



STATE OF WASHINGTON  
DEPARTMENT OF GENERAL ADMINISTRATION  
OFFICE OF STATE PROCUREMENT

210 11<sup>th</sup> Ave SW Room 201GA Building • Olympia, Washington 98504-1017  
<http://www.ga.wa.gov>

October 14, 2008

Mr. Jim Schnellman, Chief, Office of Administrative Resources  
Department of Social and Health Services  
Office of Contracts and Asset Management  
Post Office Box 45811  
Olympia, Washington 98504-5811

Dear Mr. Schnellman:

**SUBJECT: Updated Specific Purchase Authority for the 07-09 Biennium**

Our analysis has revealed that it is not uncommon for the Office of State Procurement (OSP) to provide the Department of Social and Health Services (DSHS) with a limited purchase authority letter for purchases of non-contract goods and services specific to DSHS. Therefore, to streamline the operational efficiencies of these acquisitions, I've determined that it is in state's best interest to grant your request to increase the delegation of DSHS up to the sealed bid limit relative to RCW 43.19. Additionally, the OSP will issue a signature authority letter to one designated DSHS contracting employee for improved management and coordination of larger dollar purchases for DSHS. Accordingly, the attached specific authorities reflect these changes and the following conditions shall apply:

- These specific authorities will be automatically renewed at the beginning of each biennium unless the OSP decides to modify otherwise at any time and at its sole discretion.
- The specific authorities are issued to DSHS as a supplement to the general delegated purchase authorities issued to all agencies through the Washington Purchasing Manual (WPM).
- Purchases conducted in exercising these authorities must be conducted according to requirements designated in the WPM.
- The specific authorities are not to be perceived as sole source authorization of any kind.
- DSHS will submit by June 30th, an annual summary purchasing activity reports to OSP for all purchases made under this specific authority

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Should there be any questions regarding this specific authority, please contact Steve Krueger, Protest and Policy Manager at (360) 902-7233 or [skruege@ga.wa.gov](mailto:skruege@ga.wa.gov).

Sincerely,



Christine Warnock, CPPO, CPPB  
State Purchasing Agent

*Thank you,  
Jim! This  
is great  
progress forward.*

cc: Cheral Jones, GA OSP Unit Manager & DSHS Liaison  
Steve Krueger, Protest and Policy Manager, GA Services Division

## **Specific Authority Delegated**

### The Department of Social and Health Services

**Effective Date: October 14, 2008**

- DSHS S-1      Consistent with RCW 43.19.190 (2) which states “That the authority to purchase interpreter services and interpreter brokerage services on behalf of limited-English speaking or sensory-impaired applicants and recipients of public assistance shall rest with the department of social and health services” DSHS shall have the authority to create and manage contracts for use by other state agencies and members of the Washington State Purchasing Cooperative when purchasing sign language interpreter services on behalf of sensory-impaired applicants and recipients of public assistance.
- DSHS S-2      When no state contract exists; the DSHS is delegated authority to purchase goods and services with a dollar value of up to the sealed bid limit in effect at the time of purchase. This dollar 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.
- DSHS S-3      The OSP will issue a signature authority letter designated to one DSHS contract staff that authorizes contracting actions relative to RCW 43.19 up to the specified dollar threshold and the following conditions shall apply:
- The signature authority is limited to the employee specified, may not be redelegated and may be revoked at the sole discretion of OSP at any given time.
  - Should the employee with 43.19 signature authority no longer be responsible for conducting purchasing on behalf of DSHS, the OSP is to be immediately notified and signature authority will be automatically be invalidated.
  - Prior to any bid development, the employee with 43.19 signature authority shall provide their OSP liaison with the details of the effort to include but not limited to the dollar value and the commodity and receive approval before proceeding.
  - Prior to releasing a bid the employee with 43.19 signature authority shall provide their OSP liaison with a copy of the solicitation receive approval before proceeding.