



# STATE PROCUREMENT BUREAU

MEGHAN HOLMLUND  
CHIEF PROCUREMENT OFFICER  
BUREAU CHIEF

406-444-1459  
mholmlund@mt.gov  
sfsd.mt.gov

January 2021

# AGENDA

---

- About Us
- Procurement Authority
- Procurement Methods & Thresholds
- Procurement Delegation Agreements
- DPHHS Exemption



# STATE PROCUREMENT

## *ABOUT US*

---



- ✓ Procurement Services
- ✓ Compliance
- ✓ Statewide Contracts
- ✓ Fuel and PCard Programs
- ✓ Training
- ✓ eMACS



# STATE PROCUREMENT

## *OVERVIEW OF CURRENT AUTHORITY*

---



- Montana Procurement Act- Title 18, Chapter 4
  - Procurement of Goods and Services
- Rulemaking authority (ARM 2.5)
- 11 MOM policies
- 34 procurement delegation agreements



# METHODS AND THRESHOLDS

## *OVERVIEW OF CURRENT PRACTICES*

---



- **Small Purchases:** \$5,000 or less
- **Limited Solicitation:** \$5,000.01 to \$25,000 for services and \$50,000 for supplies
- **Formal Competitive Solicitation:** Over \$25,000 for services and \$50,000 for supplies
  - Invitation for Bid
  - Request for Proposal
- **Sole Source**
- **Exigency**
- **Cooperative Purchasing**



# DELEGATED AUTHORITY

## *OVERVIEW OF CURRENT PRACTICES*

---



- Level 1 agencies- over formal solicitation thresholds must go through SPB
- Level 2 agencies- up to \$200,000 (with some exceptions), then go through SPB
- Universities- up to \$500,000, then go through SPB
- Designated Agency Procurement Officer (APO) for each agency



# DELEGATED AUTHORITY

## *DPHHS*

---



- Level 2 agency- up to \$200,000
- Human services exemption- 18-4-123(18), MCA
  - “Direct” provision of services to a client



# STATE PROCUREMENT BUREAU

---

Thank you!

[mholmlund@mt.gov](mailto:mholmlund@mt.gov)

406-444-1459

Website: [Spb.mt.gov](http://Spb.mt.gov)

eMACS Help Desk:

[emacs@mt.gov](mailto:emacs@mt.gov)

406-444-2575





# STATE PROCUREMENT

## ACRONYMS

---



- APO- Agency Procurement Officer
- ARM- Administrative Rules of Montana
- eMACS- electronic Montana Acquisition & Contract System is the State's enterprise eProcurement system
- IFB- Invitation for Bid
- MCA- Montana Code Annotated
- MOM- Montana Operations Manual (State policy)
- Pcard- State's procurement credit card
- RFI- Request for Information
- RFP- Request for Proposal
- SPB- State Procurement Bureau
- SS- Sole Source
- TCV- Total Contract Value

