

Policy Number: 220.0

Policy: Delegated Authority

Effective Date: 3/2013

Revision Date: 11/2016

Approved by: Business Services Director

POLICY:

I. Delegation Authority:

- A. The General Services Division, Department of Administration, conducts its purchasing activities through the authority and guidelines of [Title 18, MCA](#), including the Montana Procurement Act, and its accompanying administrative rules in [ARM Title 2, chapter 5](#). The purpose of the Montana Procurement Act is to:
 - 1. simplify, clarify, and modernize the law governing procurement by the State of Montana;
 - 2. permit the continued development of procurement policies and practices;
 - 3. make as consistent as possible the procurement laws among the various jurisdictions;
 - 4. provide for increased public confidence in the procedures followed in public procurement;
 - 5. ensure the fair and equitable treatment of all persons who deal with the State's procurement system;
 - 6. provide increased economy in state procurement activities, maximizing the purchasing value of State funds;
 - 7. foster effective, broad-based competition within the free enterprise system;
 - 8. provide safeguards for the maintenance of a procurement system of quality and integrity; and
 - 9. provide the exclusive remedies for unlawful bid solicitations or contract awards.
- B. The General Services Division, Department of Administration, delegates procurement authority to state departments, agencies, or officials, including the state university system, based on a determination that the Agency:
 - 1. has a satisfactory performance history exercising similar authority; and
 - 2. has employees trained in procurement matters and procurement policies and procedures.
- C. The following campus is delegated the authority to make required purchases of up to \$150,000 following the requirements of this Agreement:
 - 1. Montana State University-Billings, represented by Barb Shafer or her replacement
- D. For construction projects, Facility Services will follow the [MCA State Construction Contract](#) guidelines.