



National Association of  
State Procurement Officials

## 2018 Survey of State Procurement Practices

Welcome to the Survey of State Procurement Practices, NASPO's most comprehensive data collection!

This survey has 10 Sections. Some of the survey responses will be pre-populated, based on the information provided by you, or your predecessor in 2016. Please review the auto-filled information before clicking the "Save button" and moving to the next set of questions.

We appreciate your state's input!

### Table of Contents

- Section 1. State Procurement Laws, Regulations, and Policies
- Section 2. Procurement Authority
- Section 3. Procurement Delegation
- Section 4. Chief Procurement Officer
- Section 5. State Purchasing Office Fees
- Section 6. Vendors' List Practices
- Section 7. Solicitation Practices
- Section 8. Contracting Procedures
- Section 9. Electronic Procurement Systems
- Section 10. Protests and Claims

### Submitting Your Answers

The survey link you have been provided is uniquely tied to your email address. You will be able to start and resume the survey at any time AS LONG AS YOU USE YOUR UNIQUE SURVEY LINK/URL TO ACCESS THE SURVEY.

Click [HERE](#) to download/print a PDF of the survey questions if you would like to review the 2018 questionnaire prior to filling in your answers.

DO NOT CLICK THE "SUBMIT" BUTTON until you have completed the survey and are ready to submit your answers.

The "SAVE" button saves your responses through the last page you've completed. If you have responded to the questions on a particular page and wish to leave the survey and return later, YOU MUST CLICK THE "SAVE" BUTTON TO SAVE YOUR ANSWERS ON THAT PARTICULAR PAGE. The "NEXT" button also saves responses on a particular page, and advances to the next page. Click the "NEXT" button only after you answered all responses on a particular page.

Please save the email including your unique survey link and make sure you use the same link to return to your saved answers in case you don't complete the survey at one sitting.

Words with this [tooltip symbol](#) will display an explanation or a definition when you hover your mouse over that particular word or term.

A few tips in case you need to share your unique survey link with a state staff to assist you with answering certain questions on the survey:

1. Only one person can use your state's unique link and provide answers at one time, in order to prevent you from overwriting each other's answers.
2. Do not click the "SUBMIT" button until you and your designee answered all questions.
3. Best practice may be to ensure the CPO takes responsibility for the final confirmation and submits final answers by clicking the "SUBMIT" button at the end of the survey.

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)





National Association of  
State Procurement Officials

## 2018 Survey of State Procurement Practices

Click [HERE](#) if you would like to open a new tab to review/print your current responses before editing the survey.

Please remember to navigate back to your survey tab to start editing your survey.

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed:



National Association of  
State Procurement Officials

## 2018 Survey of State Procurement Practices

### SECTION 1: STATE PROCUREMENT LAWS, REGULATIONS, AND POLICIES

1. Please indicate the website(s) or other area(s) where copies of your state procurement laws, regulations, and policies may be found. (To be included as Appendix I within the Survey Report).

2. Has your state adopted the American Bar Association Model Procurement Code for State and Local Governments?

- No
- Partial Adoption
- Complete adoption

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed:  \_\_\_\_\_



National Association of  
State Procurement Officials

## 2018 Survey of State Procurement Practices

3. If "No", please explain why your state has not adopted the Model Procurement Code.

4. Which version of the Model Procurement Code has your state adopted (1979 or 2000)?

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed:



National Association of State Procurement Officials

## 2018 Survey of State Procurement Practices

### SECTION 2: PROCUREMENT AUTHORITY

For the purposes of this section, the responsibilities of a state central procurement office include the following per the 2015 NASPO *State and Local Government Procurement: A Practical Guide*:

- Comprehensive procurement law covering all state agencies and types of procurement, with centralized management and oversight placed in the hands of the Chief Procurement Officer (CPO)
- CPO leadership and management in decision-making, policy generation and implementation and procurement authority statewide.

