

# Special Procurement Requests

## *UPDATES & PROCEDURES*

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10:00 AM

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Indiana Department of Administration



*Indiana Department of Administration*

# SPECIAL PROCUREMENTS

- IC 5-22-10, Special Purchasing Methods may be used when unique circumstances exist, allowing standard practices to be circumvented.
  - Must qualify under at least one of the criteria and have proper justification
  - <http://www.in.gov/legislative/ic/code/title5/ar22/ch10.html>
- All special procurements with a value over **\$5,000** must be submitted to the Indiana Department of Administration for approval prior to purchasing the product or entering into a contractual agreement for a product / service.
  - Ensure the spirit of 5-22-10 is upheld and circumventing standard practices is appropriate.
  - Agencies are encouraged to engage with IDOA early in the process to seek guidance.



# SPECIAL PROCUREMENTS

## Information Needed for IDOA Review & Approval

- Relevant Indiana Code (per 5-22-10)
- Value of Proposed Contract or Purchase
- Recommended Vendor
- Detailed Justification that Validates Special Purchasing Method

All of this information will be provided on the updated Special Procurement Request form.



# SPECIAL PROCUREMENTS

## Detailed Justification that Validates Special Purchasing Method

- Describe the product/services the vendor will provide (note if it is state or federally mandated), and explain why this meets the special purchasing method.
- **PRODUCTS ONLY:** Detail the research performed to determine this product is the best solution for the state.
- Describe why this vendor was chosen and if the agency contacted other vendors.
- Was there an initial government estimate?
- Describe the negotiation proceedings that took place or how did the agency arrive at the price?
- How did the agency document its discussions with the vendor?
- Explain why the price is fair and reasonable under the circumstances.
- **PRODUCTS ONLY:** Provide detailed information for not entering into a contract if the agency is requesting a one-time purchase.



# SPECIAL PROCUREMENTS

## One-Time Purchases

- Special Procurement Form
- RFQ Package
- DOR and DWD Clearance Documentation
- SOS Documentation

Contracts: route special procurement approval during contract signature.

Any request over \$25,000 will route to budget for approval.  
Agency is responsible for keeping hard file of procurement.



# SUBMISSION GUIDELINES

The Special Procurement Request form and all applicable supporting documentation shall be emailed as a Word or PDF file to:

- Nicole Kenney ([nkenney@idoa.in.gov](mailto:nkenney@idoa.in.gov)) for any product purchase or contract greater than \$5,000.
- Nicole Kenney ([nkenney@idoa.in.gov](mailto:nkenney@idoa.in.gov)) for any service contract between \$5,000 and less than \$75,000.
- Jessica Robertson ([jrobertson@idoa.in.gov](mailto:jrobertson@idoa.in.gov)) for any service contract greater than or equal to \$75,000.

*For any purchase less than or equal to \$5,000, the agency must complete the special procurement form and supporting documentation but does **not** need IDOA approval prior to completing the purchase. The special procurement documentation shall be kept in the agency's file.*



# UPDATED DOCUMENTS

Procurement Training & Resources Page will have the following updated documents related to these special procurement changes.

- Commodities Streamlining Manual
  - Starting about page 31
- Special Procurement Request Form
- Special Procurement Instruction Page



# QUESTIONS

Annual Year-End Deadline for Special Procurements:  
**May 2, 2011**

