***SPECIAL DELEGATION OF AUTHORITY (SDA) REQUEST WORKSHEET***

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| Complete and e-mail to: [stacia.dawson@oa.mo.gov](mailto:stacia.dawson@oa.mo.gov)  or  Send document via interagency mail to:  Assistant Director – Procurement, OA-Purchasing  Truman Building, Room 630, Jefferson City, MO 65101 | | |
| **Contact Information:** | Name: | |
|  | Department: | |
|  | Address: | |
|  | E-mail: | |
| **SDA Type:** | New SDA *or*  Continuation of SDA #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **SDA Usage:** | One-Time SDA *or*  Continuation of Existing SDA | |
| **SDA Title:** |  | |
| **SDA Requested Contract Period:** | *(e.g., 12-month period from July 1, 20XX through June 30, 20XX)* | |
| **SDA Spend:**  *(if applicable)* | For one-time SDA, estimated total expenditure under the SDA: $           total  For continuation SDA, total actual SDA spend for prior fiscal year: $  For continuation SDA, total actual SDA spend for current fiscal year to-date: $ | |
| **Date SDA Worksheet Submitted:** |  | |
| **Description:** | *(Provide a description of the needed services/supplies)* | |
| **Justification:** | | *(Why should your department be delegated purchasing authority in lieu of Purchasing processing this procurement?)* |
| **Utilization:** | | *(Does last year’s usage support re-issuance of the SDA or are total dollars expended within your department’s local purchasing authority, i.e. under $25,000?)* |
| **Compliance:** | | *(Did your department follow SDA procedures, including the requirement for soliciting competitive bids, posting the solicitation in your office, and advertising the requirement in two daily newspapers, for previously authorized SDAs?)* |
| **Single Feasible Source:** | | *(Does this requirement meet the statutory definition of a “single feasible source” as found in RSMo 34.044?)* |
| **REMINDERS:**  1) **Sections 285.525 – 285.550, RSMo:** Section 285.530, RSMo, pertains, in part, to all state contracts for services over $5,000. It does not apply to solicitations for commodities only or to solicitations that include services in which the resulting contract will have no cost to the state (even though there may be “value” to the contractor). If a solicitation is for services and commodities, section 285.530, RSMo, applies if the services portion of the solicitation is over $5,000. Section 285.530, RSMo, may not pertain to some purchases that will be paid using exempt object codes. It is advised that each department speak with its General Counsel if it has any questions as to the applicability of section 285.530, RSMo. Any SDA procurement that includes services over $5,000 must require the potential contractor to certify their current business status by completing Box A, Box B, or Box C of the BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION, AND AFFIDAVIT OF WORK AUTHORIZATION EXHIBIT. Reference Sections 285.525 to 285.550, RSMo, Guidelines located in Appendix E of the Procurement Manual located at: <http://oapurch.state.mo.us/procurementsources.shtm>.  NOTE: Section 285.530, RSMo, does not apply to procurements in which an agency contracts with a Missouri state agency or federal governmental entity.  Section 285.530, RSMo, does pertain to procurements in which an agency contracts with a Missouri school, a Missouri university, an out of state agency, an out of state school, an out of state university, all political subdivisions, an instate vendor, or an out of state vendor.  2) **Section 34.040.7, RSMo:** Unless payment would fall under an exempt object code, verify if the vendor is in compliance with section 34.040.7, RSMo.  NOTE: Agencies/universities/colleges are not required to verify if Missouri state agencies and federal governmental entities are compliant with section 34.040.7, RSMo. Agencies/universities/colleges are required to verify if the following entities are compliant with section 34.040.7, RSMo,: Missouri schools, Missouri universities, out of state agencies, out of state schools, out of state universities, all political subdivisions, instate vendors, out of state vendors, and foreign vendors.  3) **Federal Funds:** If SDA procurement will include federal funds verify against the System for Award Management (SAM) ([https://www.sam.gov](https://www.sam.gov/portal/public/SAM/)), provided by the General Services Administration (GSA), to ensure the vendor is not on the list of individuals, entities, and contractors excluded from Federal procurement and sales programs, non-procurement programs and financial and non-financial benefits. If the vendor is found on the list, the SDA procurement cannot be processed.  4) **Executive Order 04-09:** If SDA procurement is for services, no award of a contract shall be made to a vendor who contemplates performing work pursuant to the contract at a site outside the United States, unless one of the conditions of Executive 04-09 is met. Reference Executive 04-09 at <http://www.sos.mo.gov/library/reference/orders/2004/eo04_009.asp>.  5) **Secretary of State Business Registration:** The Department verifies if the vendor is registered with the Secretary of State at: <https://bsd.sos.mo.gov/BusinessEntity/BESearch.aspx?SearchType=0>. If the vendor is not registered with the Secretary of State, the Department contacts the vendor using the guidelines outlined in the Procurement Manual (see Appendix G at: <http://oapurch.state.mo.us/procurementsources.shtm>.  6) **Purchasing Suspension/Debarment List**: Verify whether the vendor is found on the Purchasing Suspension/Debarment List located on the Purchasing Vendor Information tab at <http://oa.mo.gov/purchasing/vendor-information>. If the vendor is found on the list, an award cannot be made to the vendor. Documentation of the search results may include a screen print(s) of the Purchasing Suspension/Debarment List.  Revised 08/28/2019 | | |