

APPENDIX P

\$25,000 ALP Certification Requirements

To obtain the \$25,000 Authority for Local Purchase certification:

1. The buyer must attend the in-person training for purchasing authority at \$25,000, successfully pass the written exam with a score of 80% or higher, and complete the Statewide Integrated Financial Tools (SWIFT) Strategic Sourcing training.

\$50,000 ALP Certification Requirements

The \$50,000 Authority for Local Purchase certification is a multi-step process that includes the following:

1. The buyer must attain proficiency in and familiarity with the Statewide Integrated Financial Tools (SWIFT) system.
2. The buyer must be certified at the \$25,000 level and must request certification for \$50,000. The certified buyer must contact the [OSP training coordinator](#), in writing, to request a purchasing review/audit. A minimum of five Tier 3/Informal Solicitations (Solicitations \$10,000.01 to less than \$25,000.00, see Purchasing Policy 23 for details.) **and** the Agency Head approval are required for the audit by OSP.

The solicitations submitted must be for purchases of goods/services that are not sole source goods/services, for an **amount over \$10,000** and up to the buyer's delegated purchasing authority. The solicitations must be completely processed on-line in the SWIFT system unless a written exception has been granted by the OSP Acquisitions Manager.

3. OSP will schedule an audit of the solicitations submitted and all relevant documentation, policies and procedures. The Certified Buyer must provide a comprehensive list of each SWIFT Event ID number to be audited and all the relevant solicitation file attachments and documentation. Relevant file attachments may include, but are not limited to include Purchase Orders, Bid Tabs, Award documents, etc. Solicitation and contract file documents not directly linked to the SWIFT Event must be sent to OSP electronically. Each document sent to OSP should be clearly identified as to the Certified Buyer's name requesting the audit, the SWIFT Event ID and the relevance to the solicitation and audit file.

Note: OSP, at its sole discretion, may require a written exam to be recompleted with a passing score of 80% or higher.

Components of \$50,000 ALP Certification:

Purchasing Audit/Review by OSP

The reviewer will look at the certified buyer's purchasing files, documentation, and process to ensure they complied with all of the laws, rules, policies, and procedures. The buyer must receive a successful audit/review to be certified.

Certification

The buyer will be certified once OSP is satisfied that the buyer is properly implementing the purchasing process and rules. The \$50,000 certification will be in effect three years from the issuance date, unless otherwise modified in writing by OSP.

Recertification

Every three years, the certified buyer will need to attend the \$25,000 ALP Recertification class or complete the online course for recertification, then take and successfully pass the exam with a score of 80% or higher.

Buyer Update

A certified buyer should use the [Agency ALP Certified Buyer Data Update Form](#) to notify OSP of any changes to information regarding their ALP Certification (ex. Change in agency, name change, etc.).