

STATE OF ALASKA DEPARTMENT OF MILITARY AND VETERANS' AFFAIRS STANDARD OPERATING PROCEDURES	NO.	PAGE 1-35 + attachments
	ISSUED August 8, 2005	EFFECTIVE Upon issuance
SUBJECT: PROCUREMENT AND PROPERTY MANAGEMENT	APPROVED BY: /// signed ///	
CHAPTER: 18	Craig E. Campbell Commissioner	

PURPOSE:

Define State of Alaska Procurement requirements with the Department of Military and Veterans Affairs (DMVA). These procedures supplement, but do not replace, current statutes, regulations, manuals, and other directives governing procurement.

DISTRIBUTION:

All Divisions within the Department of Military and Veterans Affairs.

AUTHORITY:

AS 36.30
2 AAC 12
AAM 81
AAM 82 and Appendix 1 to AAM 82,
Procurement Information Messages (PIM's) distributed by the Department of Administration (DOA),
Division of General Services (DGS)
49 CFR 18

DEFINITIONS:

The following definitions apply unless the context in which a term is used clearly requires a different meaning. Definitions in quotes are taken directly from AS 36.30.990 or 2 AAC 12.290.

Amendment — Written agreement to change the scope, terms, or period of performance of a contract.

Approval Delegation. Written memorandum received by a State of Alaska employee from a Commissioner or Division Director authorizing that employee to approve the procurement of goods or services, or approve invoices for payment within the limits of their delegation. NOT the same as a Procurement Delegation. An Approval Delegation only gives authority to commit funds on behalf of a Division, where a Procurement Delegation gives authority to actually make a purchase.

Approving Authority. Person delegated in writing by a Commissioner or Division Director the authority to approve the procurement of goods or services, or approve invoices for payment within the limits of their delegation.

Chief Procurement Officer — "Officer appointed under AS 36.30.010 as the chief procurement officer;" may be either the Director of the Division of General Services and Supply (DGS) or other designee of the Commissioner of the Department of Administration (DOA).

Construction — "The process of building, altering, repairing, maintaining, improving, or demolishing a public highway, structure, building, or other public improvement of any kind to real property other than

privately owned real property leased for the use of agencies; it includes services or professional services relating to planning and design required for the construction; it does not include the routine operation of a public improvement to real property nor does it include the construction of public housing."

Contract — "All types of State agreements -- regardless of what they may be called-- for the procurement or disposal of supplies, equipment for the State fleet, services, professional services, or construction."

Department Procurement Officer (DPO)— Person authorized to solicit, enter into, or administer contracts for DMVA and make written determinations with respect to them within limits of delegated authority; the Commissioner, Deputy Commissioner, Director (Division of Administrative Services), and Department Procurement Officer (Division of Administrative Services) all act as Department Procurement Officers within limits of delegated authority. Currently, only Procurement Specialists assigned to DMVA/DAS are designated Department Procurement Officers.

Division Procurement Officer. Person authorized in writing by a Division Director to procure products, equipment, and supplies for a Division within the limits of delegated authority and in accordance with current statutes, regulations, manuals, and directives.

Grant — "Property furnished by the State, whether real or personal, designated by law, including an appropriation Act, as a grant."

Procurement Delegation. Also called a "purchasing delegation." Written memorandum received by a State of Alaska employee from a Commissioner or Division Director authorizing that employee to make purchases for the Department or Division within the limits of their delegation and in accordance with current statutes, regulations, manuals, and directives. Only State of Alaska employees may be granted a Procurement Delegation. Per 2 AAC 12.740, this delegation must be in writing.

Professional services — "Professional, technical, or consultant's services that are predominantly intellectual in character, result in the production of a report or the completion of a task, and include analysis, evaluation, prediction, planning, or recommendation."

Procurement Officer — A person authorized in writing to solicit, enter into, or administer contracts for a Division and make written determinations with respect to them within limits of delegated authority.

Services — "The furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports that are merely incidental to the required performance; it does not include employment agreements or collective bargaining agreements."

Solicit — The act of requesting bids, proposals, or quotations either in written or oral form.

Solicitation — An invitation to bid, request for proposals, request for quotations, or any other document or request for offers issued by the State for the purpose of soliciting bids or proposals to perform a State contract.

Supplies — "All property of an agency including equipment, materials, and insurance; it includes privately owned real property leased for use of agencies, such as office space, but does not include acquisition or disposition of other interest in land."

POLICY:

DEPARTMENT AND DIVISION PROCUREMENT POLICIES:

The Department of Military and Veterans Affairs (DMVA), Division of Administrative Services (DAS), is responsible for maintaining Department Procurement policies consistent with State statutes, regulations,

manuals, and directives. All Department employees will follow DAS policies for procurement actions within the Department. Department Procurement policies supplement, but do not replace, current State statutes and regulations, and current DOA/DGS manuals and directives. Department Procurement policies may be more, but not less, restrictive than current State statutes and regulations, and current DOA/DGS manuals and directives.

Divisions may, and are encouraged to, develop Division level Procurement policies that are unique to their division. Division-level Procurement policies may be more, but not less, restrictive than, and may supplement but not replace, current State statutes and regulations (AS 36.30 and 2 AAC 12), Division of General Services manuals and directives (AAM 81, AAM 82, and PIMs), or Department of Military and Veterans Affairs, Division of Administrative Services, Procurement Policy.

PROCEDURES:

The procedures are divided into eight sections.

1. General
2. Responsibilities within the Department
3. Processing Documents
4. Solicitation and Public Notice Requirements
5. Competitive Bidding and Requests for Quotations – General Guidelines
6. Sealed Competitive Proposals, RFP's and Grants – General Guidelines
7. Intergovernmental Agreements and Purchasing – General Guidelines and
8. Property Accounting and Control – General Guidelines.

General: This section identifies statutes, regulations, and policies that relate to all methods of procurement of supplies and services, including requests for quotes, competitive sealed bids, sealed competitive proposals, negotiated agreements, and sole-source, limited competition, and emergency procurements that result in the creation of a delivery order, purchase order, contract, interagency agreement, grant, or other type of contractual agreement.

Governing Statutes and Regulations

The following list of procurement statutes are the cornerstones for statewide policy on procurement:

Title 36 contains the State Procurement Code (AS 36.30, effective January 1, 1988), which provides policies and procedures for procurement of supplies, services, and construction and maintenance of State property.

AS 37.05.220-400 contains laws related to administration of named recipient grants.

To centralize statewide procurement practice, AS 36.30.005 vests all procurement authority with the Commissioner of DOA for the purchase of supplies, services, and professional services and with the Commissioner of the Department of Transportation and Public Facilities (DOT&PF) for construction-related procurement and procurement of equipment or services for the State Equipment Fleet.

Delegation of Authority

All purchasing authority is delegated to the Commissioner of DMVA from the Commissioner of DOA for the purchase of supplies, services, and professional services and from the Commissioner of DOT&PF for procurement related to construction and equipment or services for the State Equipment Fleet. This authority is delegated in writing in accordance with AS 36.30.015 and is subject to DMVA's ability to administer the authority in accordance with applicable statutes and regulations.

All purchasing authority of the Commissioner is delegated by this manual to the Deputy Commissioner(s) and the Director, Division of Administrative Services, who may sign any purchase

requests, contracts, or other procurement agreements on behalf of the Commissioner in accordance with the content of the delegated authority from DOA, DOT&PF, and with the intent of this manual. In addition to this standing delegation full authority may be granted by the Commissioner to the Department Procurement Officer provided a determination is made that the Procurement Officer has certification required and ability to carry out the functions of the delegations.

The authority delegated to DMVA and necessary for a Division to carry out its functions will be further delegated in writing to the Director of that Division by memorandum or appropriate form from the Commissioner, Deputy Commissioner, or Director Division of Administrative Services, or by standing policy through this manual.

It is the Department's policy that procurement authority be delegated to the lowest level needed to carry out program responsibilities while still providing for appropriate checks and balances of procurement actions.

Sub-delegations from the Directors to their staffs must be reviewed by the Department Procurement Officer, and kept on file in the Division's headquarters office and in the Division of Administrative Services. Persons with delegated purchasing authority must meet the following minimum requirements:

1. Have need of the authority to function in their position.
2. Have a working knowledge of purchasing policies and practices of the Department.
3. Have copies of necessary procedures manuals, department orders, and other Department guidelines.
4. Attend procurement training made available by DOA the Division of General Services .

A Division's purchasing authority may change as updates are received from the Department of Administration. The Director, Division of Administrative Services, may revoke or change any delegated purchasing authority to or within Divisions for violations or failure to meet the delegation requirements.

Any request for additional purchasing authority beyond that delegated to the Division or the Department must be made by memorandum to the Director, Division of Administrative Services. This memorandum must include the following information:

1. Limits of the requested purchasing authority.
2. Need for having requested purchasing authority.
3. List of persons who will use the authority.
4. Procurement procedures that will be followed to implement that authority.

Fiscal Responsibility

Prior to requesting any purchase, requesting authority to solicit professional services, releasing bids, or signing any type of agreement for supplies or services, the purchaser must determine that funds are available from an appropriation established for the intended purpose of the purchase. If funds are not available at the time the order is requested, the purchaser must describe the proposed source of funding and when the funds will be available on the request for purchase document.

All purchase requests and contracts must be coded with all applicable coding for the purchasing division (CC, LC, PR) and signed by an approving officer before execution.

In this manual, the approving officer is defined as the person with authority to certify documents for the

Division, who, upon signing the obligation document, certifies that funds are available for the purchase and that the expenditure is within the intent of the appropriation.

Encumbrances

Contracts or agreements that obligate the Department for future payments based on future performance may be encumbered at the time the contract or agreement is signed. Purchase requests for one-time procurement of supplies or services over \$5,000 may be encumbered by the Division of Administrative Services at the request of the ordering activity. Other purchases, including vehicle orders or ETS orders, may be encumbered upon request to the Division of Administrative Services (Financial Services Section). These requests must include a copy of the obligation document with the following information:

1. Order number.
2. Applicable coding for the purchasing division.
3. Amount to be encumbered.
4. Anticipated delivery date.
5. Signature or other documentation of the person authorized to make the request.
6. Vendor's name and AKSAS vendor code if known.

Fiscal Year to Charge

[AS 37.25.010 \(a\)](#) provides: "The unexpended balance of a one-year appropriation authorized in an appropriation bill lapses on June 30 of the fiscal year for which appropriated. However, a valid obligation (encumbrance) existing on June 30 is automatically re-appropriated for the fiscal year beginning on the succeeding July 1 if it is recorded with the Department of Administration by August 31 of the succeeding fiscal year."

If an appropriation is for one year, it is expected that the funds will be used within the year and any excess funds will lapse. These sections should not be construed in any way to circumvent the budget process or as an excuse for poor planning. The financial staff of each agency is expected and encouraged to exercise caution and good judgement in this area to ensure compliance with the intent of the appropriation bill, i.e., the law.

The following paragraphs are general policy guidelines. It is the responsibility of all agency personnel and approving officers to make certain that all actions are based on sound accounting and budgetary practices, are in the best interest of the state, and adequate justification and supporting documentation is on file for each transaction.

Services: As a general rule, the date service is received determines the fiscal year's authorization to be charged. The costs for services received from doctors, dentists, lawyers, accountants, consultants, janitors, maintenance workers, carpenters, window washers, and others performing services for the state on a weekly or monthly basis shall be charged only to the current fiscal year's authorization. The reasoning behind this is that when the funds were appropriated for these services, it was intended that they be expended in the current year and any excess funds would lapse.

Absent avoidable administrative delay, a contract for services to conduct a specific project, prepare a specific report, etc., in which the length of time for completion of the services extends into the following fiscal year, may be encumbered at year-end. To be a valid encumbrance, the contract must be signed and work under way before June 30, and:

- the contract is for a "fixed price" and the product/service to be provided is not severable as to fiscal year; or
- the specific item or project is identifiable in the department's budget, approved program, revised program under [AS 37.07.080](#), and/or financial plans required by [AS 37.07.050](#).

Reimbursable Service Agreements (RSAs): RSAs are contracts for services between state

agencies and in general should follow the rules that apply to contracts for services with private sector vendors.

Advertising Orders: Advertising ordered but not received prior to the fiscal year end may be charged to the prior fiscal year if an advertising order was issued before June 30, provided the order is encumbered or paid August 31.

Materials, supplies, and equipment:

As a general rule, the date of the obligation to purchase materials, supplies, or equipment determines the fiscal year to be charged as long as the goods ordered are reasonably expected to be received by August 31 of the subsequent fiscal year.

However, absent avoidable administrative delay, goods ordered by June 30 that are not expected to be received by August 31 of the subsequent fiscal year may be encumbered at fiscal year end if it normally takes longer than four months for the vendor to deliver the goods.

An obligation to purchase materials, supplies, or equipment may be established by delivering to the vendor a complete and approved purchasing document (purchase order or delivery order) by June 30. An obligation may also be established by documentation of a verbal order communicated to the vendor by June 30 in cases where the purchasing document is not required. Vendor includes both parties external to the state as well as Internal Service Fund sources.

A purchase requisition (PR) is considered a valid obligation on June 30th only if it is a complete document that is approved and encumbered by the requesting agency and received, accepted, and date stamped by DGS on or before June 1st.

