

**Missouri Department of  
Natural Resources  
Administrative Policies and Procedures**

**Chapter 7 Financial Management/Purchasing Purchasing Policy**

**Purchasing Procedures**

**Effective date**

**Revised**

**Number: 7.06-01**

**July 1, 2005**

**June 25, 2012**

This procedure outlines the Department's procurement authority for supplies pursuant to chapter 34, RSMo. See [Purchasing Flowchart, Attachment 1](#).

*Related DNR policies and procedures*

Conduct and Ethics 1.01

Payments 7.07

Purchasing 7.06

Purchasing Card Policy 7.12

Purchasing Card Procedures 7.12-01

Division of State Parks (DSP) Concession Procedures

*Related DNR resources*

DNR Purchasing SAM II Training Manual

DNR Accounts Payable Disbursements SAM II Training Manual

DNR Chart of Accounts and Budget Control SAM II Training Manual

[Department Procurement Authority Delegation and Procedures](#)

*Statutory authority*

Division of State Parks: Concession Contracts, section 253.080, RSMo

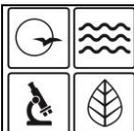
Geological Survey and Resource Assessment Division: County Surveyor and Land Surveys Contracts, section 60.510, RSMo

**DEFINITIONS**

*Bid Thresholds:* Break points where bids are not required, required, or required but not within DNR's delegated authority.

*Concession Operation:* A business operated by private enterprise that provides recreational, lodging and food service for the visiting public. A concession provides a public service and generally requires some capital investment by the concessionaire for buildings, boat docks, boats, etc. The private enterprise is awarded a concessionaire contract after going through a competitive bid process.

*Emergency procurement:* A situation in which there exists a threat to life, property, public health or public safety or when immediate expenditure is necessary for repairs to state property in order to protect against further loss of, or damage to, state property, to prevent or minimize serious disruption in state services or to ensure the integrity of state records.



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*Encumbrance:* Obligation in the form of a Purchase Order (PGQ, PDQ, SC, SCS) for which a part of an appropriation is reserved. An encumbrance will remain in the system until it is liquidated by a referencing payment document or the encumbrance document is cancelled.

*Executive Branch Departments Governed by Chapter 34:* Agriculture; Conservation, Corrections; Economic Development; Elementary & Secondary Education; Health & Senior Services; Higher Education; Insurance, Financial Institutions & Professional Registration; Labor & Industrial Relations; Mental Health; Natural Resources; Office of Administration; Public Safety; Revenue; Social Services; and Transportation.

*Exempt object codes:* Expenditure object codes exempt from the Office of Administration (OA) encumbrance policy and the OA Division of Purchasing and Materials Management (DPMM) formal competitive bid process.

*Governmental Entity:* Governmental entities are those who derive their funding from a public tax base, i.e. federal agencies, cities, counties, public school districts, colleges, etc. Quasipublic governmental bodies as defined in subdivision (f) of subsection 4 of section 610.010, RSMo, are **not included** in this definition.

*Memorandum of Understanding (MOU):* A less formal written contract between DNR and another governmental entity that outlines the terms of the agreement for supplies.

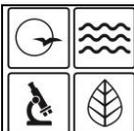
*Non-Chapter 34 governmental entities:* State of Missouri judicial and legislative departments; colleges; universities; cities, counties; and other entities that qualify under the definition of a governmental entity.

*OA/DPMM:* Office of Administration, Division of Purchasing and Materials Management

*Organization:* A division, program, district office, regional office, state park or historic site within the Department of Natural Resources.

*Single feasible source (SFS):* When supplies are proprietary and only available from the manufacturer or a single distributor; or it is determined that only one distributor services the region in which the supplies are needed based on past procurement experience; or supplies are available at a discount from a single distributor for a limited period of time (section 34.044, RSMo).

*Special Delegation of Authority (SDA):* Is a procurement situation where the organization believes that special circumstances exist that requires the organization to competitively procure a



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supply valued at \$25,000 or greater instead of requesting DPMM to procure it for the organization.

*Solicitation:* The process of notifying prospective bidders that DNR wishes to receive bids to furnish goods or services.

*Supplies:* Materials, equipment, contractual services, and any and all articles or things, except for utility services regulated under chapter 393, RSMo.

**PROCEDURES**

**Bid Thresholds**

There are three (3) basic bid thresholds. When dollar thresholds are identified, the dollar value is considered to mean the estimated aggregated amount for a 12-month period and includes all related charges such as shipping. Organizations are prohibited from splitting a local procurement among multiple orders to avoid the competitive bid process. See [Attachment 1](#) for a procurement flow chart.

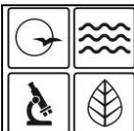
<u>Procurement amount</u>	<u>Bidding Required?</u>
\$0.00 - \$3,000.00	NO
\$3,000.01 - \$24,999.99	YES
\$25,000.00 – or more	YES – procure via OA/DPMM

**Missouri's purchasing card**

The purpose of the State of Missouri Visa Purchasing Card Program is to establish a more efficient, cost-effective method of purchasing and paying for small dollar transactions within established usage limits. The purchasing card is intended to be used for purchases of \$1,000 or less or for purchases made in-store or via mail, telephone, fax, or the Internet. Refer to the DNR State Purchasing Card Policies and Procedures. The purchasing card may be used for contractual and non-contractual purchases and may also be used for both commodities and services.

**Special approvals by other state departments**

Certain supplies, as indicated below, require review and approval by an agency within the State of Missouri, referred to as Resource Managers, **prior** to purchase regardless of dollar value. Resource manager approval is processed through two different methods based on the total value of the procurement. Approval for purchases of \$3,000 or less may be obtained off line by e-mail or written document, while purchases that exceed \$3,000 must be approved as indicated below.



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The written approval must be included in the organization's documentation for all procurements unless the approval is applied online. Once a waiver is received, the agency may proceed with the procurement. Refer to the [Department Procurement Authority Delegation and Procedures](#) for more information.

- Audits
- Automobiles
- Banking and Related Service
- Fleet Vehicles
- Forms
- Insurance
- Missouri Vocational Enterprises (MVE)
- Printing
- Printing and Copying Equipment

Information technology (IT) equipment and services: The Office of Administration's Information Technology Services Division (ITSD) is responsible for making all computer-related purchases including purchases of hardware, software, hardware and software maintenance, IT services and IT consulting. If there are questions about an IT-related item, they should be submitted to ITSD for direction by submitting an OHD ticket.

