research Library Div.]
- E. State Procurement Office. An office that acts under the authority delegated to the state procurement administrator. [Source: A.A.C. R2-7-101]

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- F. State Governmental Unit. Any department, commission, council, board, bureau, committee, institution, agency, government corporation or other establishment or official of the executive branch or corporation commission of this state. [Source: A.R.S. § 41-2503]
- G. ProcureAZ. The official designated state electronic procurement system.

III. Policy

It is the policy of the State of Arizona that:

The state procurement administrator shall delegate certain procurement authority to state governmental units.

- A. Term. The term for all delegations of authority shall be three years, unless determined otherwise by the state procurement administrator.
- B. Determining factors. The state procurement administrator shall delegate procurement authority based on the following factors as they pertain to the state governmental unit's circumstances:
 - 1. The procurement expertise, education, certification, knowledge, experience and performance of the state governmental unit's agency chief procurement officer;
 - 2. The qualifications of the procurement personnel within the state governmental unit (Refer to Attachment 1, "Guidelines for State Governmental Unit Procurement Personnel.");
 - a. Procurement training and experience
 - b. Procurement certification held by staff
 - c. Required successful completion of the ProcureAZ training modules.
 - 3. Impact of the delegation on the state governmental unit's procurement efficiency and effectiveness;
 - 4. The state governmental unit's compliance with the Arizona Procurement Code, applicable Governor's Executive Orders, State Procurement Office Technical Bulletins, Standard Procedures and delegation agreement;
 - 5. The state governmental unit's administrative procurement practices, organization chart, procurement processes and procedures, and other factors deemed relevant by the state procurement administrator; and
 - 6. The business needs of the state governmental unit.
- C. Delegation documentation. The agency director or chief procurement officer shall maintain a file documenting successful completion of training records of each individual granted access to ProcureAZ for audit purposes. This record shall also contain dates of access restriction or termination for each individual.

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- D. Delegation list. The agency director or chief procurement officer shall maintain and provide to the state procurement administrator a current list of all employees with delegated authority. This list shall be kept up to date in accordance with the letter of delegated authority.
- E. Delegation limits. In addition to the conditions that define a state governmental unit's procurement authority listed in Subsection B, the state procurement administrator shall delegate procurement authority to a state governmental unit based on the following dollar limit categories.
1. Limited: This category of delegated authority shall be issued with one of the following designated procurement dollar limits for competitive procurements. However, there is no procurement dollar limit imposed on purchases from mandatory Arizona state contracts by state governmental units;
 - a. \$0 up to \$10,000
 - b. \$0 up to \$100,000
 2. Supplemental one-time only: This category of delegated authority is a one-time delegated authority granted for special procurements that exceed the state governmental unit's delegated authority.
 3. Unlimited: This category of delegated authority has no maximum designated procurement dollar limit but may have other conditions or limitations of procurement authority.
- F. Retained authority. The state procurement administrator retains all authorities and duties delegated to an agency chief procurement officer at the state governmental unit.
1. The state procurement administrator may revoke, suspend, or modify a state governmental unit's delegated authority for failure to comply with A.R.S. Title 41, Chapter 23 or A.A.C. Title 2, Chapter 7, applicable Governor's Executive Orders, State Procurement Office Technical Bulletins, Standard Procedures and delegation agreement.
 2. The state governmental unit shall involve the state procurement administrator in the selection process for the state governmental unit's chief procurement officer. The state governmental unit shall submit the selected candidate's resume to the state procurement administrator for review prior to making an offer of employment. The state procurement administrator may make comments regarding the expertise, knowledge and education of the candidate that may affect the state governmental unit's delegated authority.
 3. The state governmental unit shall report to the state procurement administrator any significant changes that may affect the state governmental unit's compliance with the delegation criteria including changes in procurement personnel, procurement training taken and sub-delegation levels.

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- G. Oversight, Monitoring and Review of Assigned Delegations. To ensure that state governmental units exercise purchasing authority in accordance with their delegation agreement, the Arizona Procurement Code, applicable Governor's Executive Orders and State Procurement Office issued Technical Bulletins and Standard Procedures, the State Procurement Office shall perform periodic procurement performance reviews. SPO Technical Bulletin No. 003, "Procurement Compliance Reviews" describes this program in detail.

IV. Effective

This Technical Bulletin is hereby authorized and effective this 2nd day of February 2015, unless otherwise revised or repealed.



Barbara M. Corella, C.P.M., CPPB

State Procurement Administrator

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Attachment 1

Guidelines for State Governmental Unit's Delegated Procurement Personnel

POSITION TITLE AND GRADE	DELEGATION LEVELS	REQUIREMENTS Training, Education, Certification, Experience
Procurement Associate or comparable classification AREG 16	MAX: \$10,000 MIN/Entry: \$0	Required Training: ADSPO200C, ADSPO202, ADSPO210C Recommended Training: Agency Standard Operating Procedures for Associate Certification: Arizona Experience: N/A
Procurement Technician or comparable classification AREG 19	MAX: \$100,000 MIN/Entry: \$10,000 In line with MAX for Proc. Assoc.	Required Training: ADSPO200C, ADSPO202, ADSPO210C Recommended Training: Agency Standard Operating Procedures for Technician and Risk Management Module Certification: Arizona Experience: Per classification
Procurement Specialist or comparable classification AREG 20	MAX: \$500,000 MIN/Entry: \$100,000 In line with MAX for Proc. Tech	Required Training: ADSPO200C, ADSPO202, ADSPO210C, ADSPO400 Recommended Training: Agency Standard Operating Procedures for Specialist and Risk Management Module Certification: Arizona (required) and CPPB (recommended) Experience: Per classification
SR Procurement Specialist or comparable classification AREG 22	MAX: \$Unlimited - not to exceed agency's delegated authority. MIN/Entry: \$500,000 In line with MAX for Proc. Specialist	Required Training: ADSPO200C, ADSPO202, ADSPO210C, ADSPO400 Recommended Training: Agency Standard Operating Procedures for Sr. Procurement Specialist and Risk Management Module Certification: Arizona (required) and CPPB (recommended) Experience: Per classification
Procurement Manager or comparable classification AREG 24	MAX: \$Unlimited - not to exceed agency's delegated authority. MIN/Entry: \$Agency delegation	Required Training: ADSPO200C, ADSPO202, ADSPO210C, ADSPO400 and ADSPO600 Recommended Training: Agency Standard Operating Procedures for Manager and Risk Management Module Certification: Arizona (required) and CPPO or CPSM (required) Experience: per classification