Any questions on the fiscal year to charge for a specific procurement should be directed to the Finance Officer,.

Advance Payments

The State Administrative Manual AAM 35.175 states that supplies and services are generally not paid for until they have been received. Any requests for advance payments, with the exception of those items listed below, must be made in writing and approved by the Finance Officer. Advance payments can not be used to circumvent proper fiscal year charge when that is the only reason for making the advance payment.

Advance payments that do not require the approval of the Finance Officer, include training and education, travel and per diem advances, subscriptions, lease or rental agreements, grants, and maintenance contracts.

Unauthorized Expenses or Use of State Property

Proper control in the handling of public funds is the responsibility of all Department employees. AAM 35.150 provides guidance for determining unauthorized expenditures.

" Tangible items, services, and training that are required to conduct state business are generally authorized. Expenditures that are not essential to state operations are generally unauthorized. Unauthorized expenditures include those that have no clear public purpose or benefit individual employees more than the state.

The following list includes examples of items that are generally not authorized. An agency head may specifically authorize listed items when the mission of the agency or the business requirements for individual job duties justify such an expenditure.

1. Printing: Printing of a personal nature, such as personal letterhead, stationary, holiday cards or personal photographs. (Photo galleries maintained as state property are generally authorized.)
2. Fixtures and Equipment: Nonessential office fixtures and equipment such as personalized items, occasional furniture, wall pictures or framing of same, pen and pencil desk sets, etc. (Microwave ovens, refrigerators, and other reasonable kitchen equipment for offices and break rooms may be purchased with approval by the appropriate agency head.)

Determinations on furnishings such as carpeting, draperies, and planters must be made by the division of General Services or Department of Transportation and Public Facilities, depending on who manages the building. State expenditures for purchase of these items without prior approval is prohibited.

3. Foodstuffs and Utensils: Coffee, doughnuts, or other food, unless reviewed by the appropriate agency head and deemed necessary for such state functions as training, conferences, board meetings, or other gatherings, and not to exceed a reasonable amount.
4. Dues. Dues for personal memberships in professional and technical associations and organizations when state agency membership is available.
5. Other: Any items similar in nature or content to the above listed items that cannot be justified as essential in the administration or conduct of a state office or program.

Expenditures on employee recognition and service awards are authorized in accordance with guidelines developed by the Division of Personnel.

Proper and adequate control in the handling of public funds is the responsibility of all state administrators. To a great extent, the success and adequacy of stewardship in state government is measured by the integrity and the propriety of acts of state administrators. All department heads and administrators are required to join in the intent and purpose of this section, and guidance should be sought from the Division of Finance when questionable situations arise.”

In addition, it is State policy not to pay dues for personal membership to professional/technical organizations or private subscriptions to periodicals.

It is improper for employees to use State equipment or services for personal benefit. Abuses, for example, include making personal long-distance telephone calls, taking State equipment home for private use, or using State vehicles for non-State business.

Employees who use State equipment or services for private use or make unauthorized expenditures may be liable for costs or damages and be subject to disciplinary or criminal action.

Procurement and Other State Agencies

It is the responsibility of Divisions initiating the procurement action to cooperate with other State agencies to assure that purchases for supplies and services are consistent with State statutes, regulations, and policies. A list of Departments and a brief statement of their responsibilities with respect to procurement is shown below:

Department of Administration (DOA)

Because of the size and different areas of responsibilities in DOA, its divisions are listed separately, a brief overview of the Divisions in DOA is shown below:

Division of General Services (DGS): The Director of DGS is the Chief Procurement Officer for the State.

DGS is responsible for the development of all procurement regulations, forms, and overall procedures. DGS solicits bids and makes purchases of items on statewide contracts and all leases of office space. It reviews and makes recommendations to the Commissioner of Administration on delegations of authority and on requests for alternate procurement for supplies, services, or professional services. It is responsible for surplus property and leasing of State office space (reference AS 36.30.010 and AS 36.30.040).

Division of Risk Management: Risk Management reviews contracts and other agreements for liability provisions and insurance requirements.

Enterprise Technology Services: Enterprise Technology Services (ETS) through the Technical Management Committee, is responsible for establishing standards and approves all requests for information technology that are not part of the statewide standard. This approval is to assure that agencies making data- processing procurements have a well-thought-out plan for the use of the supplies or services prior to entering the procurement process.

They are also responsible for providing assistance in resolving telecommunications problems and solicits sealed competitive bids and proposals for the purchase of telephones, radios, and other communications equipment. They also provide other services through contracts with private carriers and administration of a Task Order system for the purchase of Information Technology professional services.

Division of Finance: Directs State policy for State accounting.

Commissioner's Office: The Commissioner of Administration reviews and approves all requests for limited solicitations and Delegations of Purchasing Authority.

Department of Transportation and Public Facilities (DOT&PF)

DOT&PF is responsible for developing standard construction specifications and contracting procedures for construction projects. In addition, DOT&PF maintains an inventory of State facilities and the State Transportation Equipment Fleet. It is also responsible for overseeing maintenance of State-owned facilities and transportation and construction equipment.

Department of Law (Law, Attorney General's Office)

Law is required to review all nonstandard contracts or standard contracts that have been modified. It also provides consultation in contract and bid dispute matters.

Office of Management and Budget (OMB)

OMB is responsible for statewide budget review, overall management and audit of State expenditures and programs, and coordination of Single Audit Act requirements.

Department of Commerce and Economic Development (DCED)

DCED regulates business licenses and the licensing of professions in the State, including contractors and the insurance industry.

Department of Labor & Workforce Development (DOL & WD)

DOL & WD is responsible for enforcement of the Davis-Bacon Act (minimum wage rates for laborers and mechanics on State funded construction contracts) and local hire provisions of Title 36. DOL & WD handles workers compensation claims collection of unemployment taxes from employers and much more.

Planning Purchases and Contracts

Project managers and division directors should take necessary steps to assure that procurement of supplies and services allows for reasonable solicitation and is from the most economical source. All procurement should be the result of a good planning process. This involves knowing what product or service is required to accomplish the task, budgeting funds, combining orders to receive volume discounts, developing project time lines with realistic delivery dates, and having a working knowledge of the procurement process.

Budgeting

The following anticipated purchases/contracts should be specifically identified in each Division's budget requests:

1. All purchases of equipment.
2. Professional Services Contracts.
3. Reimbursable Services Agreements.
4. Maintenance of State-owned facilities not budgeted by other State agencies.
5. Cooperative Agreements and Memorandums of Understanding (MOUs) that involve direct expenditure of funds.
6. Grants.
7. Construction contracts.
8. Lease Space Costs.

Project managers should take the necessary action to procure the budgeted supplies or services as soon as practicable after the funds are appropriated.

Time Required for Major Procurements

The time necessary to procure supplies and services varies from order to order and from contract to contract. For planning purposes, some general guidelines are listed below.

Non-Contract Award Supplies and Services over \$50,000; 45 - 160 days: These supplies and services are generally coordinated through DGS. Radio and telecommunications equipment are generally procured by ETS. Times are estimated from time of receipt of PR by DAS to receipt of order by requesting agency. Additional time may be required if agency specifications are not clear on the purchase requisition (PR), if the award is protested, or if the vendor requires delivery time longer than 6 to 8 weeks.

45-160 days for sealed, competitive bid items.

30-90 days for items on sole-source or limited solicitation.

10-21 additional days for items requiring Outside Agency review.

Professional Services Contracts over \$50,000; 16-265 days

Requesting authority to seek professional services; 1-40 days

1-2 days requesting authority to seek professional services (ASPS).

5 - 21 additional days if requesting a sole-source or limited solicitation.

10-21 additional days if ETS or CRC review is required.

Solicitation and evaluation; 31-100 days

5-24 days to write and obtain DMVA approval of an RFP.

21-45 days to advertise and solicit proposals (not required for sole source procurements); limited solicitations may shorten the time period.

5-21 days to evaluate proposals (not applicable for sole-source procurements).

Negotiating, writing, and obtaining approval of the contract; 8-120 days

5-25 days to negotiate and write a contract.

10-60 additional days if award of contract is protested.

5-14 days to receive DMVA approval of the contract.

10-21 additional days if IRMEAC review is required.

Construction contracts over \$100,000; 35-200 days

5-120 days for development of bid specifications.

21-30 days for advertising and soliciting bids.

5-15 days for obtaining approval of contract.

1-10 days for approval of change orders and extra work orders.

Emergency Procurements

In accordance with AS 36.30.310, "Procurements may be made under emergency conditions as defined in regulations adopted by the commissioner (Commissioner of DOA, 2 AAC 12.440-460) when there exists a threat to public health, welfare, or safety, when a situation exists that makes procurement through competitive sealed bidding or competitive sealed proposals impracticable or contrary to the public interest, or to protect public or private property. "

2 AAC 12.440 separates emergencies into two categories: "Type A" emergencies arise as a result of fire, flood, epidemic, riot, equipment failure, or other compelling reasons. "A" type emergencies require the procurement officer or appropriate agency official to make a written determination of the emergency and report it in accordance with 2 AAC 12.460. "Type B" emergencies may exist when procurement through competitive sealed bidding or competitive sealed proposals is contrary to the public interest because of delays inherent in the normal procurement process. Prior written approval must be obtained from the Commissioner of DOA or DOT&PF before taking any action in this type of emergency.

Lack of advance planning for a project or program does not constitute an emergency. It is the responsibility of each Division to exercise discretion in making emergency purchases. Each employee will be held responsible for any abuse of this authority. Regardless of type, all emergency purchases must be substantiated by a full explanation of the nature of the emergency.

For type "A" emergencies, a justification written in memorandum format to the Director, Division of Administrative Services, must accompany the payment document when it is sent to the Division of Administrative Services. This justification must include the following items:

1. Nature of the emergency.

2. When it took place.
3. What forms of solicitation were used.
4. Number of responses received.
5. Estimated total cost of supplies or services purchased.
6. Impact the emergency will have on your budget.

For the purposes of documenting emergency procurements during emergencies, the justification will be documented in accordance with written procedures established by the Division of Homeland Security & Emergency Management and Division of Administrative Services.

Divisions making emergency purchases for supplies shall obtain competitive prices whenever possible and award to the lowest bidder.

An emergency purchase may be made with One Card, delivery order, purchase order, field warrant, verbal order, or informal written order.

Purchases made under this authority must be fully evaluated prior to taking purchasing action. The Division of Administrative Services and DGS (DOA) are always available if assistance is needed in locating required items.

Contracting vs. Hiring

Prior to contracting for professional or personal services, Divisions are required to determine if an employer/employee relationship will result from the contract. If an employer/employee relationship is likely, the Division must hire a person for the job rather than contracting. The reasons for this policy are listed below:

1. The Internal Revenue Service requires employers to pay estimated federal income taxes for persons acting as employees.
2. It is State policy that departments will not enter into a contract with a contractor whose relationship to the State is that of an employee (Administrative Manual, section AAM 81.010).
3. State labor contracts prohibit the State from contracting for services that would result in layoff of employees unless the State can show that contracting is less costly.

Determining Employer/Employee and Contractor Relationships

An employer/employee relationship may exist under the following conditions:

1. The person is subject to the direct supervision of the State as to what shall be done and when, where, and how it shall be done. If the State has the right to directly supervise the work, an employer/employee relationship exists.
2. The State has the right to discharge the person for reasons other than untimely delivery of the product.
3. The State furnishes tools, equipment, and a place to work for the individual performing services.

4. The work being done has been done by employees in the past.

A contracting relationship may exist under the following conditions:

1. Persons are subject to the control or direction of the State only as to the result to be accomplished and the work to be done, not as to the means and methods for accomplishing the result.
2. The persons are in business providing a service to the public for which they may derive a profit or suffer a loss.
3. The persons advertise their services or have other public contracts.
4. The service they provide is for a fixed period of time and results in a tangible final product.

If you are in doubt about the relationship of the individual to the State, contact the Department Finance Officer or Personnel Officer. Here is their website: <http://fin.admin.state.ak.us/dof/main/index.jsp>

If the project manager determines that an employer/employee relationship would exist in the project, an employee should be hired for the task.

To hire a non-permanent employee, the following steps must be followed:

1. Fill out a request for a non-permanent employee (form 02-230). This form must be approved by the Director of Division of Administrative Services and the Department of Administration.
2. Follow appropriate hiring policy and procedures.

More detailed information is available in the Personnel Procedures Manual.

Exceptions to the Hiring/Contracting Guidelines

There are two situations where an employer/employee relationship may exist, yet it may be appropriate to contract for the service.

The first is when the steps taken to hire employee are unsuccessful, or when the hiring process is inappropriate as determined by the Director of DAS or the Division's of Personnel. If this situation occurs, a contract may be negotiated with the concurrence of the Director of Division of Administrative Services and Procurement Officers.

The second is when it is more cost effective to contract than hire an employee(s). If the potential contractor is not replacing an existing employee(s), is not doing a task that may be or may have been accomplished by a vacant or unfunded position, will not be directly or indirectly supervised, and the tasks to be accomplished are well defined and require a fixed time commitment, contact the Department Procurement Officer for instructions on how to proceed.

