



State of Washington

**Department of General Administration**

210 11<sup>th</sup> Avenue, SW • PO Box 41017 • Olympia, WA 98504-1017  
(360) 902.7400 • FAX (360) 586.4944

April 22, 2009

Ms. Fay Foster  
Purchasing & Materials Management Manager  
Department of Corrections  
Post Office Box 41111  
Olympia, Washington 98504-1111

**SUBJECT: Delegated Purchase Authority**

Dear Ms. Foster:

I have reviewed your petition to increase the Department of Corrections delegated purchasing authority to the sealed bid limit and I believe it is in the best interest of the state to grant your request. Accordingly, DOC's purchase authority shall be effective from the date of this letter and the following conditions shall apply:

- This purchase authority will be automatically renewed at the beginning of each biennium unless the OSP decides to terminate or modify otherwise at any time and at its sole discretion.
- This purchase authority is issued to DOC as a supplement to the general delegated purchase authorities issued to all agencies through the Washington Purchasing Manual (WPM).
- Purchases conducted in exercising this purchase authority must be conducted according to requirements outlined in the WPM.
- This purchase authority is not to be perceived as sole source authorization of any kind.

Should there be any questions regarding this delegated authority, please contact Steve Krueger, Protest and Policy Manager at (360) 902-7233 or [skruegc@ga.wa.gov](mailto:skruegc@ga.wa.gov). Additionally, in an effort to further strengthen our partnership, I'm pleased to inform you that Unit Manger Ken Woodfork has been assigned the role of client liaison for DOC and he can be reached at (360) 902-7422 or [kwoodfo@ga.wa.gov](mailto:kwoodfo@ga.wa.gov).

Sincerely,

Christine Warnock, CPPO, CPPB  
State Purchasing Agent

CW: sjk

cc: Ken Woodfork, GA OSP Unit Manager & DOC Liaison  
Steve Krueger, Protest and Policy Manager, GA Services Division



April 22, 2009  
Ms. Fay Foster  
Page 2

**Specific Purchase Authority Delegated**  
Washington State Department of Corrections

**Effective Date:** Date of this letter

**S-1 Purchase up to the sealed bid limit**

If no state contract exists, the Washington State Department of Corrections is delegated authority to purchase goods and services with a value up to the sealed bid limit in effect at the time of purchase. This limit reflects the cost of the acquisition to the agency before any trade-in, sales tax, freight charges and other government fees and taxes. Excluded from this authority are those goods and services listed in Section 8 Non-Delegated Purchases of the Washington Purchasing Manual. There is no maximum aggregated spend limit under this authority.