



State of Washington  
DEPARTMENT OF GENERAL ADMINISTRATION  
Office of State Procurement

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August 9, 2006

**OSP Directive 06-08**

**TO:** Agency Directors and Policy Manual Holders

**FROM:** Kenneth Harden, Assistant Director

**SUBJECT:** Revision of Chapter 6 Applying the Principles of Purchasing and Chapter 7 Delegated Purchases

We are revising several chapters of the state of *Washington Purchasing Manual* issued by the Department of General Administration. The effective date of these revisions is September 1, 2006 and agencies have until September 30, 2006 to implement these changes. These revisions include numerous policy updates.

Key changes to the policies include:

- Corrects language regarding when sealed bids must be rejected for non responsiveness
- Expands opportunities for negotiations with VIGS
- Clarifies when a Limited Purchase Authority is issued
- Adds a characteristic of a Specific Authority
- Revises policy establishing minimum efficiency standards when purchasing certain products in support of SB 6840 Modifying Energy Efficiency Provisions
- Clarifies an exemption to competition

Changes to statewide purchasing policy as contained in the Washington Purchasing Manual are as follows: (note – page numbers are referenced to the October 2005 edition)

## **Chapter 6 Applying the Principles of Purchasing**

Section 6.3.e, page 42 – Removed the entire second bullet of the common instances where bids must be rejected relative to the mandatory rejection of a bidder that fails to submit required documents.

Section 6.3.e, page 47 – Added a paragraph to the end of the section allowing negotiations with a VIGS during both tiers of a 2-tier competition.

Section 6.15, page 59 – Added as the 1st bullet to the list of characteristics of a Limited Purchase Authority that the agency request is made prior to seeking competition

Section 6.15, page 61 – Added as the 9th bullet to the list of characteristics of a Specific Purchase Authority that agency use of WEBS may be required.

Section 6.18, page 65 – Replaced the entire section to insure consistency with Chapter 19.260 RCW and removed the following products from the list of efficiency standards as required by SB 6840 Modifying Energy Efficiency Provisions:

- *Illuminated exit signs*, such as those used in public buildings to mark exit doors;
- *Low-voltage dry-type distribution transformers*, which are devices that reduce electrical voltage and are often found in electrical closets of office buildings;
- *Torchieres*, which are portable lamps used to provide indirect lighting; and
- *Traffic signal modules*, which are used in street and highway traffic signals

## **Chapter 7 Delegated Purchases**

Section 7.2.g, page 67 – Replaced the entire section to clarify that this exemption to competition is not limited to the specific examples of public media listed.

The policies and procedures prescribed in the Washington Purchasing Manual are the minimum requirements that state agencies must meet. An agency may adopt more restrictive or detailed policies as long as the agency meets the required minimum standards.

All OSP directives and policies are available on our web site at:  
<http://www.ga.wa.gov/PCA/Manual.htm>

Questions regarding policy content and proper interpretation of the purchasing policies contained in the Washington Purchasing Manual should be directed to Mr. Jack Zeigler of my staff at [jzeigle@ga.wa.gov](mailto:jzeigle@ga.wa.gov).