If a project manager determines that it would be more cost effective to contract for services than fill a vacant position or to contract for services and lay off full- or part-time employees, the project manager is required to provide a written justification for this action to the Director, Division of Administrative Services.

If the case is justified, the Director of DAS will present the case to DOA Division of Personnel and as appropriate to the Division of Labor Relations, DOA, for presentation to the appropriate union. This action must be taken prior to soliciting proposals or bids to establish a contract.

Conflicts of Interest

Everyone involved in any aspect of purchasing must be especially sensitive to the appearance of favoritism or personal benefit. A conflict of interest exists any time a person must make a decision to take an action that may affect his/her personal interest. Some ways of avoiding potential conflicts of interest in the area of procurement are listed below:

1. Avoid having lunch, dinner, drinks, etc., with a potential seller/contractor to the State. If this cannot be avoided, cover your own expenses.
2. Do not negotiate purchases with sellers/contractors who are close personal friends, relatives, or someone with whom you have a substantial financial interest (2 AAC 07.940). Refer the transaction to an authorized co-worker.
3. Do not accept gifts or anything of value from potential sellers/contractors. Inexpensive advertising items, pens, calendars, etc., are not considered items of value (2 AAC 07.940).
4. When doing personal business with potential vendors, do not accept discounts or favoritism not available to the general public.
5. Do not provide confidential information to anyone not authorized to receive it (2 AAC 07.940).
6. Do not give information to one bidder that is not available to all bidders, potential or actual.
7. Do not use information available to you because of your position to advance your -- or anyone else's -- personal, financial, or other private interest (2 AAC 07.940).
8. Do not use your position or status to solicit, directly or indirectly, business or political support of any kind.
9. Do not participate on a proposal evaluation committee if you were employed within the past year with the firm you are evaluating.

If it is determined that a conflict of interest exists in a procurement situation, those individuals who may have a conflict should be excused from the procurement process.

Contracting with State Employees

To avoid the appearance of any conflict of interest, DMVA employees and immediate members of DMVA employees' families may not sell or contract with DMVA for supplies or services. This policy is not intended to limit employees from contracting or doing business with other State agencies provided that business or outside employment is not incompatible with, in actual conflict with, or appears to be in conflict with the proper discharge of the employees' duties (2 AAC 07.940) and that the appropriate paperwork is on file with the Department Ethic's Officer.

Requests for waivers of this policy may submitted by the employee through the Director, Division of Administrative Services, to the Commissioner for a decision.

Accepting Donations or Gifts of Supplies, Services, or Money

According to the State Procurement Code [Section 36.30.850 (d)], "nothing in this chapter (36.30) prevents an agency or political subdivision from complying with the terms and conditions of a grant, gift, bequest,....." However, donations of supplies and services must be carefully administered to avoid any appearance of favoritism or other political influence upon the Department's programs or its

employees.

Questions regarding accepting donations should be directed to the Director, Division of Administrative Services or the Department Procurement Officer.

Volunteers

Volunteers may be used if appropriate waivers of liability are on file and the volunteers are not replacing full- or part-time employees. Refer to the Personnel Procedures Manual for procedures on using volunteers.

Solicited Donations

Any request to solicit donations of funds or services that result in the delivery of a finished product with a value that is anticipated to exceed \$500 must be reviewed by the Director of the Division involved prior to issuing a solicitation. The request for solicitation must be in memorandum format and include the following information:

1. A brief explanation of the reason for soliciting the donations.
2. A description of the supply or service being solicited.
3. Method of solicitation, including the form of public notice and documentation to be used.
4. A statement assuring that the donation is compatible with the purposes of the Department, that no exclusive rights are granted as a result of the donation, and that receiving the donation will not create a conflict of interest or appearance of a conflict of interest.

Unsolicited Donations

Unsolicited donations of supplies and services may be accepted by the Department provided the value of the supplies or services donated is less than \$500, the donation is compatible with the purposes of the Department, no exclusive rights are granted as a result of the donation, and there is not a conflict of interest or appearance of a conflict of interest. Staff should consult with their Division director prior to accepting any unsolicited donations in excess of \$500 prior to acceptance to assure the donations are compatible with the purposes of the Department, no exclusive rights are granted, and that receiving the donation will not create a conflict of interest or appearance of conflict of interest.

Donations of Money

Generally all monetary receipts must be deposited in the General Fund and cannot be expended until appropriated. The only exception is donations to programs with program receipts authorization. Monetary gifts designated for a program with program receipts authorization are considered unanticipated program receipts and may, with the approval of the Legislative Budget and Audit Committee, be expended for the designated purpose (AS 37.07.080).

Donations of money that are not designated for a specific program are not program receipts and will be deposited in the General Fund. Donations of money that are designated for a program that does not have program receipts authorization will also be deposited in the General Fund, but the money will be returned to the donor if the Legislature does not appropriate the funds for the purpose designated by that donor.

Any questions you may have about your particular situation should be addressed to the Finance Officer.

Disputes

All Department protests and disputes with contractors and bidders will be handled in accordance with AS 36.30 (Article 8, Legal and Contractual Remedies) and 2 AAC 12 (Article 12, Legal and Contractual Remedies). In most situations, it is in the best interest of the Department that disputes be settled by mutual accord to avoid a hearing or court proceeding.

If a dispute or protest arises during the procurement process between the Division requesting the service and the contractor/vendor that cannot be resolved between the two parties, the project manager should immediately notify the Department Procurement Officer.

The Department Procurement Officer will review each bid or proposal protest and make a written determination on acceptance or denial of the protest prior to continuing with award of a contract under protest in accordance with AS 36.30.580. The Commissioner or Director, Division of Administrative Services, may delegate this responsibility to another individual depending on the circumstances surrounding the solicitation process.

When the Department is responsible for holding a formal hearing, the Commissioner will act as or appoint the hearing officer who will be responsible for coordinating the hearing and making the determination for the Department.

If the contractor/vendor requests a hearing with DOA, the Department Procurement Officer will assist in coordinating arrangements with the Division involved, the Department of Law, and DOA.

Violations of Purchasing Policy and Procedures

Anyone violating the procedures or delegation so authority may have their purchasing authority revoked. In addition, violators may be subject to disciplinary action, be held personally liable for purchases, or be subject to criminal charges for violations of purchasing statutes. The Alaska Administrative Manual published by the Department of Administration AAM 82.300 to 82.350 outlines to procedures and process for reporting and documenting purchasing violations.

According to AS 36.30.930 the following penalties apply to violations of AS 36.30:

1. A person who contracts for or purchases supplies, equipment for the State fleet, services, professional services, or construction in a manner the person knows to be contrary to the requirements of this chapter or the regulations adopted under this chapter is liable for all costs and damages to the State arising out of the violation.
2. A person who intentionally or knowingly contracts for or purchases supplies, equipment for the State fleet, services, professional services, or construction under a scheme or artifice to avoid the requirements of this chapter is guilty of a class C felony.

To avoid purchasing violations, all persons involved in purchasing must be aware of current delegated authority limits and solicitation requirements. General guidelines to assist Divisions in this area are listed below:

1. Plan for all major purchases and contracts, especially those over \$5000.
2. Solicit requests for bids and proposals--and advertise when required--to allow for the maximum competition within the business community.
3. All modifications to contracts and requests for bids and proposals must be in writing and approved by an authorized procurement officer.
4. Be clear and concise in writing purchase requests, bids, requests for proposals, delivery orders, and professional services contracts.

5. Do not make purchases or negotiate contracts that are beyond your purchasing authority.
6. Do not split orders to avoid procurement requirements.
7. Do not use unnecessarily restrictive specifications to limit competition.
8. Call the Department Procurement Officer in the Division of Administrative Services if you think you have made a purchasing violation or if you are in doubt about how to proceed in a purchasing situation.

Training and Certification

DGS manages the State of Alaska Procurement Officer Certification. Within the program, there are three levels of certification, each requiring different types of training for an individual to perform procurements at a given level. Specifics on the Procurement Officer Certification program may be obtained by visiting the DGS website: www.certification.dgs.admin.state.ak.us.

The Department Procurement Officer manages the procurement Officer Certification within DMVA. This maintains files and monitors certifications on all DMVA employees with a written procurement delegation.

Employees with procurement delegations are responsible for maintaining current certification under the DOA/DGS Procurement Officer Certification Program.

Procurement Categories

Employees involved in the procurement process must have and maintain certifications from either DOA or DOT/PF as appropriate to assure that the Department has knowledgeable employees acting as agents of the State. Division of Administrative Services is committed to providing or encouraging participation in ongoing training in all aspects of procurement at least annually and as specifically requested by the Divisions. Divisions should provide access to procurement training for those persons with delegated purchasing authority.

In addition to providing continuing training, the Division of Administrative Services has staff available to assist divisions if questions arise during the procurement process.

Level 1 Procurements. DMVA employees performing procurements up to \$5,000, including State Purchase Card (P-Card) purchases, must complete DGS Level 1 procurement certification and have a written procurement delegation letter on file with the Department Procurement Officer.

Level 1 procurement certification can be met by either attending formal classes held periodically by DGS, or by reading the Small Procurements Manual and completing the request form found in the back of the manual.

Copies of the Level 1 certification request form or training certificates must be provided to the Department Procurement Officer.

Level II and Level III Procurements. DMVA employees performing procurements above \$5,000 must complete DGS Level II/III certification and have a written delegation on file with the Department Procurement Officer.

Level II/III procurement delegations are restricted within the Department, and not all employees who are Level II/III certified may be granted Level II purchasing authority.

Within DMVA, only the Department Procurement Officer and select other employees are granted Level III procurement authority (over \$25,000).

Internal Reviews.

Internal reviews, commonly called “audits,” may be conducted as needed or directed by either the Department Procurement Officer or an outside agency.

Reviews may be conducted as directed by the State of Alaska Chief Procurement Officer, State of Alaska Contracting Manager, DMVA Commissioner, or a Division Director at any time.

Reviews may be conducted as needed by the Department Procurement Officer based upon routine review of a Division or Division Procurement Officer’s procurements.

Reviews will be as thorough as needed to ensure problems are identified and corrective actions taken. They may involve select procurements by an individual Procurement Officer, or review of all or part of a Division’s procurements within a specified timeframe.

A Division Procurement Officer may be asked to assist with an internal review if desired by the Department Procurement Officer. This request must

- be in writing to the Division Procurement Officer’s Director
- state reason(s) why it is not feasible for the Department Procurement Officer to conduct the review, and
- be coordinated through the Department Procurement Officer’s Supervisor and Director.

All internal reviews will be coordinated between the Director, Division of Administrative Services, and the Director of the respective Division.

Copies of the internal review report will be provided to both the Director of the Division of Administrative Services and the respective Division Director. The Director, Division of Administrative Services, will control distribution of all internal review reports within the DMVA.

RESPONSIBILITIES WITHIN THE DEPARTMENT

This chapter defines general procurement responsibilities within DMVA.

Commissioner's Office

As the contracting officer for the Department, the Commissioner is ultimately responsible for all procurement actions taken by Department employees. The Commissioner's responsibilities as procurement officer are listed below:

1. Delegate purchasing authority to the Department Procurement Officer and Division Directors as appropriate for sub-delegating from other directors to division Staff.
2. Oversee departmental procurement policy and procedure development.
4. Act as or appoint a hearing officer, if required, in bid or contract disputes.
5. Administer any employee suspensions or revocations of delegated authority for purchasing violations.
6. Approve contracts over \$25,000 initiated by the Division of Administrative Services.

In addition to the above duties, the Commissioner may approve or disapprove any request for purchase, contract, grant, cooperative agreement, or memorandum of understanding when it is in the best interest

of the Department.

Division of Administrative Services

Responsibilities of the Division of Administrative Services are listed below:

1. Develop and implement DMVA procurement policy and procedures that are consistent with State statutes, regulations, and policy.
2. Act on behalf of the Commissioner in approving certain delegated requests for purchases, grants, contracts, and other agreements.
3. Act, when needed, as liaison between Divisions requesting procurements outside their purchasing authority and other appropriate State agencies.
4. Provide assistance to Divisions, upon request, in all phases of procurement.
5. Provide training in all aspects of procurement for Department staff.
6. Audit procurement practices and recommend disciplinary action in purchasing violations.
7. Process and audit all payments to contractors and vendors.
8. Inform Division Directors of any changes in State purchasing policy or procedures that would impact the operation of the Department.
9. Review delegations of purchasing authority from Directors to subordinates and maintain a file on purchasing delegations.
10. Maintain payment files for all contracts.
11. Maintain the DMVA property inventory on the State property system and assist Divisions in property control and inventory.
12. Provide technical assistance and review in purchasing data-processing equipment and services.

All Divisions and DMVA Employees

The responsibilities of Divisions and DMVA employees with delegated purchasing authority are listed below:

1. Follow the procedures outlined in this manual and make purchases in accordance with delegated purchasing authority.
2. Allow a reasonable amount of time for solicitation.
3. Know budgetary limitations on purchases.
4. Keep informed on procurement practices and assure that subordinates and superiors involved in the procurement process are also informed.
5. Assure that employees responsible for procurement are trained and are properly certified for their levels of delegated authority by the Department of Administration and Department of Transportation and Public Facilities.

6. Be responsible with State property and assure that all new purchases are properly tagged and inventoried.

See Attachment #2 – Smart Field Purchasing for further guidance.

