



### 3.2.6.1 State Purchasing Authority for Supplies, Materials, and Services

#### Policy Statement

The purchasing authority vested in the University of Georgia for supplies, materials and non-public works services is delegated by the State of Georgia, Department of Administrative Services (DOAS) , State Purchasing Division (SPD). This authority is vested in the Procurement Office and administered under the rules and regulations as set forth in the Georgia Procurement Manual. The regulations set forth in the Georgia Procurement Manual are established pursuant to the DOAS authority under O.C.G.A. 50-5-54.

#### Reason for policy

To provide an understanding of where and how the UGA Procurement Office receives its purchasing authority for supplies, materials and services, exclusive of public works services.

#### Procedures

SPD shall define a State Entity's delegated purchasing authority (DPA) in writing, which may include both limitations and conditions. Examples of DPA limitations include, but are not limited to, restrictions regarding the dollar amount of the purchase, solicitation type, and the specific good or service to be procured. Examples of DPA conditions include, but are not limited to, completing SPD-prescribed training/certification and/or professional development classes and completing any action plans from audit reviews conducted by SPD. DPA may vary from State Entity to State Entity and may be increased, decreased or revoked at any time by SPD. The APO/CUPO is responsible for ensuring the State Entity does not exceed its DPA. The State Entity must not split purchases/solicitations, structure short initial contract term periods, or take any other action with the intent to circumvent the limits of the State Entity's DPA. With respect to reoccurring purchases and/or multi-year agreements, SPD will utilize the estimated annualized cost to determine whether the purchases were within the State Entity's DPA. Any question with respect to whether a solicitation/purchase is within UGA's DPA should be directed to the UGA Procurement Officer.

UGA Procurement Office currently holds unlimited DPA for purchases of this nature made utilizing the e-Source method and procedure. If the purchase is made via the Request for Proposal (RFP) procedure, UGA's DPA is also unlimited.

In all purchasing instances, the Order of Precedence should be followed as described in the Georgia Procurement Manual Section 1.3. If the goods or services are not exempt nor purchasing requirements waived, then the purchasing decision should be made in the following order:

- Mandatory statewide contract supplier
- UGA Contract vendor (Agency contract)
- Statutory supplier ( mandatory products from Georgia Correctional Industries Administration or Georgia Enterprises for Products and Services)
- Any of the following : convenience statewide contract supplier, piggyback contract supplier, open market supplier via open market purchase procedures, SPD approved consortia/co-op supplier

Purchases less than \$25,000.00 may be made without competitive bidding. All open market purchases \$25,000 and above should be based on competitive bidding whenever possible. Small and minority businesses should be given a fair and equal opportunity to compete for University business.

---

#### Additional contacts

Robert Currey

**Phone Number:** 706-542-2361

---

#### Policy definitions

APO – Agency Procurement Officer

CUPO – College and University Procurement Officer

DPA – Delegated Purchasing Authority

SPD – State Purchasing Division

Piggyback purchasing – a purchasing mechanism that allows the issuing state entity and the award supplier to agree to open up the contract for the use of other state entities.

---

#### Responsibilities

**Responsible University Senior Administrator:** Vice President for Finance & Administration

**Responsible University Administrator:** Procurement Officer

**Policy Owner:** Procurement

**Policy Contact:** Robert Currey

**Phone Number:** 706-542-2361

**Responsibilities:** It is the responsibility of the Procurement Office to determine if a purchase is within the University's authority/DPA and to seek any delegation or approval from SPD.

---

#### FAQs

**Question 1?** How do I determine if a statewide or agency contract exists?

All statewide and agency contracts are loaded into UGAmart. To see a complete listing of all contracts log into UGAmart and then click on the "contracts" option located below the Shop bar.

Next, you can click "Search" to see a complete list of all contracts, or you can use any of the filters to limit the search results. Using the "Contract Type" filter you can select between Agency or Statewide contracts.

---

#### Related information

Date Reviewed: 02/01/2018

[← Purchase Authority/Execution of Contracts](#) | [Board of Regents Purchasing Authority for Construction/Public Works](#) [→](#)

---

#### Policy Dates

Effective Date: 01/01/2016

Date Last Updated: 11/28/2012

Date of Last Review: 02/01/2018

Date of Approval:

Previous Version of Policy: