

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION DELEGATION OF PROCUREMENT AUTHORITY – BUSINESS UNIT 80100

SECTION 1: DIVISION/DISTRICT: INFORMATION TECHNOLOGY
ORIGIN CODES: 007, 008, 021, 055

SECTION 1: EMPLOYEES

Information Technology Division employees have completed Office of Management and Budget State Procurement Officer Certification training or an approved equivalent to become eligible for delegated purchase authority as indicated on the attached spreadsheet.

Any person with delegated purchase authority will exercise this authority in accordance with the terms of the delegation, state procurement laws, rules, and OMB written directives, and agency internal policies and procedures related to procurement (N.D.A.C. 4-12-03-04). Violations of state laws, rules and OMB written directives relating to procurement will be reported to the employing agency for appropriate disciplinary action. A violation may constitute action outside the employee's scope of employment (ref. N.D.A.C. 4-12-01-06).

Individuals involved in the procurement of items delegated below must possess the appropriate level of training to accomplish the dollar amount delegated.

Up to \$2,500	-	Level 1
Up to \$25,000	-	Level 2
\$25,000 and over	-	Level 3

SECTION 2: DELEGATION

Indicate the specific items and the purchase authority dollar limit being delegated. The delegation may specifically include or exclude certain commodities or services (N.D.A.C. 4-12-03-01).

DELEGATED AUTHORITY	COMMODITY OR SERVICE
< \$5,000	NEW INFORMATION TECHNOLOGY HARDWARE New Hardware qualifying as an asset must be requisitioned from procurement section (\$5,000+ each).
< \$5,000	NEW SOFTWARE New Software qualifying as an asset must be requisitioned from procurement section (\$5,000+ each). Software purchases over \$25,000 requires State ITD approval.
\$UNLIMITED	FROM STATE OR NDDOT TERM CONTRACTS – INFORMATION TECHNOLOGY or FACILITIES RELATED Assets must be requisitioned from procurement section (\$5,000+ each).
\$UNLIMITED	INFORMATION TECHNOLOGY HARDWARE AND SOFTWARE UPGRADES (assets already exist)
\$UNLIMITED	SOFTWARE EDUCATION AND TRAINING
\$UNLIMITED	ALL IT EQUIPMENT REPAIRS AND MAINTENANCE, ALL SECTIONS
< \$2,500	CLASS 3 AND CLASS 6 PRINTING
< \$2,500	PHOTO/FILM DEVELOPING/PROCESSING
NONE	ALL NON-COMPETITIVE PROCUREMENTS MUST BE REQUISITIONED (ALTERNATE PROCUREMENTS).

PROCUREMENTS MAY BE DELEGATED TO TRAINED I.T. EMPLOYEES ON A CASE-BY-CASE BASIS.

PROCUREMENT LIAISON SIGNATURE

DATE

<i>Marilyn K. Langehaug</i>	1-25-13
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AGENCY DIRECTOR OR DESIGNEE SIGNATURE

DATE

<i>Dan Lew</i>	1-28-13
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Retain this purchasing delegation – Original in Procurement Section, FileNet/Website access