PROCESSING DOCUMENTS

All purchases over \$1000 and the purchase of any equipment that must be inventoried (controlled property) must be on a State purchasing document for three reasons:

1. All contracts for the sale of supplies over \$500 must be in writing to be enforceable (AS 45.02.201).
2. Written purchasing documents provide the basis for entering items in the State property inventory system.

All employees involved in procurement must use standard State purchasing documents or receive approval from DOA or the Department of Law if other forms are used or standard terms or conditions are modified (AS 36.30.340).

Standard Forms/Documents and Usage

The most common forms used in purchasing and contracting and their usage are listed below. Most of these forms are available on line at General Services Web site. DMVA Divisions may have their own, similar recognized forms that they may use internally or between their division and vendors. However, only completed Purchase Requisitions and Delivery Orders will be used for ordering vehicles or ETS equipment / services or purchases over \$25,000 through DAS Procurement. DAS Procurement will assign a PR number that are tracked for purchases that they must process.

General Purchasing — Competitive Bidding and Small Procurements

Stock Request (02-303)

Used to request purchases internally and may be used for purchases under \$1000. (see Attachment #3)

Delivery Order (02-601)

Used to purchase supplies and services within a Division's purchasing authority. (see Attachment #4)

Purchase Requisition (02-099)

Used to request purchases for biddable commodities (supplies and services) outside the Division's purchasing authority. And used for purchases of communication items (DOA/ETS) and vehicles (DOT/SEF). (see Attachment #5)

Bid Abstract (02-124)

Used to document the solicitation process for procurements made within a Division's delegated authority. (see Attachment #6)

Advertising Order (02-901)

Used to place advertisements with newspapers and magazines.
(no image available)

Agency Contract Award (DMVA Form)

Used to award contracts for supplies or services over an extended time period. (see Attachment #7)

Professional Services Contract Documents (Note: Most of these forms can be viewed at: <http://www.state.ak.us/local/akpages/ADMIN/dgs/policy.htm>)

Authority to Seek Professional Services(ASP)

The use of this form has been replaced by a simple e-mail to the Department Procurement Officer. (see your DPO for details)

Request for Proposals (RFP) (DOA boiler plate available on their website.)

Used to solicit professional services contracts; contains information to the Proposers, general RFP boiler-plate language, contract provisions, background information on the project, description of services to be provided, and evaluation criteria. (see your DPO for details)

Notice of Intent to Award (02-097)

Used to inform all respondents to an RFP of the intended recipient of the contract. (see your DPO for details)

Standard Agreement Form for Professional Services (02-093)

Standard form to use for all professional services contracts; it establishes the format of the contract to include appendix A, general provisions; appendix B, hold harmless and insurance provisions; appendix C, scope of services; and appendix D, consideration. (see your DPO for details)

Appendix B (02-093b1 and b2): Standard State boiler plate for hold harmless and insurance provisions for professional services contracts.

Appendix C (no form): This is the scope of services section of the contract. At a minimum, it should include technical specifications, identification of deliverables, a work schedule, reporting requirements, and other relevant information.

Appendix D (no form): This is the consideration section of the contract. It should restate the "not to exceed amount of the contract" and outline the terms of payment, methods or times of billing, allowable costs, and any other conditions with respect to consideration or payment.

Contract Amendment (02-112)

Used whenever there is a modification of scope, amount of funds, or time. All contract changes must be in writing and on a contract amendment form. (see your DPO for details)

Requests for Alternate Procurements

Request for Alternate Procurement (RAP) (02-100)

DOA form required when seeking to solicit a sole-source request, limited solicitation, brand specific bid, or type "B" emergency for the procurement of supplies or services (see section 1.6.3 of this manual). (see your DPO for details)

Waiver Request for Procurement (250-026)

DOT&PF form required when seeking to solicit a sole-source request, limited solicitation, or type "B" emergency for the procurement of construction-related services (see section 1.6.3 of this manual). (see your DPO for details)

Other Procurement Documents

Procurement Report Form (02-115)

Used to report all procurement activity over \$50,000 to DOA or DOT/PF in accordance with statutes and regulations. (see your DPO for details)

Reimbursable Services Agreement (02-098)

Used to procure services from other State agencies. (see your Finance Officer for details)

Grant Agreement (DMVA form)

Used to administer grant programs and designated recipient grants. (see your Administrative Manager for details)

Construction Contract and Bidding forms (assorted DOT/PF forms)

Used in the solicitation and award of construction contracts. These contracts require the contractor to submit additional forms not required in other types of contracting, bonds, EEO certifications, DBE certifications, non-collusion affidavits, equipment summary reports, and subcontractor reports. (see Facilities Management Office for details)

Cooperative Agreements (no form)

Used to develop joint involvement projects between the Department and nonprofit organizations and municipal, State, or federal agencies. (see your Administrative Manager for details)

Memorandum of Understanding (no form)

A master agreement used to establish guidelines for mutual cooperation. An MOU generally does not involve the direct transfer of funds and is for an indefinite time period. (see your Administrative Manager for details)

Property Management and Risk Management

Interdepartmental Property Transfer Authorization Request (TAR; 02-622)

Must be completed when surplusizing controlled items to DGS or when transferring equipment between Divisions or Departments. (see Attachment #8)

Property Control Data Collection Form (02-623)

Used to record receipt of property to be included in a Division's inventory; also the data entry form for entering property information into the statewide inventory system. (see Attachment #9)

Must be completed whenever controlled items are lost, damaged, or stolen. Copies are submitted to the Department Procurement Officer, DOA General Services and Supply, and DOA Risk Management. (see Attachment #10)

Property Salvage / Destruction Request (02-610)

State property which can not be repaired economically or is not marketable should be destroyed or salvaged for parts. Property Management Office approval is required before destruction or salvage of the property items is executed. (see Attachment #11)

Departmental Review and Approval

Purchases and agreements for which a Division has full delegated purchasing authority do not have to be approved or reviewed by another agency prior to execution. However, audit copies must be submitted to the Division of Administrative Services at the time the order is placed, the contract is executed, or invoices are submitted for payment in accordance with section 3.4 of this manual.

To assist the Division of Administrative Services in its responsibility for auditing purchasing and accounting practices and to keep the Commissioner's Office apprised of procurement activities, the following review and approval procedures apply to procurement activity outside a Division's purchasing authority.

General Guidelines

All contracts and other documents that require approval by another State agency and involve the direct expenditure of funds in excess of \$5000 must be routed through the Division of Administrative Services for review and/or approval prior to being executed by the Department.

Division of Administrative Services, Department Procurement Officer - Review and Approval

The following documents require review or approval by the Department Procurement Officer unless specific authority has been delegated from the Commissioner, Deputy Commissioner, or Director of Division of Administrative Services to an employee to conduct these tasks for their division.

1. Request for authority to solicit professional services contracts over \$1000.
2. Requests for proposals (RFPs) for professional services greater than \$5000.
3. Solicitation documents for procurements greater than \$25,000.
4. Purchase requisitions (PRs).
5. Requests for telephone equipment and services.
6. All professional services contracts that exceed \$1000.
7. All amendments to professional services contracts.
8. Purchases of non- standard information technology equipment or services that require DMVA / DHS&EM / IT approval.
9. All construction contracts greater than \$2000 (except FMD)
10. All requests for sole-source procurements.
11. All requests for limited solicitation, brand specific, or type "B" emergency procurements greater than \$5000.
12. Any procurement action that may be politically sensitive or otherwise controversial.
13. Purchase requests over \$25,000.
14. All State-funded DMVA grants greater than \$5,000 (see provision above).
15. Any request for new or renewal of leased space.
16. Intergovernmental cooperative funding agreements involving the direct expenditure of funds in excess of \$5000 (excluding RSAs).

Note that all purchases of information technology or services must be reviewed by the DMVA / DHS&EM / IT, prior to execution in accordance with section 5.2.2 of this manual.

In addition, the Division of Administrative Services, Department Procurement Officer, has the following responsibilities:

1. Review and approve all procurement-related documents within limits of their Delegation of Authority.
2. Make written determinations on bid/RFP protests on behalf of the Department in accordance with statutes and regulations.
3. Approve all procurement documents for the Department in accordance with delegated authority from the Commissioner.

Division of Administrative Services / Commissioner's Office Approval

Procurement report form 02-115 will be completed for all professional services contracts, construction contracts, and any other contracts that exceed \$50,000 and are the result of competitive bids, proposals, or alternate procurement requests and filed with DOA Division of General Services. This form may be replaced by a cover memo submitted to the Department Procurement Officer documenting the items to be procured and the selection process.

To request delegated authority to solicit professional services over \$1000, an authority to seek professional services (ASPS) must be requested from the Department Procurement Officer for approval prior to issuing an RFP. The Department Procurement Officer will issue an ASP # that will be used to track the solicitation and subsequent contract. No additional documentation is required.

The following procurement activities require the review or approval of the Commissioner, Deputy Commissioner, Director (Division of Administrative Services), or their designee.

1. Requests for alternative procurements less than \$50,000 for goods and services and \$100,000 for construction.
2. Any of the documents above that have not been delegated to the Department Procurement Officer to approve.
3. Controversial procurements, including but not limited to settlement of claims, protests and disputes.

Files and File Retention

The Division of Administrative Services will maintain payment files for all contractual agreements. These files will be maintained by fiscal year in the Division of Administrative Services for the life of the contract plus three years.

Divisions are required to maintain project files on all professional services, construction contracts, or other contractual agreements. The files must contain a copy of the contract, copies of correspondence with the contractor, a copy of each proposal or bid submitted, a register of proposals prepared under AS 36.30.230, a written determination to award the contract, and (if available) the evaluation worksheets. Contract files must be maintained on site for the current fiscal year plus three years.

Note: Additional details on files and file retention can be viewed at:
http://www.archives.state.ak.us/records_management.htm

Division Delegations of Authority

Delegations of purchasing authority must be in writing. Divisions should maintain copies of their delegations of authority in their director's office as well as have them available in their field offices. Copies of Division delegations of authority are available from the Department Procurement Officer.

The DMVA will use the following delegation matrix as a guideline for its members who have procurement authority. However, the employee will ultimately have whatever procurement authority their supervisor or management authorizes.

DOA Procurement Certification	Purchasing Amount
Level 1	\$0 - \$5000
Level 2	\$5001 - \$10,000
Level 3	\$10,001 - \$25,000
Level 3	Over \$25,000

Delegations of Authority Form

(see Attachment #1)

SOLICITATION AND PUBLIC NOTICE REQUIREMENTS

All bids, contracts, and grants will be solicited according to statute, Department of Administration (DOA) regulations, and Department of Military & Veterans Affairs (DMVA) procedures. It is the policy of the Department that bidders and Proposers be given a fair opportunity to compete for DMVA contracts and bids. Requests for sole-source awards will be considered only in an emergency or if no other source exists that could provide the supplies or services.

Solicitation/Notice Requirements for Small Procurements

Small procurements are defined by AS 36.30.320 as "a procurement for supplies, services or construction that does not exceed an aggregate dollar amount of \$100,000". . . or "a contract for professional services that does not exceed \$50,000." 2 AAC 12.400 (c) includes "small concession contracts estimated to bring gross annual receipts of \$50,000 or less as small procurements."

AS 36.30.320(c) requires that small procurements "shall be made with competition that is practicable under the circumstances," and AS 36.30.320 (e) requires that " the procurement officer shall give adequate public notice of intent to make a (small) procurement under this section. . ."

Written bids or proposals must be requested from at least three Alaskan vendors for small procurements with an estimated cost greater than \$5000.

Divisions should maintain procurement files documenting the procedures used to provide "adequate and reasonable competition" [AAC 12.400 (a)] for purchases of supplies, services, professional services, or construction that cost less than \$1,000, or procurements of point-to-point air travel on scheduled airlines estimated to cost no more than \$5,000. For procurements within these limits, it is not necessary to include solicitation documentation with the payment copy of the invoices. For procurements between \$1000 and \$5000 divisions should try to contact three sources if it seems reasonable and provide documentation for their solicitation when submitting their invoice for payment.

The State Administrative Manual (section 8220) states: " It is not possible to provide a definition for adequate and reasonable competition which will address the circumstances of every small procurement. When determining if competition is adequate and reasonable the procurement officer should consider the following:

Price: The higher the price the more competition should be sought.

Mission requirements: If delay will hamper the mission, less competition should be sought.

Competition: The more vendors who can meet the needs, the more competition should be sought. An alternative to increasing the number of vendors solicited would be to rotate the list of vendors solicited."

"Procurement methods may not be artificially divided or fragmented so as to constitute a purchase under this section or to circumvent the source selection procedures required by AS 36.30.100 - 36.30.270." AS 36.30.320. See section 4.2 of this manual for a summary of the solicitation notice requirements of AS 36.30.100- 36.30.270.

Purchases made with state credit cards may be made up to \$2,500 from a single source without soliciting multiple quotes.

Solicitation/Notice Requirements for Competitive Sealed Proposals and Competitive Sealed

Bids.

AS 36.30.130 and 2 AAC 12.130 require that notice of procurements of supplies, services, professional services or concession contracts in excess of \$50,000, or construction in excess of \$100,000 must be given at least 21 days before the date for opening the bids or proposals.