## **PURCHASES WITHIN DNR DELEGATED AUTHORITY**

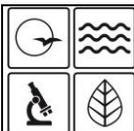
### **Purchases \$3,000 or less, inter-agency purchases, and purchases using exempt object codes**

All purchases \$3,000 or less, inter-agency purchases, and purchases using exempt object codes are not required to be bid or encumbered and can be paid using a Quick Payment Voucher (PVQ) or may be put on the State Purchasing Card. EXCEPTION: to receive credit for MBE/WBE sub-contracting participation in state contracts, the purchase must be encumbered.

### **Purchases between \$3,000.01 and \$24,999.99**

All purchases between \$3,000.01 and \$24,999.99 are required to be competitively bid and encumbered. Purchases paid using the State Purchasing Card are not required to be encumbered. A minimum of three competitive bids are required for all solicitations. A "no bid" response from a vendor may be counted towards the requirement for three competitive bids provided that all "no bid" vendors could have reasonably been expected to submit a bid.

An organization may utilize the Request for Quotation (RFQ) or Invitation for Bid (IFB) method for all procurements that fall within their delegated authority. All bids must contain the



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Department of Natural Resources' procurement terms and conditions for either an RFQ or IFB. These are available on the [General Services Intranet](#) page.

The RFQ method of solicitation is an informal request for prices. Organizations may utilize the Request for Quotation form (MO300-1224) for written bid solicitation. Bids can be solicited and received by mail, fax, phone or electronically. The method of response must be identified in the RFQ. Specifications are detailed to include the minimum requirements that the bidder must meet and do not provide for flexibility or creativity on the part of the bidders with regard to the minimum requirements. The bidder may offer a product that exceeds the minimum. Evaluation of the bids is normally based on objective rather than subjective criteria. The RFQ must contain a description of and the relative weighting of the criteria used for evaluating bids. Awards shall be made to the bidder whose bid (1) complies with all mandatory specifications and requirements of the RFQ and (2) is the lowest and best bid considering price, responsibility of the bidder, and all other evaluation criteria specified in the RFQ. The buyer may evaluate the bids and make an award after the expiration of the closing date and time, not before. Bids are available for public review immediately after the closing date and time.

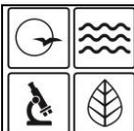
The IFB method of solicitation is a formal request for bids which is used for procurements that utilize weighted subjective criteria in the evaluation of the bids regardless of the value of the procurement. Specifications are detailed, specific, and provide for very limited flexibility on the part of the bidders. The IFB must contain a description of and the relative weighting of the criteria used for evaluating bids. Bids submitted in response to an IFB must be written and delivered to the location listed in the IFB by the date and time specified to be considered responsive. Awards shall be made to the bidder whose bid (1) complies with mandatory specifications and requirements of the IFB and (2) is the lowest and best bid, considering price, responsibility of the bidder, and all other evaluation criteria specified in the IFB. Bids are available for public review immediately after the closing date and time.

Specifications

Specifications must be described with generic or functional terminology. Specifications may be based upon brand name descriptions if generic or functional specifications are not possible provided that the phrase "or functional equivalent" is added as an inherent part of the description. If possible, the organization must identify two or more brands equal to the specifications. Specifications, delivery dates, vendor location, etc., shall not be manipulated in order to restrict competition.

Confidentiality of bids

The organization must not reveal the price(s) or data submitted by any bidder to any other bidder or to any other person until after the closing date and time. Bidders are prohibited from changing bids or submitting bids after the closing date and time.



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After the closing date and time, the bids become open records and are available for public viewing even before an award has been made.

Evaluation of bids

The organization may utilize objective (cost and meets specifications) and/or subjective (method of performance, experience and reliability) criteria in the evaluation of the bids they receive. The criteria and the relative weight of each criterion must be stipulated in the solicitation document. Preference points must also be applied during the bid evaluation.

Bids may be evaluated by one individual or an evaluation team may be formed to evaluate the bids. If an evaluation committee is formed to evaluate bids, it is suggested the committee should include minority representation. Committees of five people or less should have at least one minority member. Committees of more than five people should have at least two minority members. Assistance in recruiting minorities for the role of evaluator may be obtained by contacting the Office of Administration, Office of Equal Opportunity at 573-751-8130.

Bids must be evaluated according to the criteria specified in the solicitation document. An evaluation report must be completed and must clearly demonstrate why the bidder was awarded the bid.

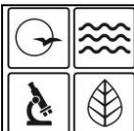
Award of bids

Procurements must be awarded to the lowest and best bid. Bid awards must be approved as specified by divisional policy/guidance. (Exceptions to this apply to certain SDAs and MOU/MOAs. Refer to those sections for additional guidance.) After the approval the contractor may be notified via letter or phone call. Organizations must also execute a SAM II purchase order unless the payment method is the State Purchasing Card.

Contract Maintenance and Contract Amendments

Once an award has been made, it is very important to ensure the contract is going according to the specifications (i.e. delivery times are met, product ordered was received, services are performed as outlined, etc.). If there are any issues or problems with the contractor's services or products, the organization must maintain documentation of the problems and follow up with the contractor in a timely manner. If documentation is not maintained and problems are not communicated to the contractor, the organization may have little recourse in getting the problem resolved. The organization may also consult with the Department Procurement Officer on any contract maintenance issues.

If a contract needs to be modified or terminated, the organization must complete a contract amendment. A contract may be amended when it is in the best interest of the State AND does not



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significantly alter the original intent or scope of the contract. An example may be where the services will not change, but the quantity may increase. If it is anything more than this, the procurement needs to be rebid. Changes to the contract cannot become effective until after the amendment is complete.

Amendments are submitted for approval in the same manner as original contracts.

Complete submittal of the entire scope of work is not required but only the portion being amended. Revision to a scope of work is to be in the form of “from” and “to” statements. “To” statements are to be fully explained so that extensive research does not have to be done to understand revision(s). “From” statements should be as originally developed, with corresponding dates.

Required bid language

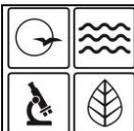
Bid documents must contain language to cover the following topics. The actual language is located at the corresponding web address.

