



STATE OF WASHINGTON
DEPARTMENT OF GENERAL ADMINISTRATION
OFFICE OF STATE PROCUREMENT
210 11th Ave SW Room 201 GA Building • Olympia Washington 98504-1017
www.ga.wa.gov

July 9, 2008

Ms. Melanie Buechel
Office of the Superintendent of Public Instruction
Post Office Box 47200
Olympia, Washington 98504-7200

Dear Ms. Buechel:

SUBJECT: Specific Authority for Adopting Purchasing Preference

This specific authority is delegated to the Office of the Superintendent of Public Instruction (OSPI) by the Office of State Procurement (OSP), Department of General Administration. This Authority is effective July 1, 2008 and will be automatically renewed on an annual basis unless the OSP determines otherwise through written notification. This specific authority is issued to OSPI as a supplement to the general delegated purchase authorities issued to all agencies through the Washington Purchasing Manual.

This delegation of authority is necessary to allow the Office of the Superintendent of Public Instruction to engage in master contracting activities on behalf of Washington schools.

We welcome your comments and look forward to working with the Office of the Superintendent of Public Instruction. Please feel free to contact Mr. Steve Krueger of my staff for assistance in implementing the requirements of this specific authority. Mr. Krueger can be reached at 360-902-7233 or via email at skruege@ga.wa.gov.

Sincerely,

Christine Warnock
State Purchasing Agent

KH:sk

cc: Terry Bergeson, Office of the Superintendent of Public Instruction
Lexie Domaradzki, Office of the Superintendent of Public Instruction
Steve Krueger, Department of General Administration



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**Specific Purchase Authority
Office of the Superintendent of Public Instruction**

Effective Date: July 1, 2008

Expiration Date: Automatic annual renewal unless the OSP determines otherwise

S1 Instructional Materials Master Contracting

The Office of the Superintendent of Public Instruction is delegated purchase authority to enter into, facilitate, or administer master price agreements or cooperative purchasing contracts with vendors of goods and services, private nonprofit organizations, school districts, and educational service districts. These agreements or contracts shall be in compliance with all applicable state or federal law. Administration may include charging and collecting reasonable fees from participants for the actual cost of administering such agreements or contracts.

Contracting activities under this specific purchase authority are expressly limited to instructional materials and services acquired by Washington schools through contracts established by OSPI.