ATTACHMENT A

TRAINING, CERTIFICATION and DELEGATION

STATE PROCUREMENT OFFICE

Origin Code	Employee Name * Employee Removed from State Certification	Division/Title	City	Executive Level	P-Card Issued as of 01/25/13	Level 1 Online (06/30/2012) 1.5 Hr. Online Up to \$2,500 - Small Purchases	Level 2 Certification (7 hrs.) (\$2,500 - \$25,000) Three Informal bids	Level 3 Certification (7 Hrs.) (\$25,000 and Up) Competitive Bids & Proposals Contract Administration	Level 4 Certification (7 Hrs.) (\$25,000 and Up) Competitive Bids & Proposals Contract Administration
007	Buchholz, Russ	Director - IT	Bismarck	Dave		7/10/2012	10/9/2008	11/5/2008	11/5/2008
007	Bernard, Ramona	IT - Business Mgr.	Bismarck	Dave/Russ		2/17/2012	2/23/2012	5/15/2012	5/15/2012
007	Doan, Ashlee	Admin Asst - IT	Bismarck	Dave/Russ	X	10/5/2012	10/10/2012	11/15/2012	11/15/2012
007	Zimprich, Ery	IT - Telecom/Net Supr	Bismarck	Dave/Russ		6/13/2012	11/3/2004	2/17/2010	2/17/2010
007	Hieber, Brian	IT - Telecom/Net	Bismarck	Dave/Russ	X	6/11/2012	10/6/2010	11/3/2010	11/3/2010
008	Steckler, Robert	IT - Telecom/Radio Supr	Bismarck	Dave/Russ	X	3/23/2012			
008	Huber, Thomas	IT - Telecom/Radio	Bismarck	Dave/Russ		6/14/2012	10/5/2004	3/4/2008	
021	Redmann, Garry	IT - Photo/Print/Mailroom Supr	Bismarck	Dave/Russ		2/27/2012	10/9/2008		11/5/2008
021	Becker, Melissa	IT - Mailroom	Bismarck	Dave/Russ		4/25/2012	10/9/2008		11/5/2008
021	Wicks, Jamie	IT - Mailroom	Bismarck	Dave/Russ		6/15/2012	2/17/2009		4/23/2009
021	Huber, Lynne	IT - Photo/Print	Bismarck	Dave/Russ		3/30/2012	5/20/2009		6/23/2009
055	Beard, Treva	IT - InfoSys Supr	Bismarck	Dave/Russ		2/13/2012	11/9/2005	8/16/2007	12/7/2005
055	Becker, Michael	IT - InfoSys Supr	Bismarck	Dave/Russ		2/13/2012	2/8/2006	3/4/2008	12/7/2005
055	Gunsch, Diane	IT - InfoSys Supr	Bismarck	Dave/Russ		4/12/2012	11/9/2005	8/16/2007	12/7/2005
055	Lang, Waylon	IT - InfoSys	Bismarck	Dave/Russ		6/28/2012	10/6/2010		
055	Metzger, Todd	IT - InfoSys	Bismarck	Dave/Russ		6/29/2012	10/10/2007	o.k.	
055	Neumiller, Donna	IT - InfoSys	Bismarck	Dave/Russ		8/14/2012			
055	Pfaff, Tim	IT - InfoSys	Bismarck	Dave/Russ		6/1/2012	8/15/2006	2/26/2008	9/20/2006
055	Reule, Susan	IT - InfoSys	Bismarck	Dave/Russ		2/17/2012	11/14/2007	o.k.	6/23/2010
055	Schaffer, Brad	IT - InfoSys	Bismarck	Dave/Russ		2/10/2012	5/19/2010		
055	Schreiner, Carey	IT - InfoSys	Bismarck	Dave/Russ		6/25/2012	10/9/2008		
055	Sorensen, Randi	IT - InfoSys	Bismarck	Dave/Russ		2/13/2012	1/14/2010		
055	Wolf, Chad	IT - InfoSys	Bismarck	Dave/Russ		3/1/2012	5/19/2010		

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
DELEGATION OF PROCUREMENT AUTHORITY – BUSINESS UNIT 80100**

SECTION 1: DIVISION/DISTRICT: DRIVER'S LICENSE**ORIGIN CODE: 009****SECTION 1: EMPLOYEES**

Driver's License Division employees have completed Office of Management and Budget State Procurement Officer Certification training or an approved equivalent to become eligible for delegated purchase authority as indicated on the attached spreadsheet.

Any person with delegated purchase authority will exercise this authority in accordance with the terms of the delegation, state procurement laws, rules, and OMB written directives, and agency internal policies and procedures related to procurement (N.D.A.C. 4-12-03-04). Violations of state laws, rules and OMB written directives relating to procurement will be reported to the employing agency for appropriate disciplinary action. A violation may constitute action outside the employee's scope of employment (ref. N.D.A.C. 4-12-01-06).

Individuals involved in the procurement of items delegated below must possess the appropriate level of training to accomplish the dollar amount delegated.

Up to \$2,500	–	Level 1
Up to \$25,000	–	Level 2
\$25,000 and over	–	Level 3

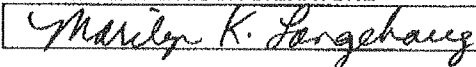
SECTION 2: DELEGATION

Indicate the specific items and the purchase authority dollar limit being delegated. The delegation may specifically include or exclude certain commodities or services (N.D.A.C. 4-12-03-01).

