

CENTRAL CONTRACTS AND LEGAL SERVICES (CCLS)
CCLS Additional Delegated Authority Request

TODAY'S DATE

The Department of Enterprise Services (DES) has delegated authority to DSHS for the procurement of goods and services up to the dollar limits listed below. If there is a need for goods and services over the limits, DSHS must request additional delegated authority from DES.

Commodities	Services	Information Technology
\$500,000	\$30,000,000	\$15,000,000

TO:	FROM:
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ADMINISTRATION Choose one.	PROJECT TITLE
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Questions for Specific Problem or Need

1. What is the purpose, the scope, and the specific nature of the procurement?

2. What is the projected dollar value of the procurement, including analysis that determined the cost estimate?

3. How will DSHS benefit should the request be approved?

4. What are the risks if the request is denied (what would happen if the procurement is not approved)?

5. Does the administration / program possess the necessary experience and expertise to manage the contract? If yes, explain. Describe experience of designated contract manager and procurement project team – list all names on the team and provide a brief biography for each).