

County of San Diego
Department of Purchasing and Contracting
PROCUREMENT GUIDELINE

SUBJECT:	Delegation of Signature Authority	P	102
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PURPOSE:

To specify the signature authority delegated to procurement staff in the Department of Purchasing and Contracting (DPC).

POLICY:

The Director of the DPC acts as the Purchasing Agent of the County to perform all duties described in California law, the County Charter, County Administrative Code, and Board of Supervisors Policies. The Director may delegate to appropriate staff the performance of duties and responsibilities related to the functions of the Purchasing Agent. This delegation of procurement authority is provided in a written document unique to each person that allows the routine operations of the department to function efficiently while maintaining appropriate oversight and control.

DEFINITIONS:

Procurement Documents:	Contract documents or agreements in any form or format, including POs, BPAs, Contracts, Agreements, Amendments, Change Orders, Modifications, and Notices.
Solicitation & Supporting Documents:	Supporting contracts and solicitations, including: Solicitations, Addendums, Determination and Findings (D&F), Findings of Economy and Efficiency (E&E), Source Selection Committee (SSC) Reports, Notice of Award, and Notice of Intent to Award (NOI)
Contracting Officer:	Procurement Official in DPC regardless of job classification.
A-87 Categorical Exemption	Category of procurement exempt from competitive procurement as defined in Board of Supervisors Policy A-87 paragraph 2.
A-87 Exception:	Exception to competitive procurement as defined in BOS Policy A-87.
Ratification:	The approval by DPC or higher authority of a purchase made by a department without prior authorization by DPC.

PROCEDURE:

The following outlines the types and amounts of signature and approval authority typically delegated by position. The approval delegations actually issued in writing to an individual determine actual delegated authority.

1. Delegation will be typically be granted in the following format:

Acting in my capacity as the County of San Diego's Purchasing Agent, I hereby delegate to you the following authorities, subject to applicable legal requirements:

- Approve or sign all properly completed procurement documents including POs, BPAs, Contracts, Agreements, Amendments, Change Orders, Modifications, and Notices up to \$_____ for each action.
- Approve or sign properly completed solicitation and supporting documents including

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Solicitations, Addendums, Determination and Findings (D&F), Findings of Economy and Efficiency (E&E), Source Selection Committee (SSC) Reports, Notice of Award, and Notice of Intent to Award (NOI), up to \$_____ for each action.

- Approve or sign all properly completed A-87 Categorical Exemption Requests up to \$_____ in annual value, as established in BOS A-87.
- Sign a letter, correspondence, or notice authorized by a prior signature or approval (e.g. NOI after SSC Report approval).

This delegation does not include approval of:

- A-87 Exceptions such as Sole/Single Source
- Request for Ratification

2. Individuals with an A-87 Categorical Exemption delegation value less than the RFQ limit may also be delegated:

- Approve or sign all properly completed A-87 – 2. J Categorical Exemptions using the RFQ process up to \$_____ in total value, as established in BOS A-87.

3. The table below outlines the levels of authority typically delegated by position.

	Contract Documents Action	Solicitation and Supporting Documents	A-87 Categorical Exemptions	RFQ
Manager	\$5,000,000	\$5,000,000	\$1,000,000	
Sr. PCO	500,000	500,000	1,000,000	
PCO	250,000	250,000	250,000	
APCO	75,000	75,000	75,000	\$250,000
SPS	50,000	50,000	50,000	\$250,000
PS	10,000	10,000	10,000	\$250,000
APS	5,000	5,000	5,000	\$250,000

REFERENCES: CoSD County Charter 705
CoSD Administrative Code, Article XXIII, Sections 400 - 428
CoSD Board of Supervisors Policy A-87

SUNSET REVIEW: May 5, 2019

APPROVED BY:

Original document approved and signed by John M. Pellegrino on 05-05-14.

JOHN M. PELLEGRINO, Director
Department of Purchasing and Contracting

Date