

State Procurement Manual

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

		Number PRO-C-2
		Effective 10-31-11
Section THE PROCUREMENT PROCESS	Agencies Affected ALL	Replaces 3-24-10
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 requisition processes established by the State Bureau of Procurement.
- II. Agencies are delegated the authority to purchase commodities and services as specified in [PRO-A-4](#), Procurement Plans. Agencies will submit procurement plans for the transactions specified in [PRO-A-4](#). See also [PRO-A-3](#), Delegation (Formerly Major Delegation).
- III. To initiate a procurement process beyond an agency's delegated authority, the agency submits either an RPA or a procurement plan to the Bureau.
 - A. An RPA is required for the following procurements: (To determine if a request is necessary, the agency will use the estimated dollar amount of the initial contract length excluding renewal options.)
 - Sole source procurements, over \$25,000
Refer to [PRO-C-13](#), Noncompetitive Negotiation (Sole Source).
 - General waivers, over \$25,000
Refer to [PRO-C-11](#), General Waiver.
 - Motor vehicle purchases, regardless of dollar amount
Refer to [PRO-D-16](#), Procurement of Motor Vehicles.
 - Legal service procurements, regardless of dollar amount
Refer to [PRO-I-8](#), Legal Services.

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- Collective purchasing with other states or the federal government Approval thresholds vary depending on the type of collective purchasing request. Refer to [PRO-D-25](#), Collective Purchasing with Other States or the Federal Government.

- 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](#)).
- V. Agencies may develop and use appropriate internal requisitioning and control processes under guidelines established, and forms and procedures prescribed by the Bureau.

PROCEDURES: I. When an RPA is required for the procurement, all delegated agencies and agencies not consolidated under Consolidated Agency Purchasing Services (CAPS) will submit an RPA with attachments consistent with the RPA Checklist (form [DOA-3046A](#)) to the Bureau for approval. CAPS agencies will submit their materials to CAPS staff who will in turn submit them to the Bureau. A completed RPA Checklist accompanies the RPA.

- 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 register on VendorNet under these commodity codes of request for bids/proposals over \$50,000. The agency is not required to submit a bidders list with the RPA if the list is limited to the vendors registered on 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 procurements, over \$25,000
 - B. General waivers, over \$25,000

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- C. Motor vehicle purchases, regardless of dollar amount
- D. Legal service procurements, regardless of dollar amount

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

- VI. The agency will include the signature of the agency head, deputy, chancellor, vice chancellor, or authorized designee on the RPA for the transactions listed in V. A.-D. (The agency will submit documentation with each RPA signed by a designee to confirm that the designee is authorized to sign the RPA.) 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. See [PRO-E-10](#), Length of Contracts.

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- VIII. The agency also provides a justification letter with authorized signature and sufficient detailed 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. (CAPS agencies will submit their materials to CAPS staff who will in turn submit them to the Bureau.) The agency's request should reach the Bureau at least eight weeks before any procurement process is scheduled.
- 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.
 - B. When approval is not given, the Bureau retains the package and sends a memo to the agency with the reason(s) for nonapproval.

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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 procurements, over \$25,000
- B. General waivers, over \$25,000
- C. Motor vehicle purchases, regardless of dollar amount
- D. Legal service procurements, regardless of dollar amount

For additional information, refer to [PRO-D-28](#), Amendments to Requests for Purchasing Approval/Authority (RPAs).

XIII. Reference material:

- A. [PRO-C-10](#), Bid Waiver Justification Letter
- B. [PRO-C-11](#), General Waiver
- C. [PRO-C-13](#), Noncompetitive Negotiation (Sole Source)
- D. [PRO-I-4](#), Justification of Need.

XIV. Special reporting requirements exist for RPAs utilizing ARRA funding. Click below.

[Notice of ARRA Funding \(Federal Stimulus Money\) Reporting on Request for Purchasing Approval/Authority \(RPA\) Waiver Requests](#)

Authorized:



Rick Hughes, Director
State Bureau of Procurement