At a minimum, notice must be published in the Alaska On-Line Public Notice website. The following additional methods may be used:

1. In mailings to those on the contractor lists compiled under 2 AAC 12.060.
2. In a newspaper of general circulation.
3. In a newspaper of local circulation in the area pertinent to the procurement.
4. In other appropriate media.

Nothing in this policy is meant to limit additional methods of public notice that may be used by the procurement officer. Divisions should take whatever action is necessary to assure that adequate competition is solicited.

Alternate Procurement Solicitation Methods

Whenever a Division cannot follow the solicitation or notice requirements of sections 4.1 and 4.2 of this manual, a request for alternate procurement (RAP, DOA form 02-100; DOT&PF form 250-026) must be submitted to the Department Procurement Officer for DMVA review and approval prior to soliciting bids, placing an order, or negotiating a contract. If the request exceeds \$50,000 for goods and services or \$100,000 for construction and is approved by DMVA, the request will be submitted to the Chief Procurement Officer or Commissioner of DOT/PF for final approval.

The only exemption to obtaining prior approval for a RAP is when an emergency procurement must be made as a result of a threat to public health, welfare, or safety or to protect public or private property. In these cases, refer to section 1.6.3 (emergency procurements) of this manual for DMVA policies and procedures.

In DMVA this specifically includes those type "A" emergency procurements made by the Division of Homeland Security & Emergency Services (DHS&EM) during emergencies. Emergency procurements will be made and reported in accordance with the requirements of AS 36.30.310, AS 36.30.520, and procedures established by the DHS&EM.

The six types of alternate procurement methods are listed below:

1. Requesting to make a sole-source purchase, any dollar amount: AS 36.30.300 2 AAC 12.400. The Division must provide evidence that there is only one source for the required procurement or construction.
2. Limiting competition for procurements of supplies or services greater than \$5000: AS 36.30.305/2 AAC 12.430. The procurement must be less than \$100,000, and the Division must demonstrate that it is in the best interest of the State to limit competition to a select number of contractors.
3. Emergency procurements outside delegated purchasing authority (type "B") AS 36.30.310/2 AAC 12.440 (b). The Division must demonstrate that a sole-source or limited-source contract is required due to a public necessity that precludes following the standard purchasing procedures.

4. Limiting the public notice period for sealed competitive bids greater than \$5000 or sealed competitive proposals greater than \$25,000: AS 36.30.130. The Division must demonstrate that a public notice period shorter than 21 days is needed for a specific competitive sealed bid or proposal.
5. Requesting to use the competitive sealed proposal process for purchases of supplies and services not excluded from competitive sealed bidding requirements, any dollar amount: AS 36.30.200. The Division must demonstrate that it is in the best interest of the State to solicit the supplies or services by competitive sealed proposals instead of competitive sealed bids. This justification is not required to solicit professional services and concession contracts by sealed competitive proposals.
6. Requesting to purchase one specific brand, make, or model of supply or service, purchases greater than \$5000: 2 AAC 12.100. The Division must demonstrate that only one specific brand will meet the program requirements and that no substitutes or equivalent brands are acceptable. If a brand-specific request results in a sole-source procurement, the justification should be addressed as a request for a sole-source procurement.

If you have any questions or problems in completing your RAP forms, please contact the Department Procurement Officer.

PERMISSIVE PRICE AGREEMENTS

The State of Alaska has negotiated price discounts with various vendors throughout the state in the form of Permissive Price Agreements. These agreements have been established to assist state agencies. Purchases that qualify for this program are for amounts **of \$5,000 or less, under reasonable and adequate competition procedures**. Permissive Price Agreements can be found on the DGS website:

www.state.ak.us .> Departments > Administration > Division of General Services > Purchasing

These agreements are not considered procurements! The actual procurement occurs when the state agency makes the purchase in accordance with the procurement laws, regulations, and policies of the State of Alaska.

In order to obtain the discounts, goods/services ordered under this program must be used for official state business only and purchased using a State of Alaska issued P-Card, Purchase Order, or Delivery Order.

DMVA Procurement Officers should use Permissive Price Agreements when available

COMPETITIVE BIDDING AND REQUESTS FOR QUOTATIONS

GENERAL GUIDELINES

Competitive bidding or requests for quotations are the preferred solicitation methods for procuring supplies and services. The term 'competitive bid' often refers to solicitation of bids greater than \$50,000 (Construction greater than \$100,000), while the term 'request for quotes' is often used for purchases less than those amounts. A bid or request for quotes must contain the following information:

1. Time, place, and date by which the bid must be received.
2. Description of supplies or services to be purchased.
3. Description of applicable contract terms and conditions.

Requests for bids or quotations for supplies, services, or construction estimated to cost less than \$5000.00 may be solicited by requesting written or oral quotes. The more complex the requirements, the greater the need for providing vendors with a written request for quotes or bids.

All invitations to bid for procurements that exceed \$25,000 and are within the Department's delegated authority must be in writing and solicited in accordance with AS 36.30 (article 2) and 2 AAC 12.120-210.

Requirements for Use and Exceptions: Competitive bids/quotations should be solicited for all supplies or services except as follows:

1. The supplies and services can be purchased from a State contract award.
2. The cost for goods or services is less than \$1,000 or the items are less than \$2500 and being purchased on a State credit card.
3. The Division requests and receives approval to use an alternate procurement method.
4. The rates for the supplies or services are fixed by law or ordinance (for example, utilities).
5. The service being solicited is for professional services, in which case competitive proposals may be solicited.
6. The supplies or services are manufactured or provided by an employment program or the Correctional Industries Program.
7. The purchase is for Division or Department membership in mission-related organizations, conference attendance fees, or payments made to a third party on behalf of a second party, if the payments made directly to the second party would not have fallen under the procurement code (State Administrative Manual, section 8200, addendum 3).
8. The transfer or expenditure of funds does not result in a transaction with an end product resulting in consideration in the form of supplies, services, or professional services being returned to the State (State Administrative Manual, section 8200, addendum 3).
9. The supply or service is being provided by another government entity either through an RSA, cooperative agreement, or other form of intergovernmental agreement [AS 36.30.730, AS 36.30.850 (d)].
10. The purchase falls under another 36.30.850 exemptions from the procurement code.

Limits: In accordance with the delegation of authority from DOA, the Department may issue competitive bids or requests for quotations for procurements as needed unless

1. This manual specifically outlines other limits or restrictions.
2. Mandatory contracts have been awarded by DOA for the goods or services requested.
3. The delegation of authority from DOA is changed.

Specific authority for soliciting competitive sealed bids for construction is subject to limits imposed by the delegation of authority from DOT&PF.

Awards: Awards must be based solely on the lowest responsive and responsible bid, taking into consideration the 5 percent Alaskan bidder's preference and any applicable Alaskan products and/or employment program preferences.

Types of Purchases Exempt from Competitive Bidding

The Department may procure the following commodities or services in accordance with statutes, regulations, and the delegation of authority from DOA without soliciting competitive bids or quotations:

Contract Awards for Supplies or Services

Contract awards for supplies and services are defined as contracts for supplies or services solicited and awarded by DOA (DGS) on behalf of State agencies.

Contract awards are mandatory-use contracts unless specifically designated otherwise. Items on mandatory contract award may not be purchased from any other source.

Purchases made for items covered by a contract award do not require prior approval or processing by DGS, except as noted in the contract or this manual. DMVA may contact the vendor directly and purchase any item at the contract award price.

Purchases from Employment Programs [AS 36.30.100 (3)]

Purchases from approved employment programs may be made without competitive bids from other sources. These services often include janitorial, printing, and mailing services. For a recent list of approved State employment programs, contact the Department Procurement Officer in the Division of Administrative Services. Bids solicited and received from employment programs receive an additional 5 percent preference.

Purchases from the Correctional Industries Program [AS 36.30.100 (4)]

Purchasing requirements may be fulfilled by procuring supplies produced or services performed by industries of Alaska correctional institutions if the agency obtains a determination from the Commissioner of Administration that such supplies or services meet the State's requirements and that the price is reasonable. Purchase of correctional industries products and services in the State Contract Award Manual may be made in unlimited amounts without a determination from the Commissioner of DOA.

Services Whose Rates Are Fixed by Law or Ordinance [AS 36.30.100 (2)]

This specifically includes items such as utility services such as electricity and monthly water and sewer charges. Installation of services is not exempt from competitive bidding unless installation by the local utility is required by law. If the utility company's policy dictates that they must provide the installation, a request for alternate procurement must be approved prior to requesting the service.

Procurement of Supplies or Services from other State and Federal Agencies (AS 36.30.710 - 730 and AS 36.30.910)

Competition need not be solicited from other sources if the supplies or services can be acquired through, from, or in cooperation with State or federal agencies. This section does not exempt a Division from any additional requirements for approval of transfer of property or funds by OMB or DOA. Additionally, State purchases under the terms of an intergovernmental agreement must be in accordance with State statutes, regulations, policy, and this manual (see sections 7 and 8 for more information).

Other Specific Exemptions (State Administrative Manual 8200, addendum 3)

The State Administrative Manual (section 8200, addendum 3) specifically exempts the following types of purchases from the State procurement code. As a result, these items are not subject to competitive

bidding procedures.

1. The purchase of Division or Department membership in mission-related organizations.
2. Conference attendance fees.
3. Payments to a third party on behalf of a second party that, if made directly to the second party, do not fall under the procurement code. An example is employee moving expenses that, if paid directly to the employee, wouldn't be subject to the State procurement code because they are negotiated through collective bargaining.
4. Transfers or expenditures of funds where the end product of the transaction does not result in consideration in the form of supplies, services, or professional services being returned to the State.

If you have questions on what may or may not be exempt, please contact the Department Procurement Officer.

Equipment and Supplies

Generally DMVA may purchase any equipment or supplies, however, there are specific restrictions in their Delegations of Authority that restricts the purchase of some items. The following list identifies some specific equipment and supplies that require approval, review, or solicitation by DOA regardless of the cost.

Information Technology

Protests: Validation refusals by the DMVA / DHS&EM Technical Support Team may be appealed to the Deputy Commissioner. The appeal package should include a complete set of original paperwork, TMC comments, and a cover memorandum explaining reasons for the appeal. A copy of this package is to be sent simultaneously to the DMVA / DHS&EM Technical Support Team Manager.

5 Telephone Systems, Equipment, and Services

Requests for purchase of telephone-related equipment or services must be coordinated through the Department Procurement Officer with the Enterprise Technology Services, DOA. This includes moves and changes to existing systems costing over \$500 and not on contract award, purchase of new equipment or systems, and telephone maintenance contracts that exceed \$5000 in one year.

All telephone equipment purchases will be made according to Enterprise Technology Services (DOA) Telephone Equipment Solicitation (TES) policies and procedures.

Telecommunications Equipment

All requests for radio and other telecommunications equipment must be submitted on a certified PR through the Department Procurement Officer or his/her designee to the Enterprise Technology Services, DOA.

Office and Storage Space

Generally DMVA has no authority to modify, repair, or procure space or real estate for offices, storage, or any other type of facility, either State-owned or leased, other than those outlined in section 5.5.1 of this manual.

Any request for renewal or for new leased space must be submitted through the Department Procurement Officer and the Director, Division of Administrative Services, to DGS for processing.

All requests for renovation, remodeling, repair, or modification of existing leased space must be on an appropriate purchasing document and forwarded through the Department Procurement Officer to DGS for approval.

Any renovations, remodeling, or repair requirements of State-owned office space not specifically authorized by statute or a specific delegation of authority will be coordinated with the DOT&PF by RSA. Any major changes to office space or the addition of private offices must be in accordance with State space standards. These requests must be submitted through the Division of Administrative Services for review and coordination with DOT&PF and DOA.

Specific Departmental Purchasing Authority

This section defines special purchasing authority that is delegated to the Department of Military & Veterans Affairs.

Construction Contracts

The Department may issue construction contracts in accordance with the delegation of authority issued by DOT&PF. This delegation must be sub-delegated in writing to the appropriate Division Directors. For the purpose of this delegation, construction means "the process of building, altering, repairing, maintaining, improving, or demolishing a public highway, structure, building, or other public improvement of any kind to real property other than privately owned real property leased for the use of agencies; it includes services and professional services relating to planning and design required for the construction; it does not include the routine operation of a public improvement to real property nor does it include the construction of public housing" [AS 36.30.990 (6)].

Vehicles

All requests for new vehicles, replacement vehicles, leased vehicles, or vehicle maintenance must be made in accordance with the DOT/PF State Equipment Fleet Manual. A copy of this manual may be obtained from the Department Procurement Officer.

SEALED COMPETITIVE PROPOSALS, RFP's, AND GRANTS GENERAL GUIDELINES

Soliciting sealed competitive proposals (SCP)--often referred to as requests for proposals (RFP) is the first alternative for soliciting supplies or services if competitive bidding is not appropriate. An IRFP is considered an Informal Request for Proposal and would result in a contract less than \$50,000 for non-construction or less than \$100,000 for construction. Prior to soliciting competitive proposals in lieu of soliciting competitive bids or requests for quotations, the department procurement officer must make a determination that it is in the best interest of DMVA to solicit proposals in lieu of quotes or bids. Types of supplies and services that may benefit from using a sealed competitive proposal process include turn-key computer systems, strategic emergency communication plans, purchase of used equipment or other goods or services where factors other than price need to be considered.