- Federal Funds - <http://oa.mo.gov/purchasing/agency-information/federal-funds>
- Debarment Certification - <http://oa.mo.gov/purchasing/agency-information/federal-funds>
- HIPPA <http://oa.mo.gov/sites/default/files/bap051513.pdf>
- Work Authorization and Documentation - <http://oa.mo.gov/purchasing/vendor-information/affidavit-work-authorization-annual-renewal>
- Buy American - <http://n-nr1ntra.ads.state.mo.us/das/general-services/purchasing/documents/buy-american.doc>
- Disabled Veterans Preference - <http://oa.mo.gov/purchasing/agency-information/section-34074-rsmo-missouri-service-disabled-veteran-business>
- DNR Procurement Terms and Conditions - <http://n-nr1ntra.ads.state.mo.us/das/general-services/purchasing/default.htm>

**OTHER TYPES OF PROCUREMENTS**

**Single feasible source (SFS) procurement**

SFS procurements exist in only limited circumstances as defined above. All SFS requests require documentation to justify the SFS to include: an explanation as to how the procurement meets the legal definition of a single feasible source, justification for the single feasible source identifying why the item is needed, why the item is unique from all others, why other similar items will not meet the organization’s needs, and documentation from the vendor noting the single feasible source nature of the specific supplies by completing a SFS Approval Request Worksheet and submitting it to the Department Procurement Offices except when the SFS is due to supplies being available at a discount from a single distributor for a limited period of time. The SFS



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Approval Request Worksheet can be found at <http://oa.mo.gov/purchasing/agency-information/special-approval-worksheets>.

For SFS procurements where supplies are available at a discount from a single distributor for a limited period of time, a request must be sent via email to the Department Procurement Officer. The Department Procurement Officer will coordinate with OA/DPMM to obtain a special delegation for the purchase. If the purchase is valued at \$5,000 or more, OA/DPMM will post the procurement notice.

For SFS procurements valued at \$5,000 or less, organizations must submit a request to the Department Procurement Officer. Once approved by the Department Procurement Officer, the organization may proceed with the procurement. The vendor must be in compliance with section 34.040, RSMo. If the SFS is valued at exactly \$5,000, the organization must post the procurement for five days prior to the award. After this, the organization may issue an award.

For SFS procurements valued at over \$5,000 but less than \$25,000, the organization must submit the request to the Department Procurement Officer. The Department Procurement Officer will forward the SFS worksheet to OA/DPMM. If OA/DPMM approves the SFS request, the organization must post the SFS notification for five days prior to award. After this, the organization may issue an award.

For SFS procurements valued at \$25,000 or more, the organization must submit a request to the Department Procurement Officer along with a purchasing requisition (i.e. SAM II NR or RXQ). The Department Procurement Officer will review and approve the requisition and approval request and route them to OA/DPMM. OA/DPMM will approve/award the SFS. Once approved/awarded, the organization will need to develop a contract with the vendor which must be signed by the Department Director and the vendor. When completed, the contract will be routed to OA/DPMM by the Department Procurement Officer. The contract will be given a contract number by OA/DPMM and will become the official contract between the State and the vendor.

### **Emergency procurements**

An emergency situation must meet the definition defined in section 34.045, RSMo and requires as much competition as the situation allows for. The resolution of the emergency situation must receive priority over routine operations. Emergency procurements valued at \$25,000 or more, must be routed through the Department Procurement Officer as soon as possible, preferably prior to purchase, in order to secure approval from OA/DPMM. Documentation must be maintained to demonstrate how the situation met the definition of an emergency and all bid documentation if time allowed for competition.

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### **Special delegation of authority (SDAs)**

To request an SDA, the organization must complete and submit a Special Delegation of Authority (SDA) Request Worksheet to the Department Procurement Officer indicating the need and justification for the request. Upon receiving the request, the Department Procurement Officer will formally request the (SDA) from OA/DPMM. If approved, OA/DPMM will assign an SDA number that shall be used to identify procurements made pursuant to the special authority. The organization must follow all guidelines outlined in the SDA.

Procurement awards for concessionaire operations require Department level approval. As SDAs are established, others may also require Department level approval.

When establishing a Quick Decentralized Purchase Order (PDQ) pursuant to SDA authority, the organization must identify the SDA number in the “Comment” field of the purchase order document. When establishing a Simplified Service Contract (SCS) Order pursuant to SDA authority, the organization must identify the SDA number in the “Comment” field of the purchase order document. Payments for purchases made pursuant to the SDA shall be processed in the same manner as payments for other purchases.

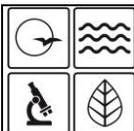
### **Purchase of Resale Items**

Although section 34.043, RSMO states “The commissioner of administration may waive competitive bids for the purchase of supplies for the purpose of resale to the general public in concession operations controlled by the state”, the Department shall bid all items for which they resell according to the guidelines in this procedure. When required by statute, MVE shall be utilized as required or waivers will be obtained. Concessionaires should bid as many of their items as possible in order to give the Department the best return on sales.

### **Architectural and Engineering (A&E) contracts**

Establishing an A&E contract may be accomplished by one of the following methods:

1. To establish an A&E contract, the organization must provide a scope of work and available funding to the Office of Administration/Division of Facilities Management, Design and Construction (OA/FMDC). OA/FMDC and the organization will develop a short list of consultants (three contractors) who are qualified to perform the scope of work.



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A consultant selection committee, comprised of OA/FMDC personnel and Department staff, will evaluate and rank the selected firms. OA/FMDC will send a Request for Qualifications to the highest ranked firm the committee agreed upon.

OA/FMDC will negotiate and sign a contract with the selected consultant.

2. The organization must provide a list of qualifications required to OA/FMDC. OA/FMDC will provide the organization with a list of three to ten contractors meeting the qualifications specified (short list).

The organization will select a minimum of 3 firms to send a Request for Qualifications (RFQ). When the RFQs are returned, the organization will evaluate the qualifications and select the best firm meeting all the organization's needs. Once the firm has been selected, the organization will request a price quote for the services required.

A & E contracts under DNR's delegated purchase authority must be submitted to their respective Director and contain the following documents:

- One original submittal memorandum to the Division Director from the organization. This memo should explain the purpose of the contract.
- Two (2) originals of the A & E contract document (one for the contractor and one for the organization).

It is advantageous to initiate contract development 45 days prior to their expected start date. This will assure that the Department review and approval processes have been completed prior to the contract's effective date.

If the contract is expected to be over \$25,000, it is outside DNR's delegated authority and the organization must request assistance from OA/FMDC. The request can be made in the form of a memo to OA/FMDC Contract Services.

