

Understanding State of Kansas Procurement Processes

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Meet the Speaker



Candace Smith

Office Of Procurement and Contracts

The Office of Procurement & Contracts (OPC) mission is to promote the use and development of processes which serve the best interests of the State of Kansas and its citizens.



OPC is responsible for ensuring that all purchases that go through our office adhere to statutory purchasing requirements and guidelines.

Single Point of Contact

OPC requires that all Agency Business Units (BU) assign a single point of contact and a backup contact.

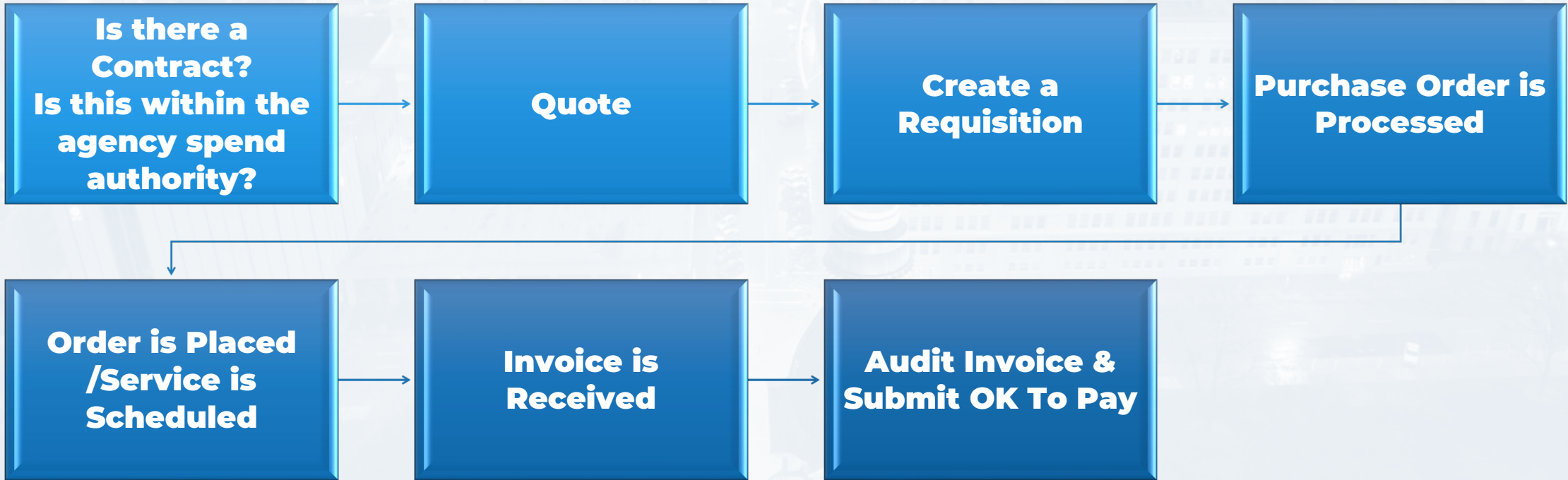
- This single point of contact will serve as DOA-Office of Procurement & Contracts (OPC) main contact and who we will reach out to for questions, contract renewals and bids.
- It's also who we will route questions to if an unauthorized contact reaches out to DOA-OPC directly.

	BU #	Name	Email	Phone Number
Single Point of Contact				
Backup Contact				

*** There can only be one (1) person designated as the single point of contact and one (1) person designated as the backup per BU

Purchase Process

Delegated Purchasing Authority is up to \$5,000.00 (or IDPA) per Supplier per Fiscal year of non-contract spend



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Encumbrance Policy

The Date of a Requisition is Important!

- The date of the requisition needs to be before Service date, Order date and Invoice date (per Statewide Encumbrance Policy).

Example:

- An area has a vehicle that requires Window Tint be installed. Reach out to the vendor and request a Quote/Pricing, then create the Requisition. Once the Purchase Order is processed the service can be scheduled.
- If an invoice is received from a vendor for services or goods already completed, then a Requisition is created, you have already violated the Statewide Encumbrance Policy.

Prior Authorizations

Statutory Authorization

- KSA 75-3739 allows the Department of Administration, Director of Purchases to judge whether some transactions are competitive or not. To that end, the office of Procurement and Contracts employs a formal Prior Authorization (PA) Review Process to facilitate the review of agency PA Requests. When non-competitive transactions are approved, they must be reported to the Kansas Legislature, and the PA Review process helps facilitate that effort.

