

DPO Processing Steps

The purpose of implementing the DPO process step in ORPIN is to give Agencies the capability to process the SPO approval step in documents. The reason for granting this approval is that agencies may already have Statutory Authority, Special Delegation for specific goods or services, or Special Procurements already approved by SPO. This process step would be available in the following types of documents.

- Awards/Agreements
- A & E Direct Appointments
- A & E Formal Proposals Competitive Sealed Bids
- Competitive Sealed Proposals
- Special Procurement
- Purchase Requests
- Work Orders
- Special Requests
 1. Request for Delegation
 2. Request for Special Procurement
 3. Sole Source
 4. Other Special Requests

The DPO steps are identified by “SPO/DPO Review/Approval” or “DPO”. The DPO process step location will not always be the same for each document, but the process is the same.

General Rules to follow in processing the DPO steps

Rule #1 - If the step says “DPO” it only requires the agency’s Designated Procurement Officer to approve and process the document on to the next step.

Rule #2 - If the step says “SPO/DPO review/approval” the agency user generating the document will make a decision using the following information:

1. If the agency user knows their agency **does not** have independent agency authority or delegated authority, they select the State Procurement Office (SPO) option to move the document to SPO to process the next step.
2. If the agency user knows that the agency **has independent statutory authority**, they select the DPO listed for their agency and the agency user should follow whatever process the agency has outlined through its policies, procedures or practice. Some agencies have up to three individuals who have DPO authority to select from.

The agency user generating the document shall pick the procurement authority citation from the drop down box (i.e. Oregon Statutory Authority), and then define the specific authority under “Specific Procurement Authority Citation” comment (i.e. 279.050a (6 j)).

Using “osa” for Other Statutory Authority is not an acceptable citing. The agency user needs to use the specific authority so that both the DPO and SPO representatives know what rule the documents are being processed under.

3. If the agency user knows the agency **has delegated authority**, they select the DPO listed for their agency and the agency user should follow whatever process the agency has outlined through its policies, procedures or practice. Some agencies have up to three individuals who have DPO authority to select from.
4. The agency user generating the document shall pick the procurement authority citation from the drop down box (i.e. Delegation Authority or Oregon Administrative Rule etc.), and then define the specific authority under the “Specific Procurement Authority Citation comment (i.e. **125-246-0170 - III (c)**).

Rule #3 – If the agency user sends the document to their DPO and the DPO determines that the agency does not have authority to process the document they can do one of two things:

1. Revert the document back to the agency individual who sent it to them, to process it on to SPO for processing, **or**
2. They can forward the document to SPO for processing.

Chart outlining process steps for the SPO/DPO review/approvals. The following chart will provide an overview of the processes that will be used in all the document types.

<u>Current Step</u>	<u>Action performed by (moves to next step)</u>
Creation Agency reviews - if used IT System Approval - if used Photocopier Approval - if used AG Legal Sufficiency Review/Approval	Agency authorized staff Agency authorized staff Agency authorized staff Agency authorized staff Agency authorized staff
Follows Rule #2 - Item 1	
Sends to SPO Choose SPO if agency does not have authority SPO/DPO Review/Approval Issue	Agency authorized staff SPO authorized staff Either SPO or Agency authorized staff
Follows Rule #2 - Items 2, or 3 or 4	
Sends to DPO Chooses DPO if agency has authority SPO/DPO Review/Approval Issue	Agency authorized staff DPO Agency authorized staff
Follows Rule #3 - Items 1 or 2	
Sends to DPO Forwards to SPO if agency does not have authority SPO/DPO Review/Approval Issue	Agency authorized staff DPO SPO authorized staff Either SPO or Agency authorized staff