**Purchases from Department employees and related businesses**

Conflict of interest between the employee and the Department must be avoided at all times. When making purchases that involve Department employees, regardless of dollar value, the following items shall be taken into consideration: the type of work performed by the employee, the nature of the business, the time/talent contribution by the employee, and most importantly, public perception.

The organization may contract with, provide outside work to, or purchase goods/services from a business owned by an employee, employee's spouse, dependent child or member of the

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employee’s household or where they have a substantial financial interest under the following stipulations:

- The purchase has an aggregate value over a 12-month period of less than \$500 or written bids are obtained for purchases with an aggregate value over a 12-month period of \$500 or more and the business is the lowest bid (not lowest and best); and
- The employee does not participate, directly or indirectly, in any part of the procurement process or in the planning for the procurement; and
- The employee is not in the supervisory chain of the person doing the procurement; and
- The employee is not involved, directly or indirectly, in the monitoring of the performance under a contract; and
- The employee is not involved, directly or indirectly, in the payment approval process for the procurement; and
- The employee has completed the Outside Employment form and has been granted approval by the Division Director.

An employee, employee’s spouse, dependent child or member of the employee’s household is deemed to have ownership or a substantial financial interest in any business where they:

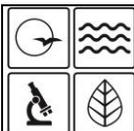
- Are named on the business title or license;
- Serve in a managerial/decision-making capacity;
- Have ownership of 10% or more (singularly/collectively); or
- Significantly contribute to the labor force of the business.

### **Contracting with a governmental entity/political subdivision**

An organization may contract with a governmental entity, regardless of the amount, for supplies DIRECTLY provided by the governmental entity; however there are different processes to be followed based on dollar amount and the entity to be contracted with. A Memorandum of Understanding (MOU) or a Memorandum of Agreement (MOA) is the usual contract document used with other governmental entities. Contracts with governmental entities may include renewal options. However, the scope of work must stipulate a definitive ending date regardless of the number of years of renewal.

For procurements with governmental entities valued at less than \$25,000, organizations may enter into contracts directly with the governmental entity for supplies DIRECTLY provided by the governmental entity.

For procurements with a State of Missouri executive branch departments governed by chapter 34, RSMo, for supplies DIRECTLY provided by the Chapter 34 department, the organization



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may contract directly with the Chapter 34 department regardless of dollar amount without going through a competitive bid process.

For procurements with a non-Chapter 34 governmental entity with a contract value of \$25,000 or more, the organization must submit a purchasing requisition (SAM II NR document) to the Department Procurement Officer along with an MOU/MOA signed by both parties. The requisition will be forwarded to OA/DPMM for an Acknowledgment of Contract (AOC) number. Work under this AOC cannot begin until after OA/DPMM has granted the AOC.

All contracts (MOU/MOAs) and contract amendments must be submitted to the Department Director or designee and contain the following documents:

- One original submittal memorandum to the Department Director from the organization director. This memo should explain the purpose of the contract.
- Two (2) originals of the DNR contract (one for DNR and one for the contractor).

A Service Contract (SC) document is to be processed by the organization to encumber contracts over \$25,000 once OA approval has been received via an AOC. A Simplified Service Contract (SCS) is to be processed by the organization to encumber contracts under \$25,000 or for contracts \$25,000 or more and with a Chapter 34 department.

**Cooperative purchasing - other governmental entity**

An organization may utilize a contract established by another governmental entity as long as the organization uses the contract as is; the scope or pricing and deliverables cannot be modified. If the organization desires to purchase from another governmental entity's contract in excess of \$3,000:

- Prepare a non-pre-encumbering (NR) requisition.
- Forward a copy of related documentation (the contract, related specifications, etc.), to the Department Procurement Officer for review and approval. Once approved, the Department Procurement Officer will forward the documentation to OA/DPMM for processing.
- Request the governmental entity who has the contract send OA/DPMM documentation approving DNR's use of the contract.
- Once approved, OA/DPMM will add SAM II security access to the existing agency contract or set up a contract number for use in processing encumbrances (PGQ or SC document) and payments.

If the value of the procurement is \$3,000 or less, the organization may utilize another governmental entity's contract without going through the steps above.

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### **Purchases outside delegated authority**

An organization must submit a requisition to the Department Procurement Officer who will approve and route it to OA/DPMM to request a procurement process on their behalf for purchases that are \$25,000 or greater or are outside their authority. Two requisitions that are used to request assistance from OA/DPMM are the Quick Requisition (RXQ) and the Non-Pre-encumbering Requisition (NR). Requisitions should only include supplies of a similar nature. All requisitions for computer products or services require ITSD review. All requisitions require program and Department level approval. An RXQ or NR shall not be used for facility leasing requirements or capital improvement projects. All requests for facility leasing or capital improvement projects are communicated through a formal written memo to OA/FMDC from the General Services Program Director.

### **SAM II Purchasing Documents**

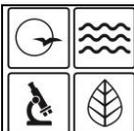
Requisitions: There are two types of requisitions, Quick Requisition (RXQ) and Non Pre-Encumbering (NR). Requisitions are used to notify OA/DPMM of our need for them to procure a supply or service on behalf of the Department.

- RXQ – includes accounting distribution information and will pre-encumber funds and should be used when the solicitation will result in a fixed unit price purchase order and the solicitation, order, and delivery of the supplies will occur within the current fiscal year.
- NR – does not include accounting distribution information and will not pre-encumber funds and should be used when the accounting distribution for the next fiscal year is not yet known; to establish price agreements and orders for supplies needed during the next fiscal year in order to avoid interruption in the provision of the supplies; to establish "as needed" price agreements to facilitate order processing when the accounting distribution information will vary dependent on the program ordering the supplies; to renew or amend existing price agreements; and to establish revenue-generating price agreements.

Price Agreements (AM): Creates, modifies and deletes contract information. Price agreements are set up to allow specific types of purchase orders to be used against them.

Purchase Orders:

- Quick Price Agreement (PGQ) – used to order from a price agreement that contains fixed unit prices, units of measure and quantities.



