

MEMORANDUM
DEPARTMENT OF ADMINISTRATION
Office of the Executive Director/Purchasing Agent

TO: All Department Directors and Agency Executive Directors

FROM: Brian P. Stern
Executive Director/Purchasing Agent

DATE: November 22, 2005

SUBJECT: Actions to Facilitate the Purchase of Goods and Services
Delegated Contracting Authority – Expansion of Delegated Small Purchase Authority

In follow-up to Director Najarian's memo, effective December 5, 2005 we are delegating all general small purchase authority to State User Agencies. This will increase the level of delegated purchasing authority from \$2,500 per transaction to a new level of \$5,000 for general purchases and \$10,000 for construction expenditures, which figures conform to the definition of small purchases established by Rhode Island State Purchasing Law 37-2. This is the ceiling for purchases which can be conducted without public advertisement on the electronic Rhode Island Vendor Information Program with the attendant specific sealed bidding and public opening procedures per statute. Departments and Agencies will follow similar procedures to those now in place for the current level of delegated small purchase authority.

This action will empower the departments and agencies to shop for bargains, obtain telephone quotes and move faster on procurements below the \$5,000 limit thereby increasing their control of the purchasing process and the responsibility it entails. My goal since I became the Purchasing Agent is to provide the best possible customer service and support to the agencies. Effective immediately the buying and supervisory staff of the Purchases Division will begin to conduct outreach programs and field visits. While the initiative for the site visits will be taken by the Division, requests for such visits will be welcomed and will be scheduled on a priority basis. These visits are intended both for the exchange of information and the provision of direct assistance, particularly at the beginning of the implementation of the delegated authority expansion. Visits and telephone calls to the Division of Purchases, as always, are also encouraged. Every effort will be made to respond to telephone inquiries within 24 hours.

I have scheduled a workshop session for **Tuesday, November 29, 2005 at 1:00 p.m. in Conference Room A**, second floor, Department of Administration to provide training and additional information. At this session we will discuss the small purchases procedures and development of RFPs, use of MPAs and specifications, and the conduct of evaluations by Architectural, Engineering and Consultant Services Committee Technical Review Subcommittees. Please make sure that all authorized agents in your department or agency attend this workshop or contact us and we will schedule time with your agency.

The Division is interested in topics for workshops that would assist agencies in purchasing functions. Lorraine Hynes is the contact person for these activities. I will also provide a list of names, titles and telephone numbers, including general information, Requisition Hot Line and RIVIP Help Desk numbers.

Please note that the authority delegated herein is for soliciting bids for small purchases from suppliers of products and services. All offers must be confirmed in writing and all solicitations must include at least one certified MBE firm if one is available. The departments and agencies will be held responsible for compliance with all the small purchases laws and procedures and the Division of Purchases will be conducting audits on a periodic basis.

cc: Beverly E. Najarian, Director
Rosemary Booth Gallogly, Budget Officer
Lawrence C. Franklin, Jr., State Controller
Lorraine A. Hynes, Assistant Director/Special Projects