Prior Authorization:

- Question 2: Detailed Description of Materials or Services
- Question 3: Dates/Term of Proposed PA
- Question 4: Describe the Research Completed to Ensure That No Competition Exists
- Attach Supporting Documents and Required Forms

Revised PA:

- Attach Previously Approved & Signed PA/PA Revision
- Agency Contract Number & PO Number Listed
- Revision Justification



Prior Authorizations

General Standards and Expectations :

- Delegated Purchasing Authority is up to \$5,000.00 (or IDPA) per Supplier per Fiscal year of non-contract spend.
- Non-competitive transactions are the exception, not the rule.
- For questions about the non-competitive nature of a transaction, engage procurement personnel early in the process.
- Splitting orders to avoid established procurement limits is not acceptable.
- Research efforts to determine "sole source" nature of a transaction must be exhaustive and documented in PA Request and will sometimes still require a bid.
- Agencies must be prepared to utilize the bid process; therefore, PA requests must be submitted in a timely fashion.
- Statutes do not include a competitive bid exception for "incumbent", "preferred" or "familiar" vendors.
- Consider whether there are competition or comparable goods/services between manufacturers, or within a particular brand from distributors.
- Many “emergency situations” are not true emergencies and competition often exists.
- Do not feel limited by the space provided within PA form itself...consider attaching supporting documents to the SMART Purchase Requisition to document research on the non-competitive nature of the transaction.
- Seek Prior Authorization of the transaction, not the Post-Purchase approval of an unauthorized transaction. Signing a contract/agreement or acquiring the goods/services before requesting a prior Authorization is not acceptable. This will result in the issuance of a Document of Resolution (DOR).

Starting the Bid Process

- It is the policy of the State to obtain goods and services from the private sector for public purposes to achieve value for the taxpayer through fair, open and objective competitive process.

<p><u>Bid Type:</u></p> <ul style="list-style-type: none">• RFQ: Lowest bidder that meets Specifications. Awarded to PO --One time order• IFB: Lowest bidder that meets Specifications. Awarded to contract --Multiple orders• RFP: Negotiated bid. Awarded to contract --Multiple orders	<p><u>Contract Term:</u></p> <ul style="list-style-type: none">• When does your agency want this contract to Start & End? <p>Example: May 01, 2025, to April 30th, 2030, <u>OR</u></p> <p>May 01, 2025, to April 30th, 2026, with four(4) 12-month renewals</p>	<p><u>Replacing Expiring Contract or New Contract:</u></p> <ul style="list-style-type: none">• Provide previous EVT number and Contract number(s) of the contract(s) expiring• If this is the first time bid, then inform OPC it's NEW
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Starting the Bid Process

Develop Specifications:

- Detailed description of products or services. What the bidder Must offer to be considered for award.
 - Deliverables, Milestones, Licenses, Certifications, System Requirements, Locations, Customer Service Protocol, Testing, Performance Metrics, etc.
- Must be clear and concise.
- Think about after award and Future Proof SPECS!

Cost Sheet:

- Listed out products & services to be procured and unit of measurement.

5. COST SHEET

Contractor Name: _____

I (we) shall provide janitorial services at the specified office which results in a clean and sanitary environment at the specified location for the price and term of contract below:

	Year 1	Year 2	Year 3	Year 4	Year 5
Monthly	\$	\$	\$	\$	\$
Annually	\$	\$	\$	\$	\$

Floor Stripping and waxing, per occurrence, as needed: \$ _____

Carpet dry or steam cleaning, per occurrence, as needed: \$ _____

Bidder may provide pricing above to include an incremental price increase to allow for inflation, as there will be no price adjustments during the life of the contract this bid event award generates.

Payment Terms: NET 30

State of Kansas Holiday Schedule:

Offices will be closed on the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day & Following Day (Friday)
- Christmas Day

Potential Bidder List:

- Has your agency reached out to all the vendors on the potential bidder list?
- Have you verified the potential bidder info you provided?
 - Company Name, Contact Name, Email Addresses and Phone Numbers, Etc.
- If the answer is NO, then you need to complete that task Before submitting the bid.

Contract Renewal Process

Actions Needed By Agency:

- Review the emails Attached Documents and respond with your agency's plans for the contract.
- If the contract states EOL, then it is at "End of Life" and will need to be rebid, if it is still needed.
- Agency needs to start working on these bids at least 6 months before they expire to give time to get through the bid process.
- If renewals available, then responded, "Please Renew" and we can start that process for you.
- It is never too soon to renew! Look at the whole years list and respond to everything listed so we can get it on our renewal list.

Questions?