**Missouri Department of  
Natural Resources  
Administrative Policies and Procedures**

**Chapter 7 Financial Management/Purchasing Purchasing Policy**

<b>Purchasing Procedures</b>	<b>Effective date</b>	<b>Revised</b>
<b>Number: 7.06-01</b>	<b>July 1, 2005</b>	<b>June 25, 2012</b>

- Service Contract (SC) – used to order from a price agreement where the contract price is stated as a total cost or a guaranteed-not-to-exceed amount.
- Quick Decentralized Purchase Order (PDQ) – used to place orders for procurements made under DNR’s local purchasing authority. The PDQ includes quantities, units of measure and unit prices.
- Simplified Service Contract (SCS) – used to place orders for procurements made under DNR’s local purchasing authority. The SCS should be used for service type purchases. It does not include quantities, units of measure, nor unit prices. The pricing is a total price or a guaranteed-not-to-exceed price.
- Quick Centralized Purchase Order (PCQ) and Total Cost Purchase Order (PCT) – these purchase orders are only utilized by OA/DPMM, agencies using the On-Line Bidding System, agencies not governed by chapter 34, RSMo or by the requirements of chapter 8, RSMo for Capital Improvements. The PCQ includes quantities, units of measure and unit prices. The PCT does not.

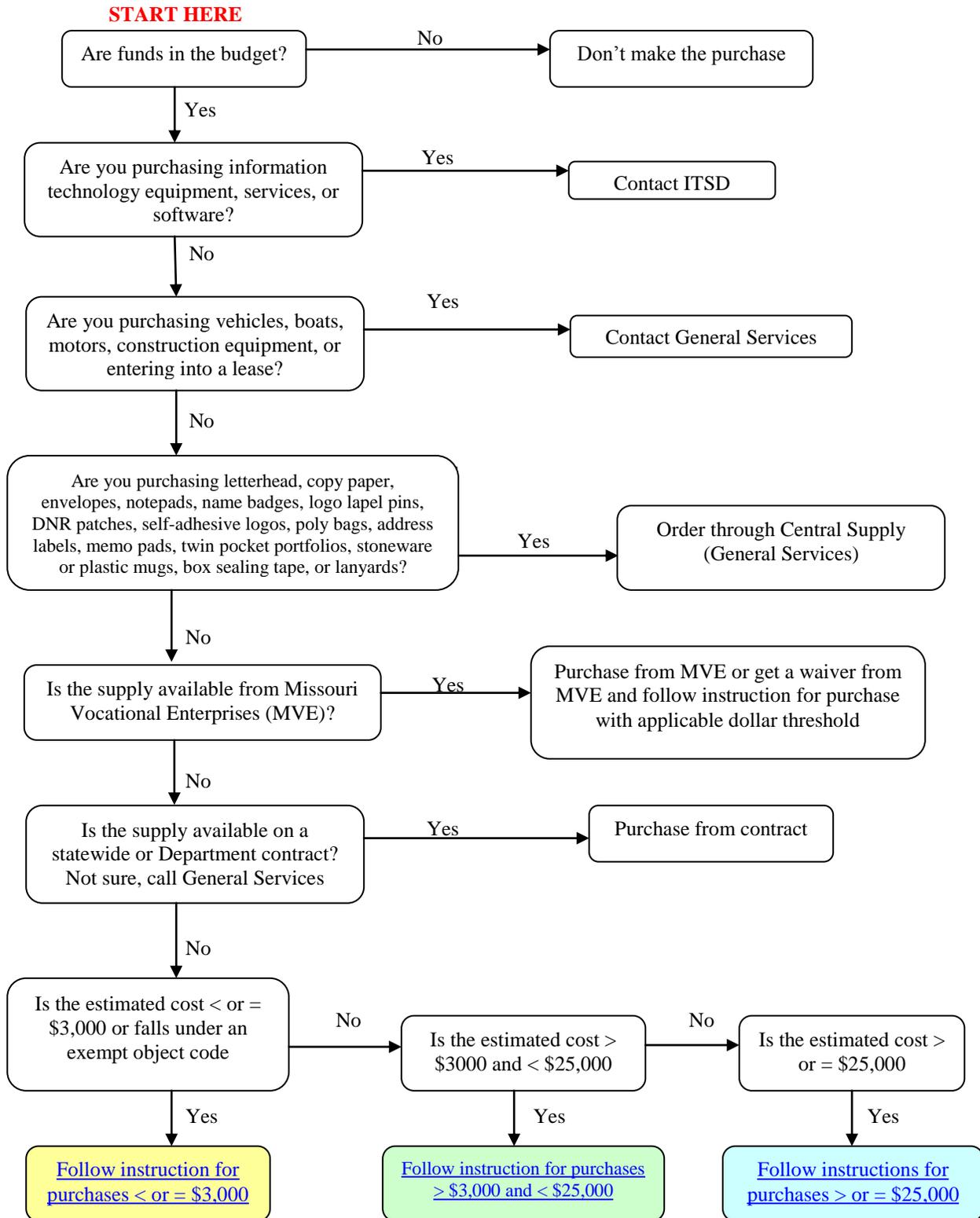
Payments – Pay for encumbrances from the purchase order using either an Automated Payment Voucher (PVA) or Vendor Payment Voucher (P1). Invoices that were not encumbered will be paid for via Quick Payment Voucher (PVQ).

- PVA – is used if there is one accounting line per commodity line set up with linking on. This requires a three way match to exist which means the Receiver (RC) and Quick Vendor Invoice (VIQ) are to be completed.
- P1 – is used when there are multiple accounting lines per commodity line. Invoices that were not encumbered will be paid for via Quick Payment Voucher (PVQ).
- PVQ – is used to pay for unencumbered obligations.

Refer to the DNR Purchasing SAM II Training Manual for additional information.