Additionally, according to the NIGP Dictionary of Procurement Terms, *Centralized Purchasing* means an organizational structure where all of the rights, powers, duties, and authority relating to purchasing are vested in the Chief Procurement Officer (CPO). While the CPO may often delegate some of these powers to others, the final authority nevertheless resides with the CPO.

5. Does your state have a central procurement office with statutory purchasing authority across all areas of procurement within the state?

- Yes
- No

6. Please provide the website URL to your statewide contracts.

7. What entity in your state has statutory authority and oversight for the purchasing of **non-technology goods**?

- State Central Procurement Office
- Another Agency
- Total Delegation to Agencies
- Other, please specify \_\_\_\_\_

8. What entity in your state has statutory authority and oversight for the purchasing of **non-technology services**?

- State Central Procurement Office
- Another Agency
- Total Delegation to Agencies
- Other, please specify \_\_\_\_\_

9. What entity in your state has statutory authority and oversight for the purchasing of **technology goods**?

- State Central Procurement Office
- Another Agency
- Total Delegation to Agencies
- Other, please specify \_\_\_\_\_

10. What entity in your state has statutory authority and oversight for the purchasing of **technology services**?

- State Central Procurement Office
- Another Agency
- Total Delegation to Agencies
- Other, please specify \_\_\_\_\_

11. What entity in your state has statutory authority and oversight for the purchasing of higher education purchasing?

- State Central Procurement Office
- Another Agency
- Total Delegation to Agencies
- Other, please specify \_\_\_\_\_

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed:  \_\_\_\_\_



National Association of  
State Procurement Officials

## 2018 Survey of State Procurement Practices

12. What entity in your state has statutory authority and oversight for the purchasing of **building construction**?

- State Central Procurement Office
- Another Agency
- Total Delegation to Agencies
- Other, please specify \_\_\_\_\_

13. Which construction project delivery methods are authorized by your state law when awarding contracts for construction, or renovation of state infrastructure (e.g., buildings, bridges, highways)?

- Design-Bid-Build
- Design-Build
- Construction Manager at Risk
- Job Order Cost
- Design-Build-Operate-Maintain
- Design-Build-Finance
- Public-Private-Partnerships
- Integrated Project Delivery

14. What entity in your state has statutory authority and oversight for **highway construction purchasing**?

- State Central Procurement Office
- Another Agency
- Total Delegation to Agencies
- Other, please specify \_\_\_\_\_

15. Are the following state entities exempt from central procurement oversight? (Check all that apply.)

- Judicial Branch/Courts
- Legislative Branch
- Universities
- Transportation
- List any other exempted state entities \_\_\_\_\_

16. Please provide your State Procurement Spend for goods and services purchased centrally through statewide contracts overseen by the central procurement office. (Please provide your state procurement spend for the year preceding this data collection).

17. Has your state implemented any of the following **green purchasing programs or initiatives**? Please select all that apply.

- Statewide contracts offering green products and services [?](#)
- Green Purchasing Policy
- Executive Order mandating green purchasing/sustainability initiatives and goals
- Set-asides or price preferences for green products and services [?](#)
- Other (please describe your green purchasing program or initiative) \_\_\_\_\_



18. If your state has direct or implied authority for cooperative purchasing, please indicate the section of your statute which provides that authority and if available, a website URL.

19. Please indicate if your state has authority to do cooperative purchasing with any of the following? (Check all that apply.)

- Local governments within the state
- Other local governments outside the state
- Public schools
- Other state governments
- The federal government
- Other countries
- Not-for-profit organizations
- None of the above

20. Does your state purchase from any purchasing organizations listed below? (Select all that apply.)

- NASPO ValuePoint
- GSA
- MMCAP
- NJPA
- U.S. Communities
- Other, please specify \_\_\_\_\_

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed:  \_\_\_\_\_



National Association of  
State Procurement Officials

## 2018 Survey of State Procurement Practices

### SECTION 3: PROCUREMENT DELEGATION

21. Does your central procurement organization have authority under statute or regulation to delegate  portions of its authority to other state agencies?

