



2024 Survey of State Procurement Practices

Greetings Welcome to the 2024 Survey of State Procurement Practices, NASPO's most comprehensive data collection! This survey contains 74 questions organized into 12 Sections and may take up to 1 hour to complete. We encourage you to bring in deputies, counsels, and other procurement officers to assist in the completion of this survey as necessary. Your responses will be saved so that you may exit the survey and return as needed using your state's unique link in your invitation email. By clicking the "Save and Continue" button at the bottom of each page, the survey will save your completed responses and move on to the next page. Once you have reached the end of the survey, you will see a message of appreciation and instructions to click the final blue submission button to submit your survey.

If you have questions about the survey or experience any issues, please contact NASPO at research@naspo.org.

The answers you provide will play a vital role in the research, professional development tools, and informative products that NASPO will provide in the next two years. The results of this survey will be published publicly on the NASPO website, including an executive summary and the full results. We appreciate your time and input!

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SECTION 1: STATE PROCUREMENT LAWS, REGULATIONS, AND POLICIES

1 Please provide a link to the statutes or webpage listing your state's bid preferences. (e.g. preference for in-state/local bidders, sustainable or locally produced/manufactured commodities, small or diverse/disadvantaged businesses.)

2 Has your state implemented any of the following **sustainable purchasing programs or initiatives**? (Select all that apply.)

- ☐ Statewide contracts offering sustainable products and services
 - ☐ Formal sustainable/environmentally-preferable purchasing policy or program
 - ☐ Executive Order mandating sustainable purchasing/sustainability initiatives and goals
 - ☐ Set-asides or price preferences for sustainable products and services
 - ☐ Other (please describe your sustainable purchasing program or initiative)

 - ☐ None of the above
-

3 Has your state implemented a **supplier diversity initiative**?

☐ Yes (please describe or provide a link to information)

☐ No

4 Has your state enacted an official policy, executive order, statute, or regulation on the use of **artificial intelligence (AI) for government operations**?

☐ Yes (please describe or provide a link to information)

☐ No

5 Has your office incorporated any **artificial intelligence (AI) technology** into your procurement or contract management processes?

☐ Yes (please describe) _____

☐ No

SECTION 2: PROCUREMENT AUTHORITY

For the purposes of this section, the responsibilities of a state central procurement office include the following per the 4th Edition of the *NASPO State and Local Government Procurement: A Practical Guide*:

- Establishing or administering comprehensive procurement law or policies 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.
-

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

☐ Yes

☐ No

7 What entity in your state has statutory authority and oversight for **higher education purchasing**?

☐ State Central Procurement Office

☐ Another Agency (please specify) _____

☐ Total Delegation to Agencies

☐ Other, please specify _____

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

☐ State Central Procurement Office

☐ Another Agency (please specify) _____

☐ Total Delegation to Agencies

☐ Other, please specify _____

9 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)? (Select all that apply.)

- ☐ 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
 - ☐ Progressive Design-Build
 - ☐ Other, please specify
-

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

- ☐ State Central Procurement Office
 - ☐ Another Agency (please specify) _____
 - ☐ Total Delegation to Agencies
 - ☐ Other, please specify _____
-

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

- ☐ Judicial Branch/Courts
 - ☐ Legislative Branch
 - ☐ Universities
 - ☐ Transportation
 - ☐ Health and Human Services
 - ☐ Corrections
 - ☐ Other exempted state entities
-

12 How recently has your procurement code been significantly updated, amended, or changed?

- ☐ 0-2 Years
- ☐ 3-5 Years
- ☐ 6-10 Years
- ☐ 10+ Years
- ☐ Unsure/Other _____

SECTION 3: PROCUREMENT DELEGATION

13 Does your state's procurement organization have authority under statute or regulation to delegate portions of its authority to other state agencies?

☐ Yes

☐ No

14 What is the maximum delegated dollar amount allowed to authorized entities for each of the following categories of purchasing?

☐ Commodities _____

☐ Personal Services

☐ Human Services _____

☐ IT Equipment _____

☐ Technology Services

☐ Consulting Services

☐ Travel Services _____

☐ Building Construction

☐ Building Leases _____

☐ Highway Construction

15 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/Deputies

☐

Chief Procurement Officer

☐

Other

SECTION 4: TRAINING AND CERTIFICATION

16 Does your State Central Procurement Office provide procurement training to state agencies?

☐

Yes

☐

No

17 Please provide a link to information about your training program.

18 Does your State Central Procurement Office operate a procurement certification program for state agency procurement staff?