Professional services contracts may be solicited by competitive sealed proposals without a Procurement Officer determination. However, authority to seek professional services must be requested and approved prior to soliciting these services if the contract is estimated to exceed \$1000.

Competitive sealed proposals must include the following elements:

1. Time, place, and date by which the proposal must be received.
2. Description of applicable proposal requirements and contract terms and conditions.
3. Description of supplies or services needed.

4. Indication of an acceptable proposal format.
5. Evaluation criteria used in weighing proposals, including a 10 percent Alaska preference (unless specifically denied by federal grant language of a federal source funded project – see AS 36.30.890).

Competitive proposals for less than \$5,000 for professional services may be solicited by requesting written or oral quotes. The more complex the requirements, the greater the need for providing vendors with a written RFP.

All competitive proposals for professional services and concession contracts that exceed \$25,000 and are within the Department's delegated authority must be in writing and solicited in accordance with AS 36.30 (article 3) and 2 AAC 12.220 - 390.

Limits: Current DMVA purchasing limits for negotiated contracts is unlimited. The limits of authority to solicit RFPs are subject to DMVA delegation of authority from DOA and DOT/PF and may change as delegated authority from these agencies changes.

Solicitation: Professional services with estimated gross receipts of less than \$25,000 should be solicited from three or more Alaskan sources depending on the availability of the services and the complexity of the project. Those professional services estimated to have gross receipts of more than \$50,000 must be posted on-line and solicited by sealed competitive proposals.

Grants must be solicited in accordance with applicable statutes and regulations for the specific type of grant program (section 6.3 of this manual).

Evaluation of Proposals: All proposals must be evaluated in accordance with the criteria established in the Division's RFP. No other criteria may be used.

Awards: Awards must be based on the evaluation of proposals according to the criteria established in the Request for Proposal and the ability to successfully negotiate an agreement with the respondent determined to be most qualified.

Professional Services Contracts

Professional Services Contracts are contracts for services that are generally technical in nature, require someone with a high degree of training, and usually result in a report, evaluation, or completed study as a final product.

Authority to solicit professional services is delegated on a contract or project basis if the anticipated cost for the service is estimated to be greater than \$1000. All requests for authority to seek professional services (ASPS), requests for proposals, (RFPs), professional services contracts, and other required contract documents must be reviewed by the Department Procurement Officer prior to soliciting.

Grants and Grant Programs

All DMVA grant programs will be awarded and administered in accordance with the statutory program guidelines, grant regulations, and federal/Division requirements developed specifically for each program.

All potential grantees will receive a fair and formal evaluation of their proposal whenever there is competition for grant funds that are not allocated by a special formula or by some other process prescribed by law.

Designated Recipient Grants

Designated recipient grants (AS 37.05.316) are designated in an appropriations bill as grants for a specific recipient and program. They may be budgeted at the request of the grantee or included in the budget as a legislative add-on.

The Division is required to make a determination that the designated recipient is--with due regard for any local expertise or experience among those making the proposal--the most qualified to fulfill the purpose of the grant. If it is determined that award to another party would best serve the public interest, the determination must be reviewed by the Office of Management and Budget prior to solicitation or negotiation of the agreement.

All designated recipient grants must use the DMVA standard grant agreement form and are subject to State single-audit requirements.

INTERGOVERNMENTAL AGREEMENTS AND PURCHASING AGREEMENT GENERAL

Intergovernmental agreements are contractual agreements between DMVA or Divisions of DMVA and other State, federal, or local government agencies.

Reimbursable Services Agreements (RSAs)

When one State agency contracts with another State agency to provide services for a fee, an RSA maybe required. They are used to provide services based on actuals, to pass grant funding to another agency, to pass funding to another agency to purchase equipment, etc. All RSAs must be reviewed and approved by the Division of Administrative Services, Financial Services Section, and may need OMB approval prior to the initiation of work.

At a minimum, an RSA must include the following information:

1. Division name, budget request unit (BRU), component, and project name.
2. Anticipated cost to servicing agency by line item.
3. Source of funding with reference to budget page.
4. Beginning and completion dates of the project.
5. Name and telephone number of Division contact person.
6. Concise description of the work to be done, including who is responsible for completing it, reporting requirements, authorized expenditures, and a work schedule.

The Division requesting the service (requesting agency) needs to route the RSA document through the Division of Administrative Services to OMB for approval. DAS may then coordinate with the other agency for signatures on the agreement. DAS Finance may review any agreements with other entities if an indirect rate is instituted.

A partial list of State agencies that provide services to the Department of Military & Veterans Affairs is shown below:

Department of Administration: Information Technology services relating to the State's computer and telephone systems, office space, AKSAS and AKPAY processing, Central Mailroom, Statewide Audit Compliance, HR Integration and Risk Management.

Department of Law: Legal services must be procured through the Department of Law. This includes using Department of Law staff for special projects and contracting for legal services outside the Department of Law.

Department of Transportation and Public Facilities: Construction and maintenance services for State-

owned facilities and roads and procurement and maintenance of vehicles.

Contracting with Other Government Entities

Divisions may enter into agreements with federal or local government agencies for the mutual benefit of both parties. Agreements that involve the direct receipt or expenditure of funds greater than \$5000 must be reviewed and approved by the appropriated Division manager and approved by the Commissioner's or his/her designee in the Division of Administrative Services. Not all agreements of this type involve the direct expenditure or receipt of funds.

Agreements should be signed by the Division Directors involved in the agreements and the Commissioner or his/her designee unless Divisions are specifically delegated authority to negotiate and enter into specific types of intergovernmental agreements. Only those agreements greater than \$5000 require review by the Department Procurement Officer.

Some common federal agreements are interagency personnel agreements used to hire federal employees as State employees for a specified period of time and joint funding agreements used to cooperatively fund data collection or other shared projects. Two common formats for writing agreements with other government entities are the Memorandum of Understanding and the cooperative agreement.

Memoranda of Understanding (MOU)

MOUs are general statements of mutual understanding between or among agencies in which basic stipulations, conditions, or arrangements are agreed upon. They are generally broad agreements that are continuing or renewable and provide for joint participation and cooperation in management and/or research without providing any direct transfer of funds between the parties to the agreement. MOUs must be approved by all parties to the agreement and by the Commissioner's Office prior to execution.

Cooperative Agreements

Cooperative agreements are project level agreements between or among agencies in which specific project-related stipulations, conditions, or arrangements are agreed upon. They generally contain a brief statement on the intent of the agreement, the specific responsibility of each party, the mutual responsibilities of all parties, and the qualifications or standard conditions. Cooperative agreements may or may not involve the direct receipt or transfer of funds and must be approved by all parties to the agreement and by the Commissioner's Office prior to execution.

Property Accounting and Control General Guidelines

All DMVA employees are responsible for the wise use of and accounting for State property. This specifically includes all sensitive and nonexpendable personal property owned by or under the control of the State and required to be on record in the State's computerized inventory system.

Employees who become aware of theft or intentional misuse of state property by employees or others should report the activity immediately to their Supervisor, Division Director, or to the Department Property Officer for investigation and action.

DMVA, Division of Administrative Services, is responsible for updating and developing Department procurement policies and procedures consistent with statute, regulations, and State policies. All purchases and contracts entered into by DMVA must be in accordance with Department policies and procedures. Whenever DMVA policies and procedures are in conflict with statutes, regulations, or State policy, the Division of Administrative Services will amend the policies and procedures.

The Department Property Officer has the following responsibilities:

1. Establish and maintain Department procedures for inventory of State property within DMVA in accordance with DOA guidelines.
2. Approve any transfers between Departments; surplus; lost, stolen, or damaged property reports; and property salvage/destruction requests for DMVA.
3. Issue inventory tags to the Divisions.
4. Provide training in property and inventory control as needed to the Divisions.
5. Upon request from a Division, request and distribute inventory reports from the Department of Administration.
6. Approve any changes in the property accounting structure on the State property accounting system.
7. Recommend disciplinary action in documented cases of abuse of State property.
8. Distribute inventory forms to the Divisions.
9. Assist Divisions in performing physical inventories upon request.
10. Maintain the Statewide property system database for DMVA.

Division Property Officer and Custodians

Each Division Director is by statute the property custodian for their Division and is ultimately responsible for the care and accounting of equipment within their Division.

One person in each Division should be appointed as Division Property Officer to coordinate property accounting. Responsibilities of the Division Property Officer are listed below:

1. Forward appropriate documentation on new equipment to the Department Property Officer or his/her designee for input into the system.
2. Review and forward the following documents to the Department Property Officer or his/her designee for input in the State property accounting system when required:
 - a. Transfers between Divisions or Departments.
 - b. Surplus property requests.
 - c. Lost, stolen, or damaged property reports.
 - d. Property salvage or destruction requests.
3. Notify the Department Property Officer or his/her designee of transfers of property between sections within the Division.
4. Obtain reports from Division custodians.
5. Assist with the Division's annual physical inventory.
6. Work with the Department Property Officer to reconcile the annual physical inventory with the State Inventory Report for the Division.

7. Forward property tags to Division custodians.

Physical Inventory

According to 2 AAC 12.590, each Division must perform an annual physical inventory of their controlled property and verify actual equipment on hand against the State's computerized inventory report. Any discrepancies should be reported in writing through the Division Property Officer to the Department Property Officer. The Department Property Officer will review the record and take necessary action to update the record.

Surplusing

Whenever salvageable property is to be surplused within the Department, the Department Property Officer will check with other Divisions to see if the items to be surplused could be used elsewhere in the Department. If there is no need for the equipment or supplies within the Department, the equipment or supplies will be surplused to the Department of Administration. The State Property Accounting Handbook has state excess property disposition instructions and forms examples. Visit: <http://www.state.ak.us/local/akpages/ADMIN/dgs/property/manual/handbook.htm> for further details.

Employee's Personal Property

The Department is responsible for providing all necessary tools, equipment, supplies, and transportation for employees to perform their jobs. If an employee chooses to use personal property in the course of performing for the State, the employee is completely responsible for any damage, loss, or theft to the property.

ATTACHMENTS:

1. DMVA Delegation of Purchasing Authority (example)
2. Smart Field Purchasing (two pages) (example)
3. Stock Request (form 02-303) (example)
4. Delivery Order (form 02-601) (example)
5. Purchase Requisition (form 02-099) (example)
6. Solicitation Worksheet (Bid Abstract – form 02-124) (example)
7. Agency Contract Award (ACA – two pages) (example)
8. Inter-Departmental Property Transfer Authorization and Report (TAR – form 02-622) (example)
9. Property Control Data Collection Form (form 02-623) (example)
10. Lost-Stolen-Damaged Property Review (form 02-627) (example)
11. Property Salvage / Destruction Request (form 02-610) (example)

DMVA Delegation of Purchasing Authority

Attachment #1

(For current copy of this form contact the Department of Military and Veterans Affairs Procurement Officer.)

Name: Mark J. Ford	PCN: 213xxx
Title: Procurement Specialist III	Section: Procurement
Division: Administrative Services	
Location: Ft. Richardson, Alaska	

This memorandum delegates you specific authority to execute procurement or property actions as identified below. This authority cannot be sub-delegated. You are expected to use sound judgment when obligating State funds or using State property, following all appropriate statutes, regulations, policies and procedures related to the exercise of this authority.

Procurement Certification and Training--

Individual purchasing authority is subject to obtaining training and maintaining certification per Department of Administration guidelines at one of the following levels for the procurement of goods and services. The employee is, or will be trained and certified at the following level. (Check one as appropriate)

Level 1 Training and Certification \$0 - \$5,000		Level 2 Training and Certification \$5,001 to \$10,000		Level 3 Training and Certification \$10,001 \$25,000	
Level 3 Training and Certification over \$25,000	X				

Purchasing Authority –

Unless specifically granted by statutes, regulations, or this delegation of authority, agreements for the expenditure of funds greater than \$25,000 must be routed through the Division of Administrative Services Procurement Section for solicitation, review, or approval in accordance with DMVA Policies and Procedures.

This individual is hereby granted specific purchasing authority **less than or equal to the limits** noted:

- \$ 25,000.00 Purchasing Card (P-Card) transactions (NTE P-Card transaction limit)
- \$ unlimited Solicit quotes, make purchases, and sign D.O.s (NTE Certification Authority or \$2,500)
- \$ unlimited Procure annual service and maintenance agreements for copiers, fax machines, printers, & software (may not procure multi-year agreements) (NTE Certification Authority or \$2,500)
- \$ unlimited Place orders from existing Statewide or Department contracts per contract terms (limit as needed)
- \$ unlimited Make emergency purchases per AS 36.30, 2 AAC 12, and AAM 81 (limit as needed)
- \$ n/a Conduct other procurements as authorized in writing by the Department Procurement Officer (NTE Certification Authority or \$25,000)

Signatures

Director (signed)	Date	Employee (signed)	Date

DMVA Delegation of Purchasing Authority

Attachment #1a

(For current copy of this form contact the Department of Military and Veterans Affairs Procurement Officer.)

Name:	PCN:
Title:	Section:
Division:	
Location:	

This memorandum delegates you specific authority to execute procurement or property actions as identified below. This authority cannot be sub-delegated. You are expected to use sound judgment when obligating State funds or using State property, following all appropriate statutes, regulations, policies and procedures related to the exercise of this authority.

