

Sec. 4d-3-2. Delegation of purchasing authority

(a) The CIO may delegate direct purchase authority to the head of any agency or may revoke any such authority at the CIO's discretion. Factors to consider in making the decision to delegate include:

(1) the expertise of the agency in terms of procurement knowledge and any specialized knowledge pertinent to the direct purchase authority to be delegated;

(2) the past experience of the agency in exercising similar direct purchase authority;

(3) the degree of economy and efficiency to be achieved in meeting the state's requirements if the direct purchase authority is delegated;

(4) the available resources of the agency to exercise the authority if it is not delegated; and,

(5) the consistency of delegation under similar circumstances.

(b) Any person who has been designated by the CIO to exercise direct purchase authority shall exercise such authority in accordance with the terms set forth by the CIO and the applicable provisions of the Connecticut General Statutes, and sections 4d-3-1 through 4d-3-19 of the Regulations of Connecticut State Agencies.

(c) The CIO may delegate such direct purchase authority, as he deems to be appropriate. Such delegation shall be in writing and may specify:

(1) the activity or function authorized;

(2) any limits or restrictions on the exercise of the delegated direct purchase authority;

(3) whether the direct purchase authority may be further delegated; and,

(4) the duration of the delegation.

(d) The CIO may delegate to the agency head the direct purchase authority to make minor non-recurring purchases for information technology personal property or services pursuant to subsection (c) of this section in an amount consistent with the department's statutory authority. Any such delegation may be limited as the CIO directs.

(e) Purchases made under any direct purchase authority shall be based on competitive bids, proposals or quotes, as provided for in section 4a-57 of the Connecticut General Statutes where possible or practical. Purchase orders issued on the basis of any direct purchase authority shall have noted in the space provided for the department's authorization the appropriate direct purchase authority number. Evidence of competition in the form of quotations or summary thereof shall be noted on or attached to both the ordering agency's and the department's copy of the purchase order. If the nature of the purchase precludes solicitation of competitive bids or proposals, the notation "non-competitive" shall be made on both the ordering agency's and the department's copy of the purchase order.

(f) While direct purchase authority permits an agency to make specific types of purchases without prior approval of the department, no agency shall be prevented from submitting its requirements to the department for solicitation of bids or proposals.

(g) Non-conformance in the application of any direct purchase authority by any agency may result in the withdrawal of the delegation or direct purchasing authority granted to such agency.

(Adopted effective August 9, 2004)