



**STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION
AND PUBLIC FACILITIES**

Policy and Procedure

POLICY AND
PROCEDURE NUMBER

01.01.050

PAGE

1 of 2

EFFECTIVE DATE

May 27, 2020

SUBJECT

Contracting Authority

SUPERSEDES

01.01.050

DATED

February 16, 2018

CHAPTER

**Office of the
Commissioner**

SECTION

Delegation of Authority

APPROVED BY

Signature on File

LEGEND

- F** - Final Authority
- R** - Final Authority may be Redelegated
- E** - Endorsement Required
- C** - Consultation, Coordination, and/or Evaluation Required
- * - May not be Performed by Person Temporarily Acting in this Position

NOTE: In case of absence, Authorities "F" and "R" may be delegated with documented assignment of authority.

	Commissioner	Deputy Commissioners	Chief Contracts Officer	Admin Services Director	Facilities Services Director	Program Development Director	Chief Engineer	MSCVE Director	Statewide Aviation Director A/AS Director / A/A/FIA Managers	AMHS General Manager	Regional Directors	Footnotes
<u>Contract Warrant System</u>												
- Warrant Issuance/Revocation			F	E	E	E	E	E	E	E	E	1
<u>Competitive Bid & Proposal</u>												
- Construction Contracting Officer			R		R	R	R	R	R	R	R	2
- Non Construction Procurement Officer	R			R								2
- Escrow Bid Documents			F									
- AMHS Vessels and Dock (AS 36.30.015(g))	R	R	R									
- Brand Name Products Determination			R		R		R		R	R	R	6
- Cancellation and Rejection			F		E	E	E	E	E	E	E	4
- State Equipment Fleet	R	R										
- Term Agreements – Authority to Seek Professional Services (ASPS)			F									
- Foreign Outsourcing			F									
- Good Faith Effort (GFE) Decisions					E	E			E	E	E	5
<u>Appeals Officer Authority</u>												
- Construction Procurement	F		C									3

1. Warrants are required to execute a specific written delegation of authority to enter into construction contracts. Specific limitations will be addressed within individual warrants and within the delegation authority. When the commissioner is unavailable to provide supervisory direction on a contracting issue, because the final agency decision rests with him, this authority is delegated to the deputy commissioners.
2. Contracting officer's authority to enter into and administer contracts must be in writing, issued to the individual (not position) and be specific as to the authority. The authority for (a) terminating contracts, (b) contracting officer's decisions, (c) protest decisions, and (d) final acceptance cannot be delegated below the contracting officer.
3. The Commissioner of Department of Administration is the Appeals Officer Authority for non-construction procurement protests and contract claims, under P&P 10.01.010.
4. See P&P 10.02.017, *Cancellation of a Solicitation and Rejection of all Bids or Proposals Procurements*.
5. All GFE determinations are made by the Civil Rights Office. This decision requires endorsement by the responsible contracting officer.
6. See P&P 10.02.050 *Specifying of Brand Name Products*. The Contracting Officer is final approval authority.

LEGEND F - Final Authority R - Final Authority may be Redelegated E - Endorsement Required C - Consultation, Coordination, and/or Evaluation Required * - May not be Performed by Person Temporarily Acting in this Position NOTE: In case of absence, Authorities "F" and "R" may be delegated with documented assignment of authority.	Commissioner	Deputy Commissioners	Chief Contracts Officer	Admin Services Director	Facilities Services Director	Program Development Director	Chief Engineer	MSCVE Director	Statewide Aviation Director AIAS Director / AIA/FIA Managers	AMHS General Manager	Regional Directors (includes Chief Internal Auditor)	Footnotes
- State Equipment Fleet	F		C									
- AMHS Vessels and Docks (AS 36.30.015(g))	F		C									
- Airports (Title 17)	F		C									
- Hearing/Review Officers Appointment			F									
- Extend Deadlines			F									
- Good Faith Efforts			F									
Alternative Procurements												
- Waiver per DOT&PF Form D25-026 (Construction Related)	F		C									1,2,3
- AMHS Vessels and Dock (36.30.015(g))	F		C									1,2,3
- State Equipment Fleet	F	C	C									1,2,3
- Request for Alternate Procurement (RAP) per DOA Form 02-100 (Non-Construction)				F								1,2
- Innovative Procurements			F		E				E	E	E	
- Design Build			F		E				E	E	E	
Public Interest Findings												
- State Owned/Furnished Materials			F		E				E	E	E	
- Force Account			F		E				E	E	E	
Unauthorized Expenditures		E	E	F	E	E	E	E	E	E	E	5
Property												
- Surplus/Excess Property Disposal Transfer			E	R	E	E	E	E	E	E	E	4
- Lost/Stolen/Damaged			E	R	E	E	E	E	E	E	E	
- Salvage/Destruction/Disposal			E	R	E	E	E	E	E	E	E	
- Building Excess	F	E										
- Disposal of SEF Equipment for Sale		R										

1. Approval of sole source and limited competition is delegated to the deputy commissioner or regional director level when the procurement does not exceed the amount for small procurements under AS 36.30.320(a).
2. Emergency procurements under 2 AAC 12.440(a) may be made by the agency official when action must be taken in less than 72 hours.
3. Consultation will include a copy of the final document.
4. Director level signature is required, and final approval by SOA property officer.
5. See P&P 10.01.022 *Unauthorized Expenditures/Purchases*.