



STATE OF WASHINGTON
DEPARTMENT OF GENERAL ADMINISTRATION

OFFICE OF STATE PROCUREMENT

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June 28, 2007

OSP Directive 07-07

TO: Agency Directors and State Agencies Purchasing Representatives

FROM: Kenneth Harder, Assistant Director

SUBJECT: Revision of Chapter 6 Applying the Principles of Purchasing, Chapter 7 Delegated Purchases, Chapter 10 Why compete?, and Chapter 13 Purchasing Decision Tree relative to adjusting the competitive bid thresholds as required by statute.

Consistent with the RCW citation listed below, we are revising several chapters of the *Washington Purchasing Manual* issued by the Office of State Procurement (OSP) to adjust the following competitive bid thresholds:

- Formal Sealed Bid threshold increased from \$43,900 to \$46,200
- Request for Quote threshold increased from \$3,100 to \$3,300

RCW 43.19.1906 states in part:

“Beginning on July 1, 1995, and on July 1 of each succeeding odd-numbered year, the dollar limits specified in this section shall be adjusted as follows: The office of financial management shall calculate such limits by adjusting the previous biennium's limits by the appropriate federal inflationary index reflecting the rate of inflation for the previous biennium. Such amounts shall be rounded to the nearest one hundred dollars. However, the three thousand dollar figure in subsections (2) and (8) of this section may not be adjusted to exceed five thousand dollars.”

The effective date of these revisions is July 1, 2007 and agencies have until July 31, 2007 to implement these changes.



Changes to statewide purchasing policy as contained in the Washington Purchasing Manual are as follows to change \$3,100 to \$3,300 and to change \$49,300 to \$46,200:

Chapter 6 Applying the Principles of Purchasing

- 6.1.a Request for Quote – pages 29, 30
- 6.1.b Competitive Sealed Bidding – page 31
- 6.1.e Direct Buy - page 33
- 6.1.h – Used Equipment, Furniture, Vehicles or Materials – page 36
- 6.3.b Notification and Publication - page 41
- 6.5 Segmenting or Splitting Requirements – page 52

Chapter 7 Delegated Purchases

- 7.1.b.9 Used Equipment/Materials – page 68

Chapter 10 Why compete?

- Paragraph 1 - Page 75

Chapter 13 Purchasing Decision Tree

- Page 99

The policies and procedures prescribed in the Washington Purchasing Manual are the minimum requirements that state agencies must meet. An agency may adopt more restrictive or detailed policies as long as the agency meets the required minimum standards.

All OSP directives and policies are available on our web site at:

<http://www.ga.wa.gov/PCA/Manual.htm>

Questions regarding policy content and proper interpretation of the purchasing policies contained in the Washington Purchasing Manual should be directed to Mr. Jack Zeigler of my staff at jzeigle@ga.wa.gov.