PROCUREMENT LIAISON DESIGNATION

OFFICE OF MANAGEMENT AND BUDGET
CENTRAL SERVICES-STATE PROCUREMENT OFFICE
SFN 53112 (11-2014)

The Office of Management and Budget (OMB) State Procurement Office requests the head of each agency and institution designate a person to act as the lead procurement officer who is responsible for the procurement functions of the organization. The lead procurement officer will act as the agency's liaison to the State Procurement Office. For the purposes of the state procurement program, this person will be referred to as the agency's "procurement liaison", although that person may or may not have the job classification of Purchasing Agent or Procurement Officer.

Agency Name			Business Unit Number
Procurement Liaison	Telephone Number	Fax Number	Email Address

The Procurement Liaison's responsibilities will be: ☐ Commodities ☐ Services ☐ Both

1. Primary contact person for communication with the OMB State Procurement Office.
2. Monitor agency compliance with OMB State Procurement Officer Certification requirements.
3. Coordinator for agency procurement certification training.
4. Receive and distribute notices from the OMB State Procurement Office within their agency.
5. Manage delegated authority within their agency.
6. Adopt internal purchasing procedures and policies in accordance with N.D.A.C.§4-12-03-04.
7. Make required determinations and approve limited competition and noncompetitive procurements within the limits of the agency's delegated authority.
8. Monitor agency compliance with the state procurement laws, rules, and procedures.

***Signature**: A typed name is considered a signature*

Procurement Liaison Signature	Date
Agency Head Signature	Date

Submit To:

State Procurement Office
14th Floor-State Capitol
600 East Boulevard, Dept 012
Bismarck, ND 58505-0310

Email: infospo@nd.gov
Fax: (701) 328-1615
Phone: (701) 328-2683