- Yes
- No

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed:





National Association of State Procurement Officials

## 2018 Survey of State Procurement Practices

22. Up to what maximum dollar level is delegation allowed?

Commodities \_\_\_\_\_

Personal Services \_\_\_\_\_

Human Services \_\_\_\_\_

IT Equipment \_\_\_\_\_

Technology Services \_\_\_\_\_

Consulting Services \_\_\_\_\_

Travel Services \_\_\_\_\_

Building Construction \_\_\_\_\_

Building Leases \_\_\_\_\_

Highway Construction \_\_\_\_\_

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed:  \_\_\_\_\_



National Association of State Procurement Officials

## 2018 Survey of State Procurement Practices

23. If the following individuals in the State Central Procurement Office are authorized to execute contracts, please indicate the dollar threshold, or indicate if it is unlimited. If "Other", please specify the job title and dollar threshold.

Buyers/Purchasing Officers	_____
Central Procurement Purchasing Manager	_____
Chief Procurement Officer	_____
Other	_____

24. Does your State Central Procurement Office provide the following services to state agencies?

- Purchase from state contracts
- Electronic access to state contracts
- Staff expertise upon request
- Conducting procurement on their behalf
- Training
- Certification
- Other, please specify \_\_\_\_\_

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed: 



National Association of  
State Procurement Officials

## 2018 Survey of State Procurement Practices

### SECTION 4: CHIEF PROCUREMENT OFFICER

For the purposes of this section, major responsibilities of the central procurement office and final authority residing with the Chief Procurement Officer include:

- Developing rules, policies, and procedures prescribing the manner in which goods and services may be procured
- Establishing state-wide contracts to leverage enterprise spend
- Establishing agency-specific contracts
- Performing contract oversight, contract administration, contract management, and contract compliance
- Resolving contract disputes
- Centralized procurement training for procurement staff and agencies
- Supplier relationships and training
- Vendor registration

25. Does your state have a single Chief Procurement Officer (CPO) .

- Yes
- No

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed: 



National Association of  
State Procurement Officials

## 2018 Survey of State Procurement Practices

26. How many CPOs does your state have? Please indicate if their titles, roles and authority are established in statute.

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed:





National Association of  
State Procurement Officials

## 2018 Survey of State Procurement Practices

27. What is the title of the single CPO?

28. Is the title, role, and authority residing with the CPO established in statute?

- Yes
- No
- Other, please specify \_\_\_\_\_

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed:  \_\_\_\_\_



National Association of  
State Procurement Officials

## 2018 Survey of State Procurement Practices

29. Does the CPO report directly to the Governor?

- Yes
- No

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed:  \_\_\_\_\_





National Association of  
State Procurement Officials

## 2018 Survey of State Procurement Practices

30. Please indicate who the CPO reports to, and who the CPO's boss reports to: (i.e. the Governor, another official in the Governor's cabinet, the Secretary of Administration, another executive, etc.)

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed:



National Association of  
State Procurement Officials

## 2018 Survey of State Procurement Practices

31. Please select the current CPO's position classification as the official heading the state central procurement office.

- Civil Service/Covered
- Non-covered/Will and pleasure (Not by Appointment)
- Appointed by Governor
- Appointed by other entity
- Other, please specify \_\_\_\_\_

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed:  \_\_\_\_\_



National Association of  
State Procurement Officials

## 2018 Survey of State Procurement Practices

32. How many procurement staff members make up your state central procurement office? (Please enter a numeric value.)

---

33. In the past two (2) years, has your central procurement office staff size:

- Increased
- Decreased
- Stayed the same

34. In the past two (2) years, have your central procurement office's procurement responsibilities:

- Increased
- Decreased
- Stayed the same

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed:  \_\_\_\_\_



National Association of State Procurement Officials

## 2018 Survey of State Procurement Practices

### SECTION 5: STATE PURCHASING OFFICE FEES

35. Please specify the percentage of your State Central Procurement Office funding for each applicable category:

State Appropriations	_____
Self-funding or Administrative Fees	_____
Other Funding Sources	_____

36. If the state central procurement office charges fees for procurement-related services provided to any of the entities listed below, please describe the fees and how they are charged.

