Department Policy No. FIN-112-14

Title: Direct Buy Contracting Requirements

Former Number: New

Authorizing Source: 
- RCW 39.26.125, Competitive solicitation — Exceptions
- Department of Enterprise (DES) Policy # DES-125-03, Direct Buy Procurement/Purchases

Information Contact: Contracts and Payroll Administrator Building #9 (253) 512-8068

Effective Date: 10/01/2014

Mandatory Review Date: 10/01/2018

Revised: New

Approved By: 

Bret D. Daugherty, Major General
The Adjutant General
Washington Military Department Director

Purpose
To provide when and what type of a contracting agreement is required when making direct buy procurements.

Scope
This policy applies to Washington Military Department state employees, members of the National Guard on state active duty, and federal employees who either supervise state employees or manage state business activities.

Definitions
Commodities/Goods - Products, materials, supplies, or equipment provided by a vendor.
Direct Buy - A procurement not requiring a competitive process.
Services - Labor, work, analysis, or similar activities provided by a contractor to accomplish a specific scope of work.
Policy

I. Commodities or Goods

1. A purchase order must be completed for any procurement of commodities or goods over $1,000 and up to the Direct Buy limit (Per DES Policy # DES-125-03) paid for by purchase cards or warrants.

2. A division, office, section, or program may require the use of the Purchase Order System (POS) for procurement of commodities or services $1,000 and under as an internal approval process.

II. Services

All procurements with a scope of work require a contract, regardless if under the Direct Buy limit.