



North Carolina
Department of Administration
Division of Purchase & Contract

Machelle Sanders
Secretary

Odessa McGlown
State Purchasing Officer

November 3, 2020

MEMORANDUM

TO: All Purchasing Officers
State Agencies, Institutions, Community Colleges and Universities

FROM: Odessa McGlown *(Odessa McGlown)*

SUBJECT: Special Delegations

Special Delegations are approved to increase the overall efficiency of the procurement process by removing P&C from the critical path for some specialized procurements. The Administrative Code, 01 NCAC 05B .1603 (SPECIAL DELEGATIONS) authorizes the State Purchasing Officer (SPO) to approve, with conditions, an Agency to purchase certain goods and/or services when circumstances demonstrate that involvement by the Division of Purchase and Contract serves no practical purpose.

Special Delegations must be officially requested by submitting a [Request for Special Delegation](#) form or similar document containing the same information to address each of the following factors. If you choose to submit a letter, rather than completing the form, you must upload your letter to the form.

- **DESCRIPTION:** Describe the commodity or service, provide the commodity code(s), and the period for which the Special Delegation is being requested.
- **DURATION:** Is your Agency requesting a one-time Special Delegation (for a single acquisition)? Or, is your Agency requesting a Special Delegation for recurring purchases of a single item?
- **JUSTIFICATION:** Provide your Agency's compelling reason(s) to explain why your Agency should be delegated special purchasing authority rather than P&C handling as a normal procurement.
- **UTILIZATION:** If this is a renewal request, what were the total dollars expended by your Agency under the Special Delegation (or commodity code) for the previous fiscal year? What is your Agency's projected expenditure for the requested period?
- **COMPLIANCE:** Did your Agency follow procurement procedures, including the requirement for soliciting competitive bids and advertisement requirements when it has previously been given Special Delegations? Were findings documented by the Compliance team during your most recent Compliance Review for non-compliance in the purchase of delegated commodities or services? If yes, have the findings been mitigated?
- **SMALL BUSINESS PARTICIPATION:** If this is a renewal request, did your Agency actively include outreach to local vendors, including small vendors and HUB vendors, in the procurement of

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commodities and services included in the Special Delegation? If this is a new request, document your Agency's efforts to include local vendors.

Special Delegations are not *automatically* renewed. Circumstances that previously justified approval of a Special Delegation are subject to change; therefore, prior approval does not guarantee future approval. A new request must be submitted annually or as specified in the approval letter.

In 2018, the SPO requested that all Special Delegations be submitted for review and reissuance. Special Delegations that were reissued at that time have an expiration date of December 31, 2020. If your Agency intends to renew the Special Delegation, please submit your request as described above.

A Special Delegation that was granted by a previous SPO, or one with no expiration date, is invalid. For compliance, your Agency must officially request a Special Delegation in accordance with the requirements stated above, and receive approval by the current SPO.

If you have questions about the form, contact Danielle Hearst at Danielle.hearst@doa.nc.gov or (984) 236-0213.

If you need any other assistance, please contact your [P&C Service Team Manager](#).

P&C's vision is to be a trusted partner that delivers outstanding customer service, fosters collaborative relationships, and adds value through strategic actions, efficient processes, and innovative technology to be recognized as a world-class procurement operation.

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