State Agencies	_____
Political Subdivisions	_____
Vendors	_____

37. Does your State Central Procurement Office have authority to charge administrative fees for statewide contracts?

- Yes
- No

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed: 



National Association of  
State Procurement Officials

## 2018 Survey of State Procurement Practices

38. Does your State Central Procurement Office charge administrative fees for statewide contract?

- Yes
- No

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed:  \_\_\_\_\_



National Association of  
State Procurement Officials

## 2018 Survey of State Procurement Practices

39. If your State Central Procurement Office charges administrative fees for statewide contracts, please describe the fees and how they are charged.

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed:  \_\_\_\_\_



National Association of State Procurement Officials

## 2018 Survey of State Procurement Practices

### SECTION 6: VENDORS' LIST PRACTICES

40. Please indicate if your state charges a vendor registration fee and the frequency of the fee.

One-time	Annual	Biennial	Other	We do not charge a vendor registration fee	We charge an administration fee based on contract award	Please indicate the amount your state charges for vendor registration:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

41. If applicable, what is the website URL for vendor registration for your state?

URL \_\_\_\_\_

42. Is the list of suspended or debarred vendors posted on a website?

- Yes
- No

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed:



National Association of  
State Procurement Officials

## 2018 Survey of State Procurement Practices

43. Please provide the URL for the website where the list of suspended or debarred vendors is posted.

URL \_\_\_\_\_

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed:  \_\_\_\_\_





National Association of State Procurement Officials

## 2018 Survey of State Procurement Practices

### SECTION 7: SOLICITATION PRACTICES

44. If your state has authority to conduct best value procurement, please cite and list website URL for your statutory authority.

45. Is there a statute, rule or regulation, or operating procedure for determining **bidder responsibility**?

Yes

No

If "yes", please cite and list website URL where publicly available

---

46. Is there a statute, rule or regulation, or operating procedure for determining **bid responsiveness**?

Yes

No

If "yes", please cite and list website URL where publicly available

---

47. Does the State Central Procurement Office have authority to conduct noncompetitive procurements?

Yes

No

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed:



National Association of  
State Procurement Officials

## 2018 Survey of State Procurement Practices

48. What are the criteria to allow noncompetitive procurements?

49. What is your state's dollar threshold(s) for informal procurement?

50. What is your state's dollar threshold for formal competitive procurement?

51. Does the State Central Procurement Office have authority to conduct multi-step competitive sealed bidding <sup>?</sup>?

- Yes
- No

52. If the State Central Procurement Office has authority to conduct reverse auctions, what is your state's experience using reverse auctions? (Choose the option that best applies)

- None conducted and no future auctions planned
- None conducted, but have future auctions planned
- Have conducted a few, but have no future auctions planned
- Have conducted a few and have future auctions planned

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed: 



National Association of  
State Procurement Officials

## 2018 Survey of State Procurement Practices

### SECTION 8: CONTRACTING PROCEDURES

**Definition:** For purposes of these questions, contract “execution” refers to whatever process your state/State Central Procurement Office uses to enter into a binding contractual relationship, e.g. use of an award that operates as an acceptance of a bid or offer, issuance of a purchase order to accept a bid or offer, or bilateral execution of a contract document after an award decision is made.

53. For those contracts developed by the State Central Procurement Office, is there a review, approval or pre-audit step (by someone outside the State Central Procurement Office) that precedes public announcement of the contract award?

