

## QUICK REFERENCE GUIDE - STATE PURCHASING RULES

### STATE AGENCIES ARE TO (unless otherwise authorized by statute, WAC, or other regulation):

- Purchase **goods and/or services delegated** pursuant to RCW 43.19.190(3) by the Office of State Procurement (OSP), Department of General Administration (GA), in compliance with statewide purchasing policy contained within the *Washington Purchasing Manual* (refer to GA's website at [www.ga.wa.gov/PCA/Manual.htm](http://www.ga.wa.gov/PCA/Manual.htm)) and which are delegated in one of the following forms:
  - 1) **General** - Those purchases delegated through the *Washington Purchasing Manual* which are common to multiple state agencies.
  - 2) **Specific** - Those purchases delegated by the OSP to specific agencies for continuing individual commodity requirements.
  - 3) **Limited** - Those purchases delegated by the OSP to a specific agency for one-time commodity requirements.
  
- Purchase **goods and/or services** from **state contracts** unless one of the following conditions exists:
  - 1) The minimum order quantity specified in the contract exceeds the agency's needs.
  - 2) The contract supplier cannot deliver required goods or services in time to meet agency needs.
  - 3) A valid purchase has been made under the **Best Buy Program**. To meet the notification requirements of RCW 43.19.1905(7), follow the instructions in the Best Buy Report (<https://fortress.wa.gov/ga/apps/bestbuy/>) and obtain your agency director's approval. Current **convenience-use state contracts** are not excluded from statutory reporting requirement.
  - 4) The contract specifically limits purchases to certain agencies.
  - 5) The contract specifically grants an agency authority to use the contract at their discretion.
  - 6) A purchase has been made pursuant to RCW 43.19.200 in which the normal competitive purchasing procedures have been waived by a declaration of emergency issued by the agency director as defined in RCW 43.19.200. The OSP must be notified within three days of making **emergency purchases** (refer to *Washington Purchasing Manual* Section 6.1.j).

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- Purchase from **Correctional Industries** (CI) (refer to *Washington Purchasing Manual* Section 6.1.m) through state contracts. There are exemptions, however, the exemptions only apply to goods produced in Washington or services obtained from within Washington. An exemption can be granted when one of the following criteria is met:
  - 1) The goods or services do not meet the agency's reasonable requirements, or
  - 2) The goods or services are not of equal or better quality, or
  - 3) The goods or services are priced higher than the private sector.

To claim an exemption, complete and submit to CI an Exemption from Correctional Industries' State Contract Form. If CI denies a request for an exemption, agencies may appeal that denial to General Administration.

CI products and services that are not available on state contracts must be acquired through competition in compliance with the *Washington Purchasing Manual*.

- Purchase **janitorial and carpet cleaning services in state-owned buildings on the state Capitol Campus** from the Division of Capitol Facilities, GA (RCW 43.19.125).
- Purchase, lease, or rent privately owned **space/buildings** on private property and **alteration or repair** thereon from the Division of State Services, GA (RCW 43.82.010).
- Purchase **insurance, fidelity and surety bonds, and notary public bonds** from the Risk Management Division, Office of Financial Management (OFM) (RCW 43.19.190, 43.19.1935 & 43.41.300).
- Acquire **personal services** in accordance with Chapter 15 of the *State Administrative and Accounting Manual* (SAAM), issued by OFM (RCW 39.29).
- Acquire **client services** in accordance with SAAM Chapter 16 (RCW 39.29).
- Acquire **travel and travel related services** in accordance with SAAM Chapter 10 (RCW 43.03.050 & 43.03.060).
- Coordinate **moving services** for state offices and qualified new or transferred state employees through the OSP Moving and Relocation website in accordance with SAAM Chapter 60 and *Washington Purchasing Manual* Section 6.8 (RCW 43.03.110 & 43.03.120).
- Use only **Purchase Cards, state travel charge cards, and gasoline credit cards** issued and/or authorized through the OSP. Usage of any other credit/charge/debit cards is not allowed for state purchases. (RCW 43.19.185, WAC 236-48-250 to 253; SAAM Subsection 10.10.45 - Travel Charge Card; and SAAM Chapter 45 - Purchase Cards).  
Caution: Use of any charge card must still conform to state purchasing regulations.

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- Acquire **information and technology hardware, software, and related purchased services, and telecommunications equipment** from the Department of Information Services (DIS) (RCW 43.105.041); although DIS may delegate purchasing authority to agencies (refer to DIS Information Services Board Internet website).
- Purchase **printing, binding and stationary work** through the Department of Printing (RCW 43.78.030). State Copy Centers are to be used statewide where available; otherwise, **for copying outside Thurston County only**, agencies are to use the current Department of printing's Copy Services Contracts listed on their website at [www.prt.wa.gov](http://www.prt.wa.gov).
- Contact the Business Enterprise Program, Department of Services for the Blind, for guidance and/or assistance in purchasing **vending or cafeteria services** (RCW 74.18 and WAC 67-35-160).
- Purchase **public works requirements** for state facilities from the Division of Engineering and Architectural Services, GA (RCW 39.04.010). "State facilities" does not include facilities owned by or used for operational purposes and constructed for the Department of Transportation, Department of Fish and Wildlife, Department of Natural Resources, or Parks and Recreation Commission.
- Make their own purchases of **materials, supplies, and equipment for resale to non-public agencies** (RCW 43.19.190(2) & 43.19.1906(7)).
- Acquire **original works of art** through the Washington Arts Commission (RCW 43.19.455 & chapter 43.46 RCW).
- Make their own purchases of awards to recognize employees for accomplishments including outstanding achievements, safety performance, longevity, outstanding public service, or service as employee suggestion evaluators and implementers. **Recognition awards** may not exceed two hundred dollars in value per award (RCW 41.060.150).
- Enter into **contractual relationships with financial institutions** through the Office of the State Treasurer (RCW 43.08.015).

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