



DEPARTMENT OF ENVIRONMENTAL QUALITY
POLICY AND PROCEDURES

SUBJECT: PROCUREMENT POLICY
Date: June 22, 2009

Number: 01-020
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ISSUE:

Through legislative authority the Department of Management and Budget (DMB) is responsible for all procurement functions. They also have the ability to delegate this authority to autonomous agencies in amounts negotiated through memorandums of understanding.

The DMB has delegated general purchasing authority to the Department of Environmental Quality (DEQ) in amounts not to exceed \$24,999.99. Oversight of this delegated authority is maintained by the DMB. Purchasing of commodities or services exceeding this level requires the adherence to DMB policy.

POLICY:

In procuring commodities or services, DEQ employees must comply with existing DMB administrative guide purchasing policies and procedures, DEQ purchasing policies and procedures, the requirements of State Administrative Board resolutions, purchasing policies and procedures of the Department of Information Technology, and any related direction from the DMB or the State Budget Office.

REFERENCES:

DMB Administrative Guide Procedure 0510.01, Delegated Purchase Authority for Supplies, Materials, Equipment, Printing and Services

DMB Administrative Guide Procedure 0510.05, Shipments

DMB Administrative Guide Procedure 0510.12, Procuring Office Supplies

DMB Administrative Guide Procedure 0510.15, Procuring Direct Human Services and Medical Services – General

DMB Administrative Guide Procedure 0510.30, Procurement Request

DMB Administrative Guide Procedure 0510.31, Statement of Work – Pre-Award

DMB Administrative Guide Procedure 0510.32, Solicitation Process – Pre-Award

DMB Administrative Guide Procedure 0510.33, Evaluation Process – Pre-Award

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DMB Administrative Guide Procedure 0510.34, Joint Evaluation Committee Procedure – Pre-Award

DMB Administrative Guide Procedure 0510.35, Award Recommendation – Pre-Award

DMB Administrative Guide Procedure 0510.37, Agency Contract Compliance Inspectors and Administrators – Pre-Award and Post-Award

DMB Administrative Guide Procedure 0510.38, Emergency Purchase – Post-Award

DMB Administrative Guide Procedure 0610.01, Contracting and Conducting a Post Award Conference (Kick-Off Meeting) – Post-Award

DMB Administrative Guide Procedure 0610.02, Advice of Change Processing – Post-Award

DMB Administrative Guide Procedure 0610.03, Vendor Performance – Post-Award

DMB Administrative Guide Procedure 0610.04, Purchase Termination/Cancellation – Post-Award

DMB Administrative Guide Procedure 0620.01, Obtaining State Administrative Board Approval

DMB Administrative Guide Procedure 0620.02, Submissions to the Finance and Claims Committee

DEQ Policy and Procedures 01-010, State Administrative Board Approval

DEQ Policy and Procedures 10-002, Grant Contract Administration and Grant Contract Procedures

ATTACHMENTS:

DEQ Purchasing Procedure No. 01: Level of Effort Contracting

DEQ Purchasing Procedure No. 02: Purchasing Commodities within Delegated Authority

DEQ Purchasing Procedure No. 03: Commodity Purchases \$25,000 and Above

DEQ Purchasing Procedure No. 04: Establishing New Contract or Contract Amendment

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DEQ Purchasing Procedure No. 05: Purchasing Personal Services

DEQ Purchasing Procedure No. 06: Emergency Purchases

DEQ Purchasing Procedure No. 07: Bid Process

Approved: _____

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Date: _____

6-24-09