- Yes
- No
- Sometimes

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed:





National Association of  
State Procurement Officials

## 2018 Survey of State Procurement Practices

54. Please identify the agency that reviews, approves, or pre-audits prior to public announcement of the contract award.

55. On average, what is your state's standard contract length for all contracts?

- 1 year
- 2 years
- 3 years
- 4 years
- 5 years
- Other, please specify. Please also indicate if statewide contracts have a different contract length. \_\_\_\_\_

56. What is your state's maximum duration for all contracts?

- 1 year
- 2 years
- 3 years
- 4 years
- 5 years
- 6 years
- Other, please specify if the maximum duration is established in statute or not and if it is different for statewide contracts.  
\_\_\_\_\_

57. Does the State Central Procurement Office provide contract management training to state agencies?

- Yes
- No

58. If your state has a contract management manual and/or a contract administration manual, please provide a website URL.

59. If the State Central Procurement Office maintains a record of vendor performance, what aspects do you track and report centrally?

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed: 



National Association of  
State Procurement Officials

## 2018 Survey of State Procurement Practices

### SECTION 9: ELECTRONIC PROCUREMENT SYSTEMS

60. Does your state use an eProcurement or ERP system?

- Yes
- No

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed: 



National Association of  
State Procurement Officials

## 2018 Survey of State Procurement Practices

61. Please list the name and provider of the eProcurement/ERP System, or specify if your state uses an in-house solution.

\_\_\_\_\_

62. How is the eProcurement system funded?

- State appropriations
- User/agency
- Vendor fees
- Contract rebates
- Public-private partnerships
- Other, please specify \_\_\_\_\_

63. If applicable, what commodity code system does your state use?

- NIGP
- NAICS
- UNSPSC
- Other, please specify \_\_\_\_\_

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed: 



National Association of State Procurement Officials

## 2018 Survey of State Procurement Practices

### SECTION 10: PROTESTS AND CLAIMS

64. Does your statute, rule, or regulation authorize vendors to protest procurement decisions?

Yes

No

If "yes", please provide a citation for the statute, rule, or regulation and a website URL where available.

---

65. Does your statute, rule, or regulation authorize vendors to appeal a decision resulting from a protest?

Yes

No

If "yes", please provide a citation for the statute, rule, or regulation and a website URL where available.

---

66. Does your statute, rule, or regulation authorize a vendor to file a lawsuit concerning a procurement decision?

Yes

No

If "yes", please provide a citation for the statute, rule, or regulation and a website URL where available.

---

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed:





National Association of State Procurement Officials

## 2018 Survey of State Procurement Practices

67. Does your state require a protest bond for formal competition?

Yes

No

If "yes", please provide a citation for the statute, rule, or regulation and a website URL where available. Please note if there is a threshold over which a protest bond is required.

---

68. Does your statute, rule, or regulation provide an administrative procedure for a contractor to file a contract claim?

Yes

No

If "yes", please provide a citation for the statute, rule, or regulation and a website URL where available.

---

69. Does your statute, rule, or regulation authorize vendors to appeal a decision on a contract claim?

Yes

No

If "yes", please provide a citation for the statute, rule, or regulation and a website URL where available.

---

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed:







National Association of  
State Procurement Officials

## 2018 Survey of State Procurement Practices

70. If there are documents you would like to share in support of your responses, such as copies of statutes or laws, please upload them here before reviewing your answers and pressing submit.

Upload 1 <input type="button" value="Choose File"/>	Upload 2 <input type="button" value="Choose File"/>
Upload 3 <input type="button" value="Choose File"/>	Upload 4 <input type="button" value="Choose File"/>
Upload 5 <input type="button" value="Choose File"/>	Upload 6 <input type="button" value="Choose File"/>

Click [HERE](#) to open a new tab if you would like to review/print your responses before submitting your survey.

Please remember to go back to your survey tab and click the "SUBMIT" button to complete your survey.

Please direct any questions related to the survey to Elena Moreland, Senior Project Manager, at [emoreland@naspo.org](mailto:emoreland@naspo.org)

Completed: