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SPD POLICY MEMORANDUM FY20-001
Regarding Use of Statewide Price Agreements
Rescinding SPD Policy Memo FY19-001

Effective immediately, this policy memorandum rescinds *SPD Policy Memo FY19-001* for the reason stated below.

This policy regarding Statewide Price Agreements (SWPA) applies to all executive branches of state government and any other entities under the authority of the State Purchasing Agent. This memorandum should be used as a guide for other entities subject to the Procurement Code regardless of the dollar amount.

A State Agency or local public body using a SWPA for *General Services, not Professional Services*, with a direct purchase order need not provide any particular statement in the purchase order since the Department of Finance and Administration, Financial Control Division has added the following statement to the terms and conditions listed on the back of the purchase order:

"Any purchase order entered into pursuant to a Statewide Price Agreement incorporates by this language all the terms and conditions of that Statewide Price Agreement and by accepting payment under this purchase order the Contractor agrees to and accepts all the terms and conditions of the Statewide Price Agreement."

While this method expedites Contractor services without the requirement of negotiating a separate contract or obtaining quotes, these added steps are in accordance with procurement Best Practices to clarify the agreement between the parties and to state what is expected of the contractor. Any other terms not already contained in the SWPA or the purchase order would require a separate contract between the particular agency and the Contractor.

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