DELEGATED AUTHORITY NOT TO EXCEED	COMMODITY OR SERVICE
\$ UNLIMITED	FROM STATE OR NDDOT DRIVERS LICENSE RELATED TERM CONTRACTS All assets must be requisitioned from procurement (\$5,000+ each)
< \$25,000	FOR DRIVERS LICENSE SITES OUTSIDE OF BISMARCK, ND: • BUILDING REPAIRS - MATERIALS AND MAINTENANCE • JANITORIAL & MAINTENANCE CONTRACTS • OFFICE SUPPLIES & EQUIPMENT, INCLUDING EQUIPMENT REPAIRS & MAINTENANCE
< \$25,000	MAINTENANCE OF SECURITY & SURVEILLANCE SYSTEMS

PROCUREMENT LIAISON SIGNATURE

DATE



1-25-13

AGENCY DIRECTOR OR DESIGNEE SIGNATURE

DATE



1/28/13

STATE PROCUREMENT OFFICE

[illegible]

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
DELEGATION OF PROCUREMENT AUTHORITY – BUSINESS UNIT 80100**

**SECTION 1: DIVISION/DISTRICT: MOTOR VEHICLE
ORIGIN CODE: 010**

SECTION 1: EMPLOYEES

Motor Vehicle Division employees have completed Office of Management and Budget State Procurement Officer Certification training or an approved equivalent to become eligible for delegated purchase authority as indicated on the attached spreadsheet.

Any person with delegated purchase authority will exercise this authority in accordance with the terms of the delegation, state procurement laws, rules, and OMB written directives, and agency internal policies and procedures related to procurement (N.D.A.C. 4-12-03-04). Violations of state laws, rules and OMB written directives relating to procurement will be reported to the employing agency for appropriate disciplinary action. A violation may constitute action outside the employee's scope of employment (ref. N.D.A.C. 4-12-01-06).

Individuals involved in the procurement of items delegated below must possess the appropriate level of training to accomplish the dollar amount delegated.

Up to \$2,500	-	Level 1
Up to \$25,000	-	Level 2
\$25,000 and over	-	Level 3

SECTION 2: DELEGATION

Indicate the specific items and the purchase authority dollar limit being delegated. The delegation may specifically include or exclude certain commodities or services (N.D.A.C. 4-12-03-01).

DELEGATED AUTHORITY NOT TO EXCEED	COMMODITY OR SERVICE
\$ UNLIMITED	LICENSE PLATES, DECALS, ENVELOPES, REGISTRATION CARDS, MV PRINTED FORMS FROM STATE PROCUREMENT CONTRACTS
< \$2,500	PURCHASE AND REPAIR OF RUBBER STAMPS, DATERS
< \$2,500	PROBATE FILE FOLDERS

PROCUREMENT LIAISON SIGNATURE

DATE

Marley K. Langshaw

1-25-13

AGENCY DIRECTOR OR DESIGNEE SIGNATURE

DATE

Grant Lee

11/28/13

ATTACHMENT A

TRAINING, CERTIFICATION and DELEGATION

STATE PROCUREMENT OFFICE

Origin Code	Employee Name * Employee Removed from State Certification	Division/Title	City	Executive Level	P-Card Issued as of 01/25/13	Level 1 Online (06/30/2012) (1.5 Hrs. Online) Up to \$2,500 - Small Purchases	Level 2 Certification (7 hrs.) (\$2,500 - \$25,000) Three Informal bids	Level 3 Certification (7 hrs.) (\$25,000 and Up) Competitive Bids 8. Proposals, Contract Administration	L2 Recertification (12 trained before April 2007)	6/8/2011
010	Sitz, Linda	Director - Motor Vehicle	Bismarck	Dave/Linda		6/11/2012				
010	Boyko, Lynette Graf	Admin Ast - Motor Vehicle	Bismarck	Dave/Linda/Linda	X	2/16/2012				
010	Michlitsch, Linda	Motor Vehicle	Bismarck	Dave/Linda/Linda		2/22/2012	5/11/2011			
010	Pedersen, Rebecca	Motor Vehicle	Bismarck	Dave/Linda/Linda		3/9/2012				
010	Schneider, Glenn	Motor Vehicle	Bismarck	Dave/Linda/Linda		5/14/2012				
010	Todd, Constance	Motor Vehicle	Bismarck	Dave/Linda/Linda		7/13/2012				

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
DELEGATION OF PROCUREMENT AUTHORITY – BUSINESS UNIT 80100**

SECTION 1: DIVISION/DISTRICT: SAFETY

ORIGIN CODE: 012

SECTION 1: EMPLOYEES

Safety Division employees have completed Office of Management and Budget State Procurement Officer Certification training or an approved equivalent to become eligible for delegated purchase authority as indicated on the attached spreadsheet.