Procurement Certification and Training--

Individual purchasing authority is subject to obtaining training and maintaining certification per Department of Administration guidelines at one of the following levels for the procurement of goods and services. The employee is, or will be trained and certified at the following level. (Check one as appropriate)

Level 1 Training and Certification \$0 - \$5,000	<input type="checkbox"/>	Level 2 Training and Certification \$5,001 to \$10,000	<input type="checkbox"/>	Level 3 Training and Certification \$10,001 \$25,000	<input type="checkbox"/>
Level 3 Training and Certification over \$25,000	<input type="checkbox"/>				

Purchasing Authority –

Unless specifically granted by statutes, regulations, or this delegation of authority, agreements for the expenditure of funds greater than \$25,000 must be routed through the Division of Administrative Services Procurement Section for solicitation, review, or approval in accordance with DMVA Policies and Procedures.

This individual is hereby granted specific purchasing authority **less than or equal to the limits** noted:

- \$ _____ Purchasing Card (P-Card) transactions (NTE P-Card transaction limit)
- \$ _____ Solicit quotes, make purchases, and sign D.O.s (NTE Certification Authority or \$2,500)
- \$ _____ Procure annual service and maintenance agreements for copiers, fax machines, printers, & software (may not procure multi-year agreements) (NTE Certification Authority or \$2,500)
- \$ _____ Place orders from existing Statewide or Department contracts per contract terms (limit as needed)
- \$ _____ Make emergency purchases per AS 36.30, 2 AAC 12, and AAM 81 (limit as needed)
- \$ _____ Conduct other procurements as authorized in writing by the Department Procurement Officer (NTE Certification Authority or \$25,000)

Signatures

Director	Date	Employee	Date
_____	_____	_____	_____



SMART FIELD PURCHASING

Equipment, Supplies, Non-Professional Services

These general guidelines apply only to non-contract award field purchases of equipment, services, and supplies, less than \$25,000 in cost.

YOU SHOULD ASK FOR HELP IF:

- + Your total purchase is over \$25,000 (or your delegated procurement authority amount)
- + You need to purchase any of the following:
 - Contract Award Goods or Services
 - Computer equipment, Lease Space, Vehicles, Radio's, Telephones, Communications equipment, Construction greater than \$2000, or Professional Services
- + You are unsure about what you are doing.

Before You Buy KNOW:

- + What you need – make, model, quantity, delivery time and place.
- + How much you can spend.
- + Your purchasing authority.
- + If the item/service is on Contract.
- + Who can provide your goods or services.
- + What paperwork you need.
- + Where to go for help – Your Supervisor, or Mark Ford, DMVA/DAS Procurement, ph: 907-428-6026 or mark_ford@ak-prepared.com

General DMVA Requirements:

Order Value	Minimum Quote Requirements	Purchase Document Requirements	Payment Document Requirements
Less than \$1000	Solicit Alaska First Common Sense (Pretend you are spending your own money and you're on a tight budget.)	Verbal Orders OK Written orders required for controlled property – see your property custodian for details.	Coded and approved invoice listing items and costs and DO # (if one was issued).
Less than \$2500 using P-Card	Solicit Alaska First Common Sense (Pretend you are spending your own money and you're on a tight budget.)	Verbal Orders OK Written orders required for controlled property – see your property custodian for details.	Coded and approved charge slip listing items and costs
Greater than \$1000 but less than \$5,000	Solicit Alaska First Reasonable and adequate competition Solicit 3 quotes either verbally or in writing. Complex purchases, i.e, construction, maintenance or complex equipment or services should be in writing.	Written orders recommended. Written orders required for controlled property – see your property custodian for details. Verbal orders may be OK under some circumstances	Delivery Order, Bid Abstract or brief memo explaining solicitation. Approved Invoice. Invoice may be processed w/out a DO if a DO wasn't issued but must have bid abstract, memo, or contract award # with the invoice.
Greater than \$25,000	Submit Purchase Requisition (PR) for processing through DMVA Procurement.	Depends on dollar value.	Coded and approved invoice referencing order/contract number

10 Commandments of Purchasing:

(There are really more, but these are some of the biggest ones)

- I. You should not buy stuff unless you have the money.
- II. You should not play favorites among vendors.
- III. You should not solicit quotes or place orders for goods and services beyond your own purchasing authority.
- IV. You should not be overly restrictive in your specifications – don't specify a Cadillac when a Chevy will do.
- V. You should not split up orders in attempts to avoid procurement requirements.
- VI. You should not negotiate – “wheel and deal” with a vendor - after you receive quotes from competing vendors.
- VII. You should not accept personal favors or discounts from vendors not available to the general public.
- VIII. You should give all vendors the same information when soliciting quotes.
- IX. When required, You should issue written orders for purchases at the time the order is placed and send audit copies to DMVA/DAS.
- X. You should solicit from Alaskan vendors before you solicit from outside the state, and buy Alaskan whenever competitively priced goods or services are available from Alaskan vendors.

Four Golden Rules in State Purchasing

Remember these general guidelines and you should avoid some common procurement problems:

- 1. Spend the state's money like you are spending your own money, and you're on a tight budget.*
- 2. You may not always be able to afford what you want to buy, but you had better be sure you buy what you need.*
- 3. It is generally easier to avoid a procurement problem than it is to get out of one.*
- 4. When spending public money, how you buy is as important as what you buy.*

WWW.

Buy Alaska:

www.buyalaska.com

General Services:

www.state.ak.us/local/akpages/ADMIN/dgs/

DOA Procurement Forms:

www.state.ak.us/local/akpages/ADMIN/dgs/policy.htm

Contract Award Manual:

www.state.ak.us/local/akpages/ADMIN/dgs/cam/camdir.htm

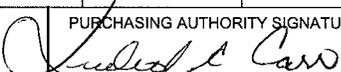
DMVA/DAS Procurement Section:

Dept. Procurement Officer: Ph: 428-6026 ; Fax: 428-6055 ; E-mail: mark_ford@ak-prepared.com

Dept. Property Officer: Ph: 428-6874 ; Fax: 428-6055 ; E-mail: judi_carr@ak-prepared.com

REMEMBER:

If you are caught violating the rules, DMVA procurement policies and procedures, Alaska Statute AS 36.30 and the State Procurement Code will be administered. While it may seem easier to ask forgiveness than it is to ask permission, some forgiveness cannot be granted without great sacrifice. (Meaning, if you really mess up, it may cost you personally to correct the situation – see AS 36.30.930.)

DELIVERY ORDER		STATE OF ALASKA				DELIVERY ORDER NUMBER		
S H I P T O Department of Military and Veterans Affairs P.O. Box 5800 Fort Richardson, Alaska		DATE DELIVERY REQUIRED AT DESTINATION		DATE OF ORDER				
		5/26/05		5/26/05				
		F.O.B. POINT		AGENCY REQUISITION NO.				
Destination		990 165 2005						
ORDER ISSUED IN ACCORDANCE WITH:		CA#		Exp. Date				
QUOTE # Verbal				Dated 9/7/04				
COMPANY CONTACT NAME		TELEPHONE	FAX		C O N T R A C T O R SHIPPING INSTRUCTIONS <input type="checkbox"/> Air Parcel Post <input type="checkbox"/> Air Freight <input type="checkbox"/> Surface Parcel Post <input type="checkbox"/> Surface Freight <input type="checkbox"/> Vendors Choice <input type="checkbox"/> Other-See Below DAS Administration will Pick Up.			
Customer Service	276-5945	279-9134						
Acts, Inc. Alaska Computers and Typewriters 3403 Minnesota Dr. Anchorage, AK 99505								
IMPORTANT :								
1. D.O. number and receiving agency name must appear on all invoices and documents relating to this order. 2. Do not over ship or substitute. 3. Receipted freight bills must accompany all claims for freight charges. 4. The state is registered for tax free transactions under Chapter 32, IRS code. Registration number is 92-6001185 K. Items are for the exclusive use of the state and not for resale. 5. This order constitutes a binding commitment between the state and the contractor listed. Unauthorized modification without the expressed prior approval of the purchasing authority will result in a financial obligation on the contractor and/or unauthorized state								
Item	Description	Qty	Unit	Unit Price	Extended	Price		
1.	Cleaning and repair of DAS Administrative section IBM Selectric II Typewriter	1	EA	\$140.00	\$140.00			
SEND INVOICES IN DUPLICATE TO		DMVA/DAS, P.O. Box 5800, Fort Richardson, AK 99505		Page 1 of 1 Pages	TOTAL OF ALL PAGES \$	\$140.00		
FIN	AMOUNT	SY	CC	PGM	LC	ACCT	FY	COMMENTS
1	\$140.00	05	09330300			73660		
2								
3								
4								
PURCHASING AUTHORITY NAME TITLE				PURCHASING AUTHORITY SIGNATURE			TELEPHONE NUMBER	
Judith E. Carr, Procurement Specialist							428-6874	

PURCHASE REQUISITION

STATE OF ALASKA

PURCHASE REQUISITION NUMBER

Attachment #5

TO 333 Willoughby Ave., 7th Floor
Juneau, AK 99811-0210

2400 Viking Drive
Anchorage, AK 99501

DEPT	REQUISITION	FY
PR-091	155	05

DMVA/FMO
P.O. Box 5549
Ft Richardson, Alaska 99502

DATE DELIVERY REQUESTED AT DESTINATION

7/15/05

DATE OF PURCHASE REQUISITION

16 May 2005

F.O.B. POINT

Juneau, AK

DATE P.R. SENT TO GS

ASSIGNED TO

DATE

CONTACT NAME	TELEPHONE NUMBER	Stock Req. No.	BID/CONTRACT NO.	DATED	ORDER NO.	DATED
Harold Riley	907-428-6770					

SUGGESTED CONTRACTORS - (3) - (INCLUDE ADDRESS & PHONE NUMBER)

Capital Office- Gwen Place- 907-780-3732
Juneau Business Interior- Tim-907-723-3025
Arctic Office- John Reed-907-792-1104

COMMENTS

SHIPPING INSTRUCTIONS

SPECIAL INSTRUCTIONS TO GS

ITEM NO.	COMMODITY CODE*	QUANTITY REQUIRED	UNIT OF MEASURE	DESCRIPTION, PERFORMANCE REQUIRED, INTENDED USAGE NOTE: If this P.R. is for leased space or janitorial services, attach appropriate specifications.	ESTIMATED UNIT PRICE	ESTIMATED EXTENDED PRICE
1		1	Lot	Furniture for Joint Facility	\$185,500	\$185,500
*COMMODITY CODE REQUIRED ON ALL P.R.s SENT TO GENERAL SERVICES					ESTIMATED TOTAL ALL	

INVOICE ADDRESS	Same as above	ARE FEDERAL FUNDS INVOLVED?	PAGE 1 OF PAGES	DO NOT EXCEED \$	185,500
		<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES ___%			

REF	TYPE	NUMBER	AMOUNT	DATE	COMMENTS
1	PVN				
2					
3					
4					

FIN	AMOUNT	SV	CC	PGM	LC	ACCT	FY	NMR	
								DIS	LIC
1	95807.74	05	09969	16111	09744518	74227			
2	71493.69	05	09968	16111	default	74227			
3	18000	05	09714	16111	default	74227			
4									

PURCHASING AUTHORITY NAME	TITLE	PURCHASING AUTHORITY'S SIGNATURE	TELEPHONE NUMBER
Harold Riley, Deputy Director		<i>Harold Riley</i>	(907) 428-6770

SUPPLY OFFICER APPROVAL	Signature	Date
Printed Name <i>MARK FORD</i>	<i>Mark Ford</i>	5/16/05

CERTIFICATION: I certify that the facts herein and on supporting documents are correct, that this voucher constitutes a legal charge against funds and appropriations cited, that sufficient funds are encumbered to pay this obligation, or that there is a sufficient unencumbered balance in the appropriation cited to cover this obligation. I am aware that certifying false, inaccurate or misleading documents constitutes an unsworn falsification under AS 11.56.210.

