

# State Procurement Manual

DOA-3449 N(R06/94) Formerly AD-P-12

		Number PRO-C-2
		Effective 12-1-00
Section THE PROCUREMENT PROCESS	Agencies Affected ALL	Replaces 5-1-92
Title REQUEST FOR PURCHASING APPROVAL/AUTHORITY (RPA) POLICY AND PROCEDURE		Page 1 of 5

AUTHORITY: [Wis. Stats.](#) 16.72(4)(a)  
16.75(1)(a)  
16.75(1)(c)  
16.75(3)

SCOPE: - to define authority for the development and implementation of a requisition policy and process  
- to establish the Request for Purchasing Approval/Authority (RPA) as the official requisition document  
- to define circumstances when the RPA is required  
- to give instruction on the use of the RPA  
- to establish a pattern of communication between the State Bureau of Procurement and purchasing agencies

CONTENT: I. Agencies initiate the procurement process for supplies, equipment or services by means of a requisition process established by the State Bureau of Procurement.

II. Agencies are delegated the authority to purchase commodities and services up to any dollar amount when using the request for bid and request for proposal processes and through \$25,000 when using the noncompetitive (sole source) process. Agencies will submit procurement plans for the transactions specified in [PRO-A-4](#), Procurement Plans. See also [PRO-A-3](#), Delegation (Formerly Major Delegation).

III. To initiate a procurement process beyond delegated authority, a request for purchasing approval is made by the agency to the Bureau. To determine if a request is necessary, the agency will use the estimated dollar amount of the initial contract length excluding renewal options.

IV. Form, number, content, and disposition of the request for purchasing approval process is established by the Bureau. The appropriate form for this procedure is the Request for Purchasing Approval/Authority (RPA) (form [DOA-3046](#)). (An electronic version is available on VendorNet).

V. Agencies may develop and use appropriate internal requisitioning and control processes under guidelines established, and forms and procedures approved by the Bureau.

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State Bureau of Procurement

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- PROCEDURES:
- I. The agency uses the RPA to request authority to initiate the procurement of requirements beyond its delegated authority and submits the RPA with attachments to the Bureau. (Approval is not required to use a State Bureau of Procurement statewide contract.) The Request for Purchasing Approval/Authority Checklist (form DOA-3046A) accompanies the RPA. (An electronic version is available on VendorNet.)
  - II. The agency first completes the RPA. Where additional space is required, the agency references the attachment of additional data in the appropriate location. The agency provides background information relevant to the request which, if voluminous, includes a summary cover memo. Complete data is essential to the processing of the RPA.
  - III. The agency will include a comprehensive list of commodity codes in the commodity code(s) box; if additional space is needed, attach a separate list. The agency will notify vendors who subscribe (with notification) to VendorNet under these commodity codes of request for bids/proposals over \$25,000. The agency is not required to submit a bidders list with the RPA if the list is limited to the vendors subscribing to VendorNet.
  - IV. The agency will include the 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.
  - V. The agency will show its funding source(s) for the following transactions:
    - A. Sole source requests, over \$25,000
    - B. General waiver of bidding requests, over \$25,000
    - C. Legal service requests, regardless of dollar amount
    - D. Motor vehicle requests, regardless of dollar amount

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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

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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

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VI. The agency will include the signature of the agency head, deputy, chancellor, or vice chancellor on the RPA for the transactions listed in V. A.-D. For these transactions that are recurring, the agency will include the previous year's:

- A. Total expenditure (with justification for any increase in this year's request)
- B. Case number
- C. Breakdown of the total dollar amount by vendor (for multiple-vendor contracts)
- D. RPA number

VII. The agency will justify any proposed length of contract which exceeds one year with two one-year extensions.

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- VIII. The agency also provides a justification letter with authorized signature and sufficient justification when waiver of sealed bid is requested. In emergency situations, the agency attaches a separate "RUSH" memo, giving justification for processing in the shortest time frame.
- IX. The agency maintains a register for the monitoring of transmittal and receipt records. The agency numbers all RPAs as follows:
- A. An assigned two-character alpha code is used as the prefix to each RPA number. See [PRO-E-1](#), Purchase Order, for a listing of agency codes.
  - B. 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
  - C. A consecutive four-digit number follows the fiscal year code.
  - D. An example of an RPA number is ADA0001 (prefix "AD", plus fiscal year "A", plus number "0001").
- X. The agency forwards the original RPA with original signatures to the Bureau, with all attachments.
- XI. The Bureau reviews the RPA and attachments for completeness and may return the package to the agency if more information is needed. When a complete package is received the Bureau then:
- A. Approves the procurement and issues an RPA contract number with information and instructions on procedures. (The completed bottom portion of the RPA form contains the contract number.)
    - 1. The agency has one year from the approval date to enter into the contract.

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- B. When approval is not given, the Bureau retains the package and sends a memo to the agency with the reason(s) for nonapproval.
- XII. The agency will submit an RPA only for requests to increase by any sum the total dollar amount for the following transactions:
- A. Sole source requests, over \$25,000
  - B. General waiver of bidding requests, over \$25,000
  - C. Legal service requests, regardless of dollar amount
  - D. Motor vehicle requests, regardless of dollar amount
- For additional information, refer to PRO-D-28, Amendments to Requests for Purchasing Approval/Authority (RPAs).
- XIII. See [PRO-C-10](#), Bid Waiver Justification Letter; [PRO-I-2](#), Checklist for Contractual Services Procedures; and [PRO-I-4](#), Justification of Need.

## [Notice of ARRA Funding Reporting on RPA Waiver Requests](#)

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