Any person with delegated purchase authority will exercise this authority in accordance with the terms of the delegation, state procurement laws, rules, and OMB written directives, and agency internal policies and procedures related to procurement (N.D.A.C. 4-12-03-04). Violations of state laws, rules and OMB written directives relating to procurement will be reported to the employing agency for appropriate disciplinary action. A violation may constitute action outside the employee's scope of employment (ref. N.D.A.C. 4-12-01-06).

Individuals involved in the procurement of items delegated below must possess the appropriate level of training to accomplish the dollar amount delegated.

Up to \$2,500	–	Level 1
Up to \$25,000	–	Level 2
\$25,000 and over	–	Level 3

SECTION 2: DELEGATION

Indicate the specific items and the purchase authority dollar limit being delegated. The delegation may specifically include or exclude certain commodities or services (N.D.A.C. 4-12-03-01).

DELEGATED AUTHORITY NOT TO EXCEED	COMMODITY OR SERVICE
\$ UNLIMITED	SAFETY PROGRAM EVALUATION & DATA ANALYSIS SERVICE
\$ UNLIMITED	TRAFFIC SAFETY RELATED: • MEDIA CONSULTING • ADVERTISING SERVICES • EVENT COORDINATION • PROGRAM CONSULTANTS • OTHER TRAFFIC SAFETY RELATED SERVICES INCLUDING TRAINING

PROCUREMENT LIAISON SIGNATURE

DATE

Marilyn K. Langehaug

1-25-13

AGENCY DIRECTOR OR DESIGNEE SIGNATURE

DATE

Grant Lew

1/28/13

ATTACHMENT A

TRAINING, CERTIFICATION and DELEGATION

STATE PROCUREMENT OFFICE

Origin Code	Employee Name * Employee Removed from State Certification	Division/Title	City	Executive Level	P-Card Issued as of 01/25/13	Level 1 Online (06/30/2012) (1.5 Hr. Online) Up to \$2,500 - Small Purchases	Level 2 Certification (7 hrs.) (\$2,500 - \$25,000) Three Internal bids	Level 3 Certification (7 hrs.) (\$25,000 and Up) Competitive Bids Contract Administration	Level 4 Certification (7 hrs.) (\$25,000 and Up) Competitive Bids Contract Administration
012	Nelson, Mark	Director - OTS	Bismarck	Dave/Linda					
012	Freyman, Kathryn	Admin Ast - OTS	Bismarck	Dave/Linda/Mark					
012	Harsche, Lory	OTS	Bismarck	Dave/Linda/Mark					
012	Heinert, Lynneil	OTS	Bismarck	Dave/Linda/Mark					
012	Mongeson, Karin	OTS	Bismarck	Dave/Linda/Mark					
012	Thurn, Carol	OTS	Bismarck	Dave/Linda/Mark					
012	Wilson, Sandra	OTS	Bismarck	Dave/Linda/Mark					

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
DELEGATION OF PROCUREMENT AUTHORITY – BUSINESS UNIT 80100**

SECTION 1: DIVISION/DISTRICT: STATE FLEET
ORIGIN CODE: 030

SECTION 1: EMPLOYEES

State Fleet employees have completed Office of Management and Budget State Procurement Officer Certification training or an approved equivalent to become eligible for delegated purchase authority as indicated on the attached spreadsheet.

Any person with delegated purchase authority will exercise this authority in accordance with the terms of the delegation, state procurement laws, rules, and OMB written directives, and agency internal policies and procedures related to procurement (N.D.A.C. 4-12-03-04). Violations of state laws, rules and OMB written directives relating to procurement will be reported to the employing agency for appropriate disciplinary action. A violation may constitute action outside the employee's scope of employment (ref. N.D.A.C. 4-12-01-06).