CERTIFYING OFFICER'S PRINTED NAME	CERTIFYING OFFICER'S SIGNATURE	DATE

SOLICITATION WORKSHEET

REQUESTING OFFICE: DMVA Procurement

P.O. Box 5800
Ft. Richardson, Alaska 99505

ESTIMATED COST NOT TO EXCEED AMOUNT

SPD/DO NUMBER DELIVERY DATE/TIMEFRAME

CONTACTS:

PHONE:

NAME/ADDRESS:
AASHTO
444 North Capitol St. NW
Suite 249
Washington, DC 20001

PHONE:

904-322-2500

NAME/ADDRESS:
APCO International
351 N Williamson Blvd
Daytona Beach, FL
32114-1112

PHONE:

401-738-2220

NAME/ADDRESS:
IMSA & ASFC
200 Metro Center Blvd
Warwick, RI 02886

**DESCRIPTION OF ITEMS/SERVICES
EVALUATION CRITERIA**

VHF Frequencies for ALMR project in Alaska

PRICE/SCORE

\$95.00 each per frequency

PRICE/SCORE

\$134.00 per chargeable item

PRICE/SCORE

\$150.00 per frequency pair/site

AWARD PRICE
ALASKAN PREFERENCE (5%)
EMPLOYMENT PROGRAMS PREFERENCE (10% or 15%)
OTHER PREFERENCE (AK products 3%, 5%, 7%--Offeror 10 pts)
ADJUSTED OFFER PRICE or TOTAL SCORE (=)

AWARD CHECKLIST---CONSTRUCTION/SERVICE CONTRACTS

Insurance _____ Bonding _____
Minimum Wage Notice--Dept. of Labor (Construction Only)

AWARD CHECKLIST---GENERAL

Low Responsive Vendor Meets Requirements _____
Confirm Delivery/Performance _____

COMMENTS:

PERSON SOLICITING QUOTES/OFFERS

Dean Strid Chief Telecom Engineer

SIGNATURE

DATE

January 23, 2004

PHONE NUMBER

(907) 428-6026

State of Alaska
Dept of Military and Veterans Affairs
Division of Administrative Services
 PO Box 5800
 Fort Richardson, AK 99505 Fax # 907-428-6055

Attachment #7
Agency Contract Award

ACA 093 1 050

Ship to Address, Contact, & Phone #
 Alaska Military Youth Academy Dining Facility
 Building 60620
 P.O. Box 5727
 Camp Carroll, Fort Richardson, Alaska 99505

 Tom Jones, Phone Number 384-6835

Approximate Contract Period 1 Year	Date of Contract 9/24/04
Number & Period of Renewals Two 1-Year options	Requisition Number 093 050 2005
Date Initial Contract Begins 9/27/04	Date Initial Contract Ends 9-30-2005

Company Contact Chad Stephens	Phone 830-5910
	Fax 346-4146

Renewals Expire 9/30/07	RFQ/Bid or RAP no. DMVA 05-003 3-1-050
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Company Name and Address
 Ecolab Institutional Division
 Alaska District
 872 Lancaster Drive
 Anchorage, Alaska 99503

Review Date 8/1/06	Rebid
Est. Value of Initial Term \$9,300.00	FOB Point Destination
Price Adj Firm for first year, annual based on PPI if requested for subsequent years	

Send invoice in Duplicate to: DMVA/AMYA, Attn: Administrative Assistant, P.O. Box 5727, Fort Richardson, AK 99505

Note: This order constitutes a binding commitment between the state and the contractor listed hereon. Unauthorized modification without expressed prior approval of the contracting authority will result in a financial obligation on the contractor and /or unauthorized state personnel making the change.

Description of Goods or Services Page 1 of 4

This contract is being issued as a result of RFQ DMVA 05-003 and RAP 093-1-050 for Ecolab products.

Scope. Provide Ecolab products and maintain Ecolab system installed in the Alaska Military Youth Academy Dining Facility on an "as ordered" or "as needed" basis.

Period of Performance. Initial term of this contract begins September 27, 2004 and ends September 30, 2005, with two (2) one-year renewal options

Renewals. Two (2), automatic, one-year renewal options for this contract. Renewals to be exercised at the sole discretion of the State. Renewals are also contingent upon the State receiving annual funding to maintain the contract, and upon continued use of Ecolab products by the Alaska Military Youth Academy Dining Facility.

Project Manager. The Alaska Military Youth Academy Dining Facility Manager is the Project Manager for this contract. The Project Manager is responsible for day-to-day management of the contract and may be reached at Phone Number 384-6835. The Project Manager cannot modify this contract in any way.

Contracting Authority Mark Ford Procurement Officer	Signature	Phone number 907-428-6026
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Contract Manager. The Department of Military and Veterans Affairs, Division of Administrative Services, Procurement Section is the overall manager for this contract. Procurement Officers in this section are the only ones who may modify this contract, and may be reached at either Phone Number 428-6026 or 428-6874.

CONTRACT CANCELLATION. The State reserves the right to cancel the contract at its convenience upon 30 calendar days written notice to the contractor. The State is liable only for payment in accordance with the payment provisions of this contract for services or supplies provided before the effective date of termination.

Price. Per RFQ DMVA 05-003, prices by line item are:

1. Oasis XP 115 Floor Cleaner, Unit: 2.5 gallon, \$31.56 per unit.
2. Oasis 133 All Purpose Cleaner and Degreaser, Unit: 2.5 gallon, \$34.51 per unit.
3. Oasis 144 Sanitizer Concentrate, Unit: 2.5 gallon, \$39.10 per unit.
4. Oasis 255 SF Glass Cleaner Concentrate, Unit: 2.5 gallon, \$33.33 per unit.
5. Solitaire Solid Manual Warewash Detergent, Unit: 4 each, \$87.37 per unit.
6. Silver Fusion Solid Alkaline Flatware Pre-Soak, Unit: 6 each, \$58.37 per unit.
7. Crystal Fusion Solid Machine Rinse Additive, Unit: 2 each, \$120.69 per unit.
8. Solid Fusion Machine Warewashing Detergent, Unit: 6 each, \$57.15 per unit.
9. Stainless Steel Cleaner and Polish, Unit: 12 each, \$36.43 per unit.
10. Greasecutter Plus Liquid Alkaline Oven Cleaner/Degreaser, Unit: 4 each, \$34.49 per unit.
11. Digiclean Slimline Anti-Bacterial Foam Handsoap, Unit: 6 each, \$51.76 per unit.
12. Digiclean Anti-Bacterial Foam Hand Cleaner, Unit: 6 each, \$51.76 per unit.
13. Pathways Drain Treatment, Unit: 2.5 gallon, \$247.55 per unit.
14. First Impression Mandarin Burst Micro Aerosol, Unit: \$12 each, \$67.06 per unit.
15. First Impression Spring Showers Micro Aerosol, Unit: \$12 each, \$67.06 per unit.
16. Service, Maintenance of, and Training on Ecolab equipment: No Charge.

Contract Price Adjustments. Prices to remain firm during initial year of the contract. Annual price adjustments may be made as indicated in RFQ DMVA 05-003. No retroactive or automatic price adjustments allowed.

Product Substitutions. Substitutions for items ordered may not be made without verbal or written permission of the Project Manager.

DISCONTINUED ITEMS. In the event an item is discontinued by the manufacturer during the life of the contract, another item may be substituted, provided that the contracting officer makes a written determination that it is equal to or better than the discontinued item and provided that it is sold at the same price or less than the discontinued item.

ITEM UPGRADES. The State reserves the right to accept upgrades to models on the basic contract when the upgrades improve the way the equipment operates or improve the accuracy of the equipment. Such upgraded items must be at the same price as the items in the basic contract.

Standard Terms and Conditions. As stipulated in RFQ DMVA 05-003 and as attached to this Contract Award.

Appendices. Appendices referred to in, and attached to, this contract are considered part of it.

INTER-DEPARTMENTAL PROPERTY TRANSFER
AUTHORIZATION AND REPORT

No. 104983



Page 1 of

PROPERTY OFFICER RELEASING MARK FORD	TYPE OF TRANSFER EXCESS	PROPERTY OFFICER RECEIVING JIM MANCO
DEPARTMENT RELEASING DM VA DAS	REFERENCE DATA/LOCATION ANC	DEPARTMENT RECEIVING DOT Prop. Mgt
ADDRESS OF DEPT. RELEASING PO Box 5800, Ft Richardson	CITY	STATE AK
		ZIP CODE 99505
AUTHORIZED SIGNATURE, PROPERTY MANAGEMENT, DEPARTMENT OF ADMINISTRATION	NOTE: Entry of serial number in block provided is mandatory (if no serial number enter n/a)	

CONDITION CODE: N = New E = Excellent G = Good P = Poor S = Salvage X = SCRAP

PROP. MGT. USE ONLY

Item	Description	✓ if PCN or S/N is Active	Tag Number (PCN)	Quantity	Condition	Value	Additional Data
1.	FAX MACHINE, SHARP		10063231	1	G/P		
	FO-5400T w/ 2 boxes of toner		S/N 40108608				
			S/N				
			S/N				
			S/N				
2.	Reader, microfiche		08-06712	1	G/P		
	Micro 760		S/N 24493				
			S/N				
			S/N				
			S/N				
			S/N				
			S/N				
			S/N				
			S/N				
			S/N				
			S/N				
			S/N				
			S/N				

DISPOSITION INSTRUCTIONS (Applies only to property reported as excess)

- Hold items pending sale/disposal. Transfer accountability to Dept. 98
- Destroy per attached property salvage/destruction request No. _____
- Accepted at surplus warehouse, Anchorage/Juneau. Transfer accountability.
- Other (see notation above)

CONTACT (Name)
Mark Ford

CONTACT (Phone)
428-6026

Date Released: **12/28/04** Signature: **Mark Ford** Title: **P/S**

Date Received: **1-31-05** Signature: _____ Title: _____

IMPORTANT NOTE: The excessing department is responsible for insuring that Property Management receives the white copy signed off by the accepting department for any inter-departmental transfers.

PROPERTY CONTROL DATA COLLECTION FORM

Department: DMVA/AMYA

Entry Date: 01/31/05

Attachment #9

Feb 04 05 11:39a AMYA SUPPLY

Item	Tag Number	Serial Number	Div.	LOC	Class	CUS	Description	CON	FND	Value	Date	Source Document
1	10131302	185012451	25	EDB		25	Olympus Digital Camera	N	1	229.99	9/30/04	SR STAR-04-052
2	10131303	AKLN41300042	25	EDB		25	Proxima Projector	N	1	1825.00	1/31/05	DO377572
3	10131304	6W6305766	25	EDB		25	Xerox Copier 5365	U	1	Unknown	1/31/05	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Division: <u>AMYA</u></p> <p>Vendor Name and Address: _____</p> <p>Name and Signature of Property Custodian: <u>Randy Kilbourne</u></p> </div> <div style="width: 15%;"> <p>Location: <u>Camp Carroll</u></p> <p>Stock Request No.: _____</p> </div> <div style="width: 40%;"> <p>Financial Code(s): _____</p> <p>Signature of Property Officer: <u>Judy Carr</u></p> </div> </div>												

02-623 (REV. 3/93)
pccfrm.doc

Completed Dec 2-28-05



LOST-STOLEN-DAMAGED PROPERTY REVIEW

No. 58132

(See State Property Manual for Instructions)

1. Department <i>DMVA</i>		2. Division <i>AMVA</i>		3. Section <i>SUPPLY</i>		4. Date <i>7-23-02</i>	
5. Property Location <i>CAMP CARROLL</i>			6. Check One <input checked="" type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Damaged, repairable <input type="checkbox"/> Destroyed			7. Police Notified <input type="checkbox"/> Yes, attach report <input checked="" type="checkbox"/> No, explain in 13	
8. Serial No. <i>76873ABSMBB4</i>		9. Description <i>DELL VISORUBP COMPUTER MONITOR</i>				10. Class Code <i>6009</i>	
11. Tag No. <i>100 63224</i>						12. Value <i>\$ 425</i>	
13. Circumstances (Include Names of Witnesses): <i>UNABLE TO LOCATE DURING JUNE 02 INVENTORY. CONTACTED MR HAWKINS, LEAD INSTRUCTOR, AND MR POSPISIL, NETWORK SPECIALIST, FOR ASSISTANCE (SEE ATTACHED E-MAIL). RESULTS NEGATIVE. NO INFORMATION AVAILABLE ON LAST KNOWN LOCATION OF THIS MONITOR.</i>							
Signature of Custodian <i>James D. Amis</i>			Printed Name & Title <i>JAMES D SONNABER, SUPPLY TECH I</i>			Date <i>7-23-02</i>	

COMPLETE 14-18 AND EXPLAIN ACTION TAKEN

14. I certify that, to the best of my knowledge, the above is true and correct.

Negligence apparent: Yes No If yes, has disciplinary action been taken?
 Computer monitors under warranty are exchanged one-for-one when requiring repair. A new monitor from Dell was received and tagged accordingly.
 Explain precautions taken to safeguard State property. Implementation of better configuration control, staff training and awareness, and closer working relationship between the Property Custodian and Computer Specialist will be set in place to preclude this from happening again.

Signature of Immediate Supervisor <i>Richard F. Lasher</i>		Printed Name & Title <i>RICHARD F. LASHER, Administrative Manager</i>		Date <i>09/23/02</i>	
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15. I concur do not concur with the above findings and action taken.
 RECOMMENDATIONS:

Signature of Division Director <i>Timothy C. Jones</i>		Printed Name & Title <i>TIMOTHY C. JONES, Director</i>		Date <i>30 7-02</i>	
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REPORT OF REVIEW

16. The above findings are are not consistent with State and Department policies.
 RECOMMENDATIONS:

Item will will not remain in service (for damaged items only).

Signature of Department Property Officer <i>Ken Feltner</i>		Printed Name & Title <i>Ken Feltner PST</i>		Date <i>11/12/02</i>	
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17. I concur do not concur with the above findings and/or authorize that action be taken as recommended.
 RECOMMENDATIONS:

Signature of Commissioner or Designee <i>Michele Stickney</i>		Printed Name & Title <i>MICHELE STICKNEY, Deputy Commissioner</i>		Date <i>13 Nov-02</i>	
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18. I concur do not concur with the above findings; item will will not be dropped from inventory.
 RECOMMENDATIONS:

Signature of State Property Manager		Printed Name		Date	
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