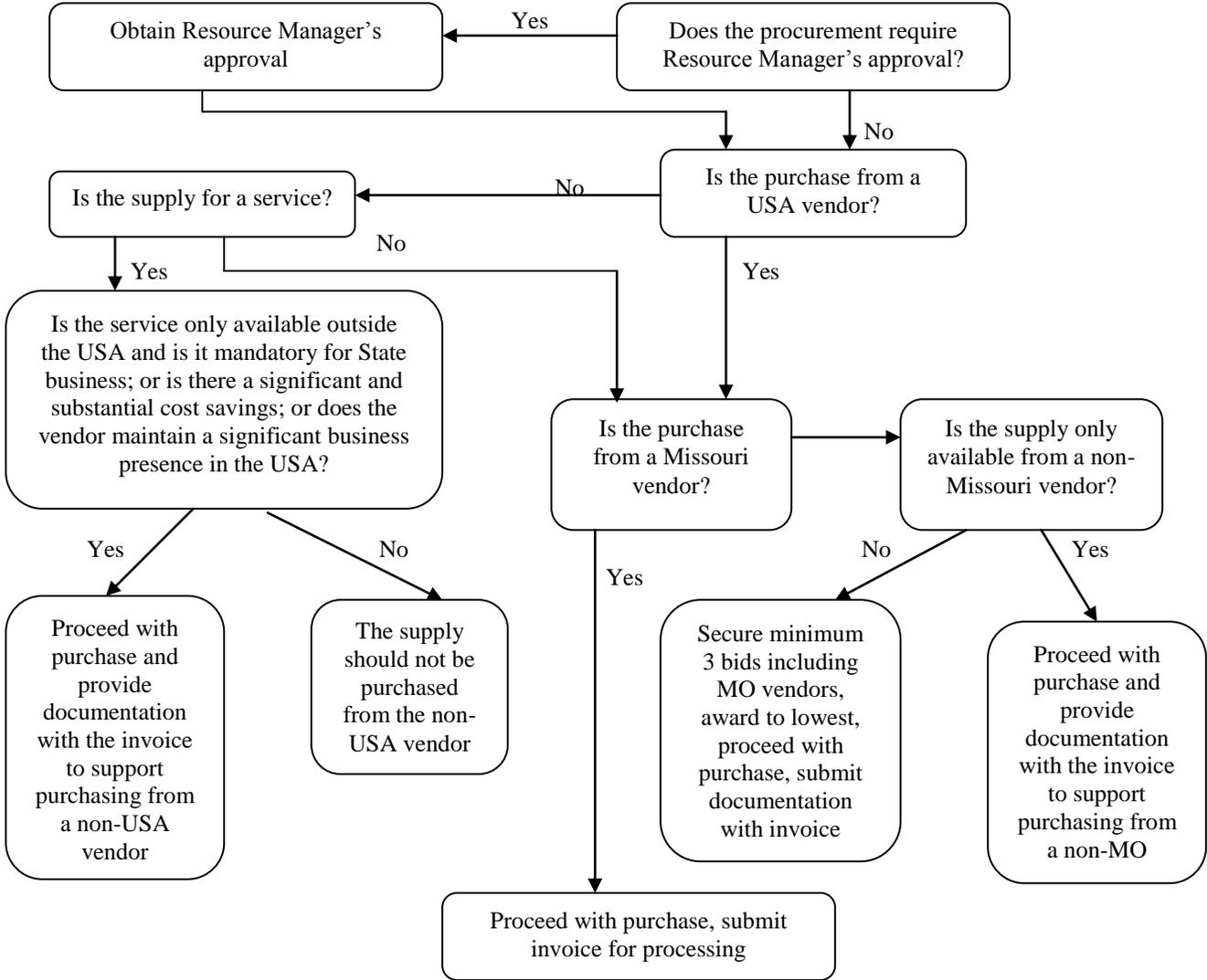
# Attachment 1

## Procurement Flow Chart



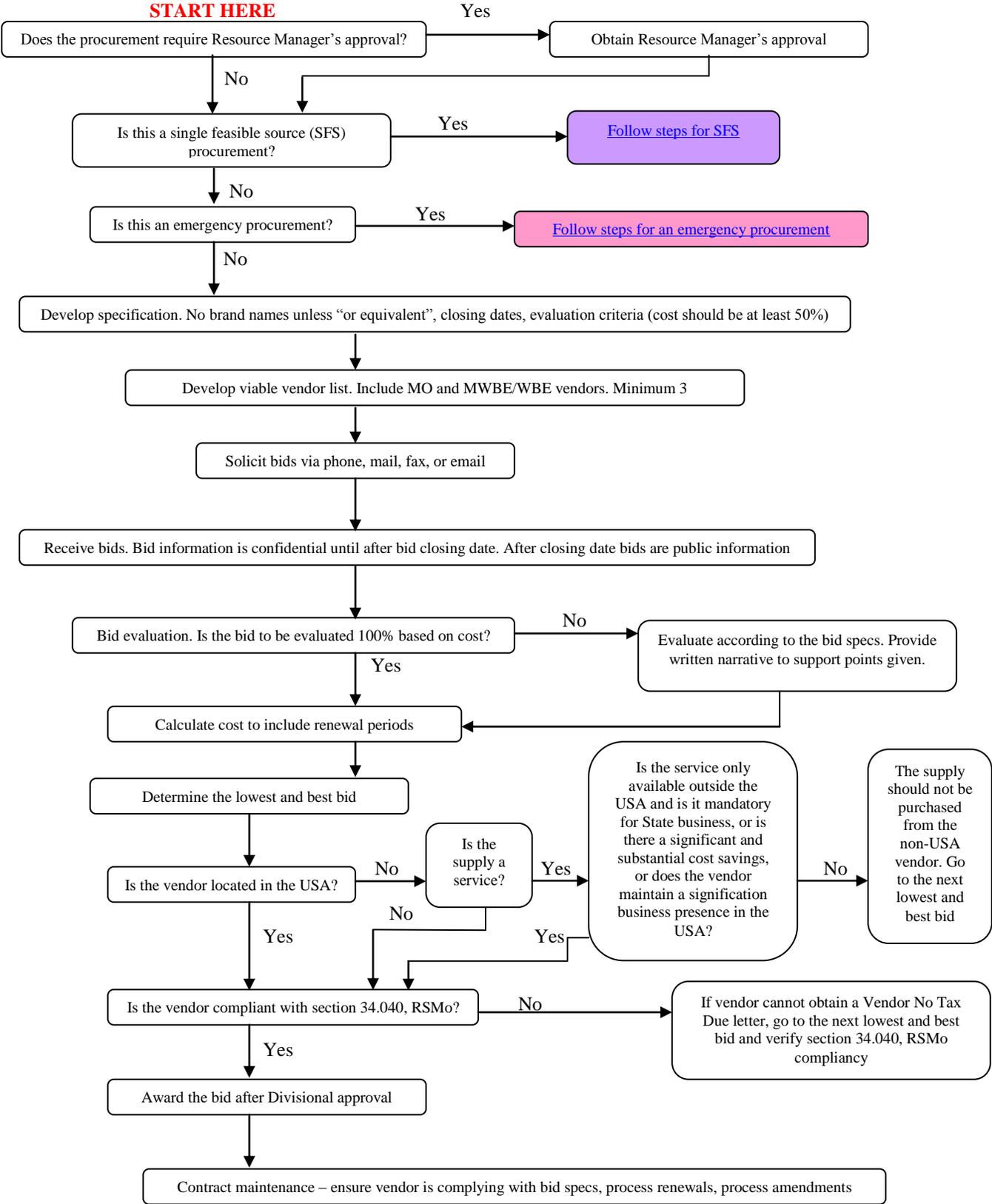
**Purchases less than or equal to \$3,000 or falls under an exempt object code**