Individuals involved in the procurement of items delegated below must possess the appropriate level of training to accomplish the dollar amount delegated.

Up to \$2,500	-	Level 1
Up to \$25,000	-	Level 2
\$25,000 and over	-	Level 3

SECTION 2: DELEGATION

Indicate the specific items and the purchase authority dollar limit being delegated. The delegation may specifically include or exclude certain commodities or services (N.D.A.C. 4-12-03-01).

DELEGATED AUTHORITY NOT TO EXCEED	COMMODITY OR SERVICE
\$ UNLIMITED	FROM STATE OR NDDOT FLEET RELATED TERM CONTRACTS
\$ UNLIMITED	NEW AND USED VEHICLE PURCHASES – INCLUDING ASSETS (Purchases involving the approval of an Alternate Procurement Request must be presented to NDDOT Procurement Liaison.)
< \$25,000	FLEET OPERATIONS COMMODITIES
\$ UNLIMITED	AUTOMOTIVE REPAIRS
\$ UNLIMITED	FLEET VEHICLE RENTALS

ALL ASSETS MUST BE IDENTIFIED AND DOCUMENTED (\$5,000+ EACH). NON-COMPETITIVE PURCHASES REQUIRE ALTERNATE PROCUREMENT APPROVAL. ADDITIONAL PROCUREMENTS MAY BE DELEGATED TO TRAINED STATE FLEET EMPLOYEES ON A CASE-BY-CASE BASIS.

PROCUREMENT LIAISON SIGNATURE

DATE

Marilyn K. Longshaw

1-25-13

AGENCY DIRECTOR OR DESIGNEE SIGNATURE

DATE

David Lee

1/28/13

STATE PROCUREMENT OFFICE TRAINING, CERTIFICATION and DELEGATION ATTACHMENT A

Origin Code	Employee Name	Division/Title	City	Executive Level	P-Card Issued as of 01/25/13	Level 1 Online (06/30/2012) [1.5 Hr. Online] Up to \$2,500 - Small Purchases	Level 2 Certification (7 hrs.) (\$2,500 - \$25,000) Three Informal bids	Level 3 Certification (7 Hrs.) (\$25,000 and Up) Competitive Bids & Proposals, Contract Administration
030	Rehborg, Robin	Director - Fleet	Bismarck	Dave	X	4/12/2012	8/15/2006	9/20/2006
030	Burke, Jackie	Admin Asst - Fleet	Bismarck	Dave/Robin R.		11/7/2012		
030	Baggenstoss, Karen	Fleet	Bismarck	Dave/Robin R.		6/12/2012	8/15/2006	9/20/2006
030	Hunke, Sommer	Fleet	Bismarck	Dave/Robin R.		7/24/2012	3/13/2013	4/10/2013
030	Paul, Tim	Fleet	Bismarck	Dave/Robin R.	X	3/23/2012	11/9/2005	12/7/2005
030	Roehrick, Michael	Fleet	Bismarck	Dave/Robin R.		1/22/2013		
030	Lipp, Diane	Fleet	Bismarck	Dave/Robin R.		6/6/2012	5/8/2008	6/18/2008

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
DELEGATION OF PROCUREMENT AUTHORITY – BUSINESS UNIT 80100

SECTION 1: DIVISION/DISTRICT: LOCAL GOVERNMENT

ORIGIN CODE: 038

SECTION 1: EMPLOYEES

Local Government Division employees have completed Office of Management and Budget State Procurement Officer Certification training or an approved equivalent to become eligible for delegated purchase authority as indicated on the attached spreadsheet.

Any person with delegated purchase authority will exercise this authority in accordance with the terms of the delegation, state procurement laws, rules, and OMB written directives, and agency internal policies and procedures related to procurement (N.D.A.C. 4-12-03-04). Violations of state laws, rules and OMB written directives relating to procurement will be reported to the employing agency for appropriate disciplinary action. A violation may constitute action outside the employee's scope of employment (ref. N.D.A.C. 4-12-01-06).

Individuals involved in the procurement of items delegated below must possess the appropriate level of training to accomplish the dollar amount delegated.

Up to \$2,