☐

Yes

☐

No

19 Please provide a link to information about your certification program.

SECTION 5: 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

20 Does your state have a single Chief Procurement Officer (CPO) or similar position as described above?

☐ Yes

☐ No

21 If "no," how many CPOs does your state have?

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

☐ Yes

☐ No

☐ Other, please specify _____

23 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 _____

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

25 If available, please provide a link to an organization chart for your office, department, or division. (If you would like to upload an organization chart file, you may do so in the provided space at the end of the survey.)

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

27 Does your office have a remote or hybrid work policy for some portion of procurement staff?

☐ Yes

☐ No

☐ Other (please explain)

28 Please describe or provide a link to your office's remote/hybrid work policy.

SECTION 6: STATE PURCHASING OFFICE FEES

29 Please specify the percentage of your State Central Procurement Office funding originating from each applicable category:

☐

State Appropriations

☐

Self-funding or Administrative Fees

☐

Other Funding Sources

30 For each of the entities below, as applicable, please describe any fees charged for procurement-related services provided by the Central Procurement Office and how they are charged.

☐

State Agencies _____

☐

Political Subdivisions

☐

Suppliers _____

31 Does your State Central Procurement Office charge administrative fees for use of statewide contracts?

☐ Yes

☐ No

32 For which types of contracts does your office charge administrative fees for use? (Select all that apply)

☐

Statewide

☐

National Cooperative

☐

Other (Please describe)

33 If your State Central Procurement Office charges administrative fees for statewide contracts, please indicate the amount and frequency.

SECTION 7: COOPERATIVE CONTRACTING

34 Please provide the website URL to your statewide contracts.

35 Does your state allow for Not-for-Profit organizations to utilize your statewide contracts?

☐

Yes

☐

No

36 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.

37 Please indicate if your state has authority to conduct cooperative purchasing with any of the following: (Select 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

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

- ☐ NASPO ValuePoint
 - ☐ GSA
 - ☐ MMCAP
 - ☐ Sourcewell
 - ☐ OMNIA
 - ☐ E&I
 - ☐ Other (Please specify):
-

39 Please indicate which of the following proposal evaluation methods would prevent you from participating in a NASPO ValuePoint portfolio if used to award a master agreement in a multiple award scenario. (Select all that apply.)

- ☐ Natural break
- ☐ Pre-determined minimum point threshold
- ☐ Pre-determined number of awardees
- ☐ Preferences for disadvantaged businesses
- ☐ Preferences for local businesses
- ☐ Multiple-stage RFP process
- ☐ Award by region
- ☐ Award by category
- ☐ Reverse auction
- ☐ Less than 30% of points in any evaluation stage allocated to cost
- ☐ Other (Please specify):

SECTION 8: SUPPLIER PRACTICES

40 Does your state charge a supplier registration fee?

- ☐ Yes
- ☐ No

41 If "yes," please indicate the amount of the fee and the frequency that it is charged.

42 If applicable, what is the website URL for supplier registration for your state?

43 Is the list of suspended or debarred suppliers posted on a website?

☐ Yes

☐ No

44 If "yes," please provide the URL for the website where the list of suspended or debarred suppliers is posted.

SECTION 9: SOLICITATION PRACTICES

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

☐ Yes

☐ No

46 Please cite or link to the rule, statute, or regulation describing the criteria to allow noncompetitive procurements?

Notice For the following questions concerning procurement thresholds, "formal competition" requires that all suppliers who are able to supply the commodity, service, or construction that the procurement seeks must be invited to participate in the competitive procurement.

Most often, the law applicable to the public entity sets a maximum expected dollar amount below which a contract may be exempt from formal competition. If the expected contract price or cost of the procurement meets or exceeds that dollar amount specified in the law, full—or formal—competition is required. An invitation to participate, or solicitation, must be readily and publicly available.