**START HERE**



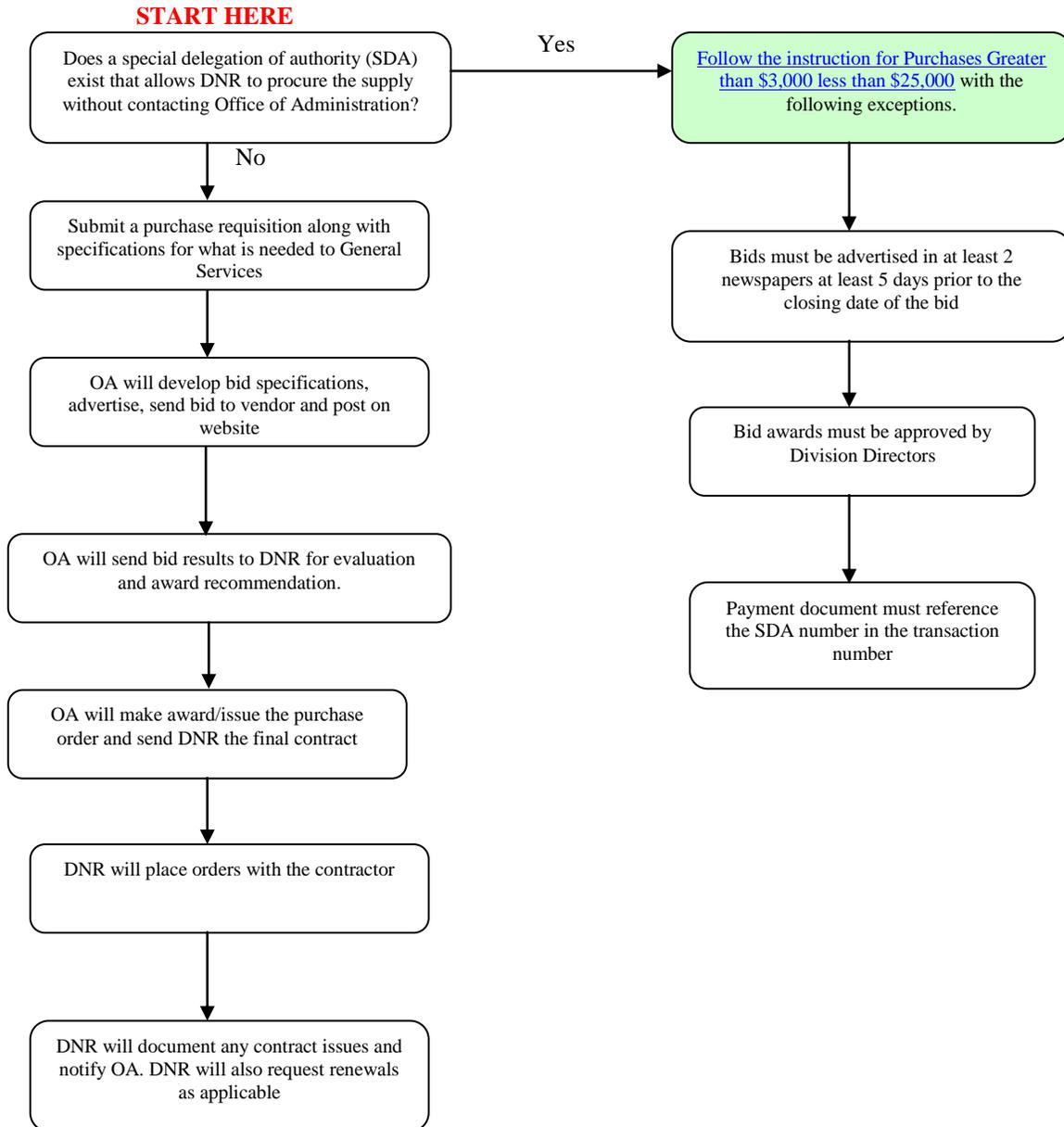
*Definition of supply: supplies, materials, equipment, contractual services and any and all articles or things*

