

Definition:

- The State Purchasing Office is responsible for managing the State’s decentralized purchasing process for state agencies and institutions of higher education in order to ensure the procurement of quality goods and services at best value through fair, open and competitive processes.
- Includes Central Contracts Unit, the State Price Agreements program, the statewide commercial card program, vendor outreach and development, vendor protests and appeals, and procurement training.
- Most state agency purchasing offices have fully-delegated procurement authority over their own purchasing.
- Central procurement office retains a level of oversight, authority and decision-making ability over what agencies procure and the procurement approach used (e.g., solicitation, sole source, cooperative purchasing, etc.). However, the central procurement office will often act in a strategic or policy advisory role in terms of what an agency procures and how they procure it.
- Some agencies (e.g., Bridge and Highway Construction, Office of the State Architect) have separate authority to procure goods and services without specific delegation and approval from the central procurement office. Again, central procurement office may act in an advisory capacity to these agencies.
- The central procurement office establishes statewide or master contracts for goods and services commonly required by the agencies. Outside of these state-wide price agreements, a significant portion of procurement activity takes place within the individual agencies.
- Agencies are not required to utilize the State Price Agreements established by the central procurement office unless the agreement is mandatory. Local governments and higher education institutions who have opted out of the Colorado code are still permitted to use them.

BENEFITS	CHALLENGES
<ul style="list-style-type: none"> ⇒ increased cost savings with statewide agreements ⇒ consistent rules and policies ⇒ standardized templates ⇒ better agency relationships ⇒ less impact on workforce and resources ⇒ maintains accountability for procurement through delegation 	<ul style="list-style-type: none"> ⇒ inconsistent processes at agency level ⇒ lack of insight into daily spend, small purchases ⇒ potential for redundancies at agency level ⇒ various statewide training needs ⇒ monitoring to ensure compliance ⇒ lack of direct performance management of procurement staff statewide