

**Enterprise Services Procedure No. PRO-DES-090-00A**

Delegated Authority Procedure

**Applies to**: Any state office or activity of the executive branch of state government, including state agencies, departments, offices, divisions, boards, commissions, and correctional and other types of institutions (referred to as agency in this policy). The delegation of general, additional, and interim delegated authority to state agencies for the purchase of goods and services in accordance with DES revised Policy #[POL-DES-090-00.](https://des.wa.gov/policies-legal/delegation-authority-des-090-00)

**Effective date**: New date 2025

**Last update**: April 5, 2019

**Review** date: {*5 years from effective date*}

# OBTAINING GENERAL DELEGATED AUTHORITY

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| *Action By:* | *Action:* |
| DES Director | 1. **Announcement of Procurement Risk Assessment.**    1. Sends announcement of next procurement risk assessment to agency heads.    2. Requests that agencies submit intake form. |
| Agency Staff | 1. **Preparation for Procurement Risk Assessment.**    1. Submits intake form identifying point of contact for the procurement risk assessment and providing responses to additional questions relevant to the assessment. |
| DES Risk Assessment Administrator | 1. **Initiates the Risk Assessment Process** 2. Reviews the agency’s intake form. 3. Reviews the agency’s contract report for the review period to identify contracts for auditing.    1. Selection criteria: contracts that were protested, large dollar value contracts, competitive contracts for goods, competitive contracts for services, contracts that may have unbundling opportunities, contracts that have potential for environmental aspects. 4. Schedules an entrance interview with agency points of contact. 5. Requests documentation from the agency related to:    1. the selected contracts; and    2. applicable internal procedures and/or other documentation that shows that the agency has a procedure to ensure policy compliance (e.g., a procedure for creating outreach plans to comply with the supplier diversity policy or a process to report on all Washington food purchase to comply with the WA Grown food policy, (if applicable)). |
| Agency Staff | 1. **Response to Document Request.** 2. Submits requested documents to Risk Assessment Team. |
| DES Risk Assessment Administrator | 1. **Contract Audit** 2. Saves all files in the agency’s corresponding procurement risk assessment folder. 3. Reviews each contract and evaluates compliance with enterprise procurement policies using the current procurement risk assessment tool [LINK]. 4. Calculates total score. |
| DES Risk Assessment Team | 1. **Determine overall agency compliance score.** 2. Reviews the score and modify it using the exceptions list to determine overall score and risk level. 3. Drafts the Delegation of Authority Letter, to include a summary of the analysis and any applicable conditions. 4. Sends Delegated Authority Packet to management for review. |
| DES management | 1. **Review of delegated authority packet** |
| DES Director | 1. **Approval or disapproval of delegated authority packet.**    1. If approved, delegated authority letter is signed and sent to agency head, with a Summary of the assessment. |
| Agency Staff | 1. **Receives delegated authority packet.**    1. Note: agency has 14 business days to provide a response to DES if there is a disagreement in the findings. |

# OBTAINING ADDITIONAL DELEGATED AUTHORITY

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| *Action By:* | *Action:* |
| Agency | 1. Determines whether a procurement will exceed the agency’s General Delegated Authority. |
| Agency Staff | 1. Completes request for Additional Delegated Authority, to include answers to the following questions:    1. What is the purpose, the scope, and the specific nature of the request? Agencies must specify how long the Additional Delegated Authority is needed.    2. What is the projected dollar value of the request? Agencies must include an analysis of how the amount of Additional Delegated Authority was determined.    3. How would the state/agency benefit should the request be approved?    4. What are the risks should the request be denied?    5. Does the agency possess the necessary experience, expertise, and resources to conduct the procurement and/or to manage the contract? If so, describe the experience and procedures that agency uses to comply with procurement policies, rules, and laws.    6. What is the contact information of the person responsible for implementing the requested Additional Delegated Authority? |
| Agency Head | 1. Reviews and if acceptable, approves the request for Additional Delegation of Authority and sends to the DES Director. |
| DES Risk Assessment Administrator | 1. Reviews agency’s request 2. Reviews agency’s most recent Procurement Risk Assessment rating. 3. Analyzes agency’s responses to justification questions (#2 a. through e.). 4. If needed, follows up with the agency to obtain additional information necessary to determine recommendation. 5. Recommends whether to grant, deny, or modify agency’s request. 6. Drafts recommendation letter for Director’s review, including the amount and duration of any Additional Delegated Authority granted, and applicable conditions. |
| DES Director | 1. Reviews, disapproves, or approves, then issues a letter regarding the agency’s request. |

# OBTAINING INTERIM DELEGATED AUTHORITY

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| *Action By:* | *Action:* |
| DES Policy Team | 1. Receives notification when a new agency is created. |
| DES Policy Team | 1. Schedules a meeting with the new agency procurement professionals to discuss: 2. The procurements that the new agency anticipates in its first year of operation (in goods, services, and IT); 3. The procurement staff in the new agency; 4. The amounts of delegated authority needed in the first year of operation. |
| DES Risk Assessment Administrator | 1. Drafts Interim Delegation of Authority letter. |
| DES Director | 1. Reviews draft Interim Delegation of Authority letter for approval or disapproval. 2. Issues a letter regarding the agency’s Interim Delegated Authority including the amount and duration of delegated authority, applicable conditions, and date of agency’s first procurement risk assessment. |

History

## Replaces

PRO-DES-090-00A April 5, 2019