**Purchases greater than \$3,000 and less than \$25,000**

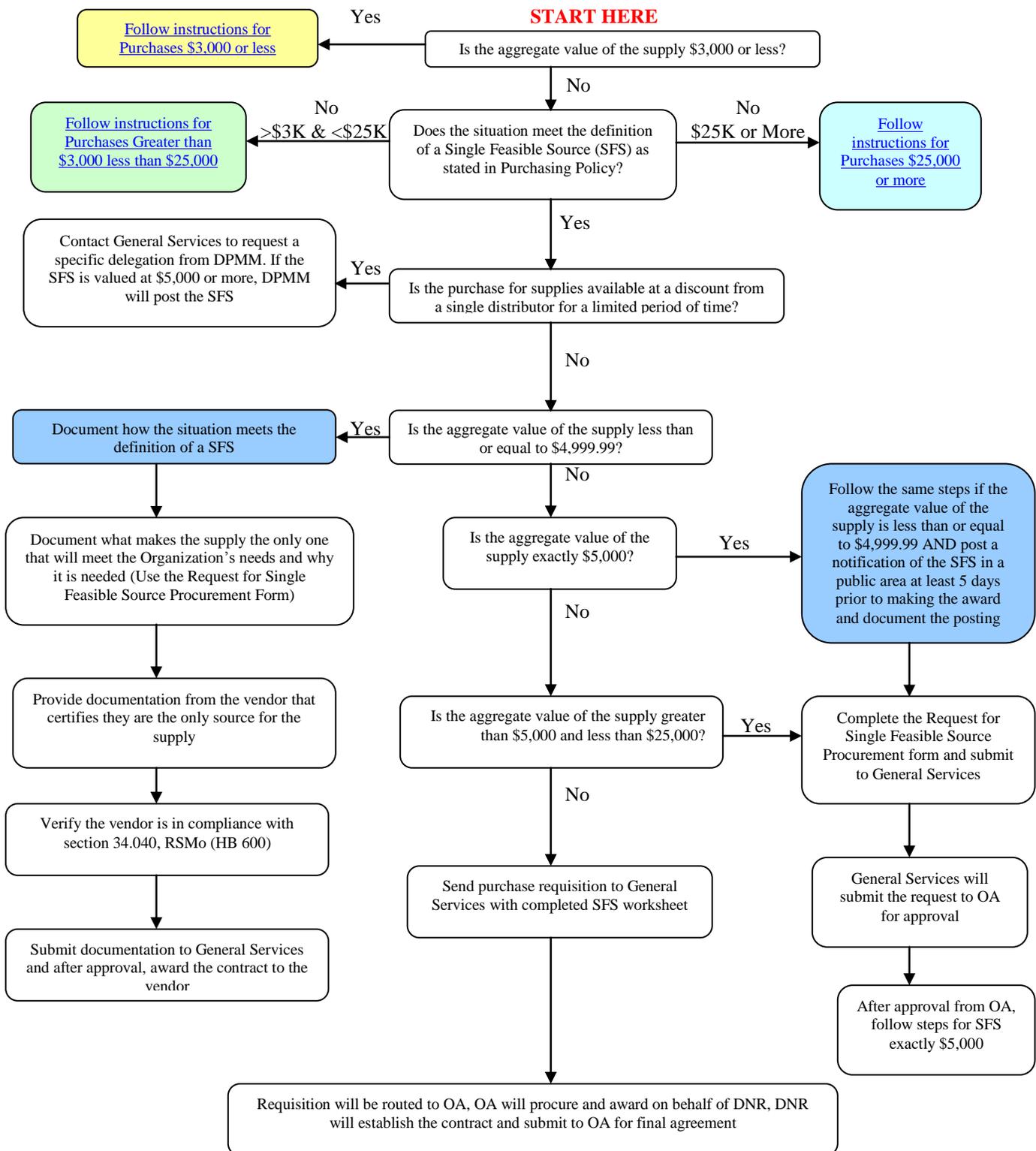


*Definition of supply: supplies, materials, equipment, contractual services and any and all articles or things*

**Purchases \$25,000 or more**

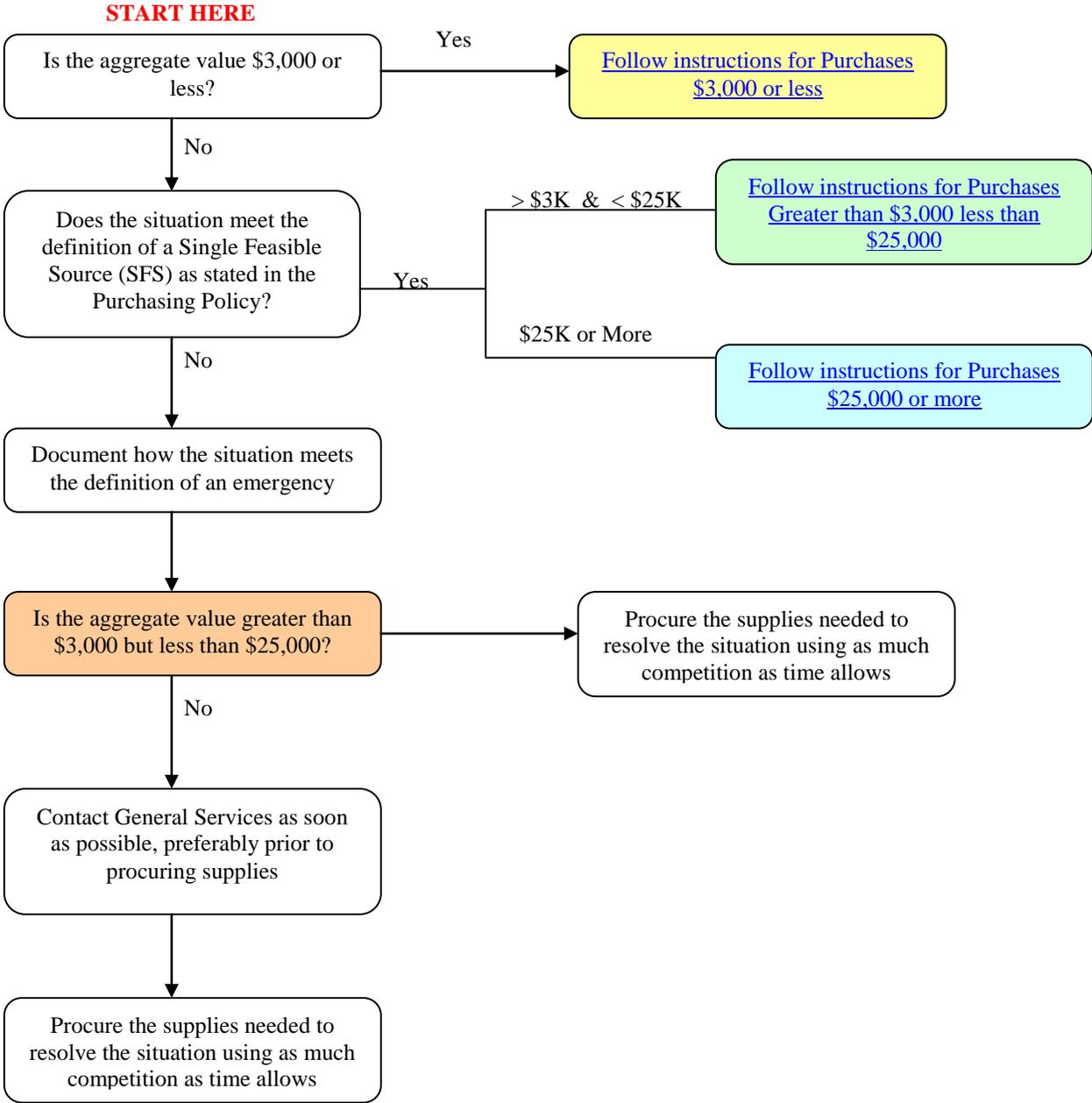


## Single Feasible Source Procurements



*Definition of supply: supplies, materials, equipment, contractual services and any and all articles or things*

**Emergency Procurements**



*Definition of supply: supplies, materials, equipment, contractual services and any and all articles or things*