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

48 What is your state's dollar threshold(s) for informal/non-competitive procurement or small purchase procedures? (Excluding state-defined sole-source and emergency procurements)

49 Are your procurement code's guidelines for evaluation based on the Federal Acquisition Regulations (FAR) or the Department of Defense evaluation criteria?

☐ Yes

☐ No

☐ Other, please specify _____

50 For which of the following criteria is your office authorized to negotiate with a supplier?
(Select all that apply)

☐

Price

☐

Terms and Conditions

☐

Service/Delivery Schedules

☐

Other (Please describe)

☐

Not Authorized to Negotiate with Suppliers

51 At what point in the procurement process are you authorized to negotiate with a supplier?

☐ At Any Point

☐ Pre-Award

☐ Post-Award, Pre-Contract

☐ Not Authorized to Negotiate with Suppliers

52 Please link to or cite policy, code, or statute that authorizes or prohibits negotiations.

SECTION 10: PROTESTS AND CLAIMS

53 Does your state require a protest bond for formal competition? If "yes," please provide a citation for the statute, rule, or regulation and a website URL where available.

☐ Yes

☐ No

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

☐ Yes

☐ No

55 In the last 12 months, how many contract award or procurement decision protests has your office received?

56 At the conclusion of a protest and appeal process, does your statute, rule, or regulation authorize a supplier to file a lawsuit concerning a procurement decision? If "yes," please provide a citation for the statute, rule, or regulation and a website URL where available.

☐ Yes

☐ No

57 Does your statute, rule, or regulation authorize a supplier to file a lawsuit concerning a procurement decision? If "yes," please provide a citation for the statute, rule, or regulation and a website URL where available.

☐ Yes _____

☐ No

SECTION 11: 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.

58 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) prior to contract execution?

☐ Yes (please specify) _____

☐ No

☐ Sometimes (please specify) _____

59 Please identify the agency that reviews, approves, or pre-audits prior to contract execution.

60 Does your state's central procurement office have authority to conduct audits of purchases made at the state/agency/division level (not including procurement audits conducted outside of the central procurement office, i.e. by the auditor general's office)?

- ☐ Yes (please specify) _____
- ☐ No
-

61 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. _____
-

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

63 If the maximum contract duration is established in statute, rule, or regulation, please provide a link or citation to the statute.

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

65 Does your State Central Procurement Office track or maintain a record of supplier performance?

☐ Yes

☐ No _____

66 What key performance indicators (KPIs) for supplier performance does the State Central Procurement Office record? (Select all that apply)

☐ Meeting delivery schedules

☐ Quality of goods/services

☐ Customer service

☐ Other, please specify

SECTION 12: PROCUREMENT SYSTEMS

67 Does your state use an eProcurement system?

☐ Yes

☐ No

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

69 What system (software name/brand) does your office use for the following functions (or specify if your state uses an in-house solution)?

- Please list multiple names/brands if you currently use multiple systems for an identified area.

☐ Supplier/Vendor registration to bid

☐ Sourcing/Solicitation creation & management

☐ Contract creation & management

☐ Requisition to Purchase Order

☐ Receiving _____

☐ Invoice processing/matching

☐ Financial management (budget, payments)

☐ Procurement reporting _____

70 If you are currently implementing or planning to implement a new system for the previously listed functions, please identify and provide information about the future system.

71 How is the eProcurement system funded? (Select all that apply.)

- ☐ State appropriations
 - ☐ User/Agency fees
 - ☐ Supplier registration fees
 - ☐ Contract rebates (supplier-collected fees)
 - ☐ Public-Private partnership (PPP)
 - ☐ Other, please specify
-

72 Does your state use an ERP (Enterprise Resource Planning) system for purchasing procedures?

- ☐ Yes
 - ☐ No
-

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

74 If applicable, what commodity code system does your state use? (Select all that apply.)

- ☐ NIGP
 - ☐ NAICS
 - ☐ UNSPSC
 - ☐ Other, please specify
-

Appendix

Appendix: If there are documents you would like to share in support of your responses, such as procurement manuals, organizational charts, or copies of statutes or laws, please upload them here before reviewing your answers and pressing submit. You may choose to upload all files using a "zip file." Alternatively, you may upload files one at a time in the questions which follow.

Appendix: Please upload additional documents here, such as organizational charts or copies of statutes or laws.
