

The Procurement "Food Chain" - An Order of Precedence Summary

<p>KCI State Use Catalog</p>	<p>Statutorily established, Mandatory-Use Programs</p> <p>Kansas Correctional Industries www.kancorind.com</p> <p>State Use Catalog www.ksstateuse.org</p> <p>By statute, the Director of Procurement Contracts has the right to approve waiver requests</p> <p>Waiver requests on the basis of price will NOT be approved centrally or locally</p> <p>Abuses of these programs will result in a reduction of Local Delegated Purchasing Authority</p>
<p>Contracts</p>	<p>Statewide - Mandatory Use (SMU) Contracts are Mandatory Use</p> <p>Examples: Office Supplies; Computers, Vehicles</p> <p>Agency-Specific contracts are Mandatory Use</p> <p>Contracts bid to meet an individual agency's specific needs</p> <p>Statewide - Optional Use (SOU) contracts are optional use services</p> <p>SOU contracts are an avenue for expedient procurement of commodities and services</p> <p>Examples: Cellular Phones / Data Services; Vehicle Maintenance; MRO Industrial Supplies</p>
<p>Open Market Purchases</p>	<p>Local Delegated Authority (LDA)</p> <p>Local Delegated Authority is derived by statute from Division of Purchases (KSA 75-3739)</p> <p>Abuses of LDA can result in a <u>reduction</u> of LDA</p> <ul style="list-style-type: none"> · Order splitting to keep totals below the LDA threshold is not appropriate · Purchases under \$5,000, no competition is required, but is certainly encouraged · Remember: Processes Listed above first, <u>then</u> Open Market · Repeated and planned purchases over a year should be combined for bidding · Communicate with Central Procurement with questions <p>Open-Market Purchases <u>over</u> Local Delegated Authority</p> <ul style="list-style-type: none"> · Must be submitted to the Division of Purchases for bidding or other consideration <p>Abuses of these programs will result in a reduction of Local Delegated Purchasing Authority</p>
<p>Prior Authorizations</p>	<p>Prior Authorization Requests (PAR) are required for non-competitive purchases</p> <ul style="list-style-type: none"> · By statute, these transactions must be reported to the Legislature on a Quarterly Basis <p>PAR Manual: http://www.da.ks.gov/purch/PriorAuthorizationManual.xlsx</p> <p>Form Location: http://www.da.ks.gov/purch/Forms.htm</p> <p>PA-Types</p> <p>CCA Consortium / Cooperative Agreement (must provide pricing research)</p> <p>COM Compatible with Existing Equipment</p> <p>CSD Computer Software / Maintenance available only from the Developer</p> <p>DAR Delegated Authority Request (One-Time, not to exceed \$25,000)</p> <p>DOP Director of Purchases, in the judgement of the DOP</p> <p>EMR Emergency Procurement</p> <p>GSR Grants / Subrecipients</p> <p>IGP Inter/Intra Governmental Procurements</p> <p>LRE Lab or Research Equipment / Supplies</p> <p>OCP Off-Contract Purchase Requests (for exact items, subject to bid requirements)</p> <p>OEM Original Equipment Manufacturer (and not available through distributors)</p> <p>OKP Only Known Provider</p> <p>PEP Purchased for Evaluation Purposes</p> <p>PSC Patented or Specialized Consulting Services</p> <p>PSP Professional Services (Accountants, Lawyers, Consultants, per KSA 75-37,130 et seq)</p> <p>SCW State Use Catalog Waiver</p> <p>STX Statutorily Exempt</p> <p>USE Purchase of Used Equipment</p> <p>USR Utility Services</p> <p>PA Transactions over \$100,000 must be posted to Internet Website for 7 days</p> <p>http://www.da.ks.gov/purch/PriorAuthorizations.htm</p>
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