



Gavin Newsom  
Mayor

Naomi Little  
Director/Purchaser


Purchasing Division

## MEMORANDUM

Date: May 13, 2005

To: Department Heads  
Finance Directors

cc: Users of Delegated Departmental Purchasing Authority  
Purchasers  
Contracting Officers

From: Naomi Little, Director/Purchaser 

Re: Delegated Departmental Purchasing (Formerly Known as Prop Q)

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For fiscal year 2005-2006, the Office of Contract Administration/Purchasing ("OCA/Purchasing") is implementing new requirements for Delegated Departmental Purchasing. These changes will help OCA/Purchasing to insure that departmental purchases are being made in full compliance with the City's Charter, Administrative Code and relevant Ordinances.

In order to continue to use Delegated Departmental Purchasing authority, the following requirements must be met:

1. The Department Head must submit a roster of the employees in the department using the delegated purchasing authority. This roster must be submitted to OCA/Purchasing, Attention: Lynn Khaw, by June 30, 2005.
2. The roster must list employee name, Civil Service classification, address and telephone number. (OCA/Purchasing may restrict the delegated authority to certain Civil Service classifications as appropriate, upon a review of the information submitted.)
3. All delegated employees are required to attend a purchasing training class. OCA/Purchasing will provide the training in the month of June and July 2005. Departments will be informed about the schedule.
4. All employees who exercise delegated purchasing signature authority must adhere to the Principles and Standards of Ethical Purchasing Conduct promulgated by the OCA/Purchasing and must sign a statement attesting thereto. The acknowledgement form will be distributed at the Purchasing training classes.

OCA/Purchasing recommends that every employee who exercises delegated purchasing authority file Form 700, Statement of Economic Interests, within the department even if the employee is not currently listed in the Article III, Chapter 1, of the San Francisco Campaign and Governmental Conduct Code. OCA/Purchasing will be updating the list of required filers in the future.

The following items may not be purchased using delegated purchasing authority unless specifically exempted and allowed by the Purchaser:

1. Unbudgeted equipment
2. Commodities and services on Master or Multi-Year contracts
3. Commodities and services on Citywide Blanket Purchase Orders (Term Contracts)
4. Equipment for lease purchase
5. Tropical hardwoods and products
6. Video Display Terminals (VDT) and related products
7. Computer equipment and supplies
8. Telecommunication equipment and wiring
9. Cars, trucks, and vehicles

Order splitting and using non-compliant vendors are not allowed under any circumstances. Departments are required to follow and adhere to all other City laws, regulations, rules, ordinances, or any commission requirements of the department. Departments are encouraged to obtain bids when cost savings could be achieved in doing so, and should use "good faith efforts" in using DBEs and apply bid discounts as certified by HRC.

Departmental purchases are generally subject to all the procurement provisions of the Charter, Administrative Code and City ordinances. The Department's use of this authority will be audited annually by the Controller and OCA/Purchasing.

The delegation of purchasing authority may be rescinded at any time if a department does not meet the above requirements, or, has been found to be in violation of any of the Purchasing procedures or rules and regulations cited above.

Departments have the option to use Delegated Departmental Purchasing authority or may continue to send their requisitions to Purchasing.