



POLICY AND PROCEDURE STATEMENT

ADM 10.1.0 Procurement

Purpose: The following Policy and Procedure Statement provides guidance to agency personnel in the procedures used to procure necessary goods and services for use by the agency.

Effective Date: August 1, 2014

Superseded Policy: N/A

References: 47 O.S. §759, 40 O.A.C. 1-1-3, 74 O.S. §85.1, *et. seq.*

Related Forms: None

Approved By: Kevin Behrens

1. All acquisitions of the Board of Tests for Alcohol and Drug Influence shall comply with the provisions of the Central Purchasing Act, 74 O.S. §85.1, *et. seq.*, including but not limited to provisions related to the State Use Committee, Purchase Card Procedures, and the rules of the Office of Management and Enterprise Services.
2. These policies apply to all purchases by BOT.
 - a. Sole Source acquisitions: Sole source acquisitions are permitted in appropriate circumstances.
 - b. Interagency purchases are not subject to the requirements of the Central Purchasing Act.
3. Amendments to these procedures shall be submitted to the State Purchasing Director for review and approval pursuant to 74 O.S. §85.39.
4. Certified Procurement Officer:
 - a. Through an agreement between BOT and Agency Business Services (ABS), ABS shall appoint ABS employees as a primary and secondary CPO for BOT. The appointees shall maintain their certification as a Certified Procurement Officer with the State of Oklahoma.
 - b. The CPO shall process all requisitions for BOT.
 - c. In the event the primary CPO is unavailable, the secondary CPO shall process all requisitions for BOT.
 - d. The CPO shall review all requests and attached documents to ensure accuracy and the availability of funds prior to processing requisitions. Unless already provided, acquisitions requiring affidavits and certifications by the Director or Cabinet Secretary shall be forwarded to the Director or Cabinet Secretary for their approval or disapproval.
 - e. The CPO shall initiate a purchase order through the state procurement system pursuant to ABS' own rules.
 - f. BOT is responsible for evaluating all completed acquisitions for accuracy and compliance with specifications.

5. BOT Signature Authority: The Director shall establish signature authority for the BOT and shall provide the CPO with a list of authorized signatures for the Purchasing Form 001 which shall be submitted electronically to ABS upon completion.
6. BOT Purchase Requests:
 - a. Those individuals established by the Director as signatories (requestors) shall complete and sign Purchasing Form 001 and forward to the CPO.
 - b. The CPO shall review the request for completeness and availability of funds and process requests accordingly.
 - c. The Director will determine the need for any BOT acquisition.
7. Additional Documents
 - a. The language in 74 O.S. §85.4E must be included in professional and non-professional service contracts as a term of the contract.
 - b. Sole Source/Sole Brand Certification: BOT shall attach a sole source/sole brand certification for acquisitions of \$5,000.00 or more and may be available only through a single vendor or manufacturer.
 - c. Change orders: BOT will submit change orders on purchase orders pursuant to Central Purchasing Rules, to either increase a purchase order on an as needed basis, or cancel the remaining balance on purchase orders at the end of the fiscal year and submit to the CPO for processing.
 - d. Supplemental documentation: BOT may attach supplemental documentation or narrative explanations related to purchases upon its own initiative or at the request of the CPO.
8. Supplier's Protest: BOT will comply with current OMES rules with regard to supplier's protests.
9. BOT Acquisition Records: The CPO shall maintain all original documents for each acquisition in a centralized file. BOT will maintain copies of all documents for each acquisition. These records will include justification for the acquisition, supporting documents, acquisition contract, evaluations and written reports, as appropriate to the acquisition.
10. Audit: Records shall be available for audit. Records shall be audited as required by the State, or the Purchasing Director. ABS and BOT shall retain all records relative to acquisitions and contracts for the duration of the contract term and for a period of 7 years following completion or termination of the acquisition. If an audit, litigation, or other action involving such records is started before the end of the 7 year period, the records shall be maintained for 2 years from the date all issues arising from the action are resolved or until the end of the 7 year retention period, whichever is later.
11. Monitoring: The CPO shall monitor all agency acquisitions and ensure the quantities and qualities of good/services received meet BOT's needs.
12. Reporting: BOT shall submit the following reports to ABS as required or requested:
 - a. Professional Services Contract Report – Professional services contracts will be evaluated and any deficiencies noted shall be reported to the State Purchasing Director before August 15 of each year.
 - b. Other Reports – All other reports will be prepared in accordance with the Central Purchasing Act and Central Purchasing Rules. Examples of other reports include but are

not limited to: Annual Report of Contracts Entered Into, Sole Source and Sole Brand, Emergency Requisitions, Structured Settlement Agreements, Settlement Agreements, Agency Cost Savings, and Fixed Rate Service Contracts.

13. Purchase Card Procurement – All BOT purchase card acquisitions shall comply with the provisions of the State of Oklahoma Purchase Card Procedures as issued by OMES, Central Purchasing Division.
14. Violations of the purchasing policy will result in corrective disciplinary action, up to and including termination.

END OF POLICY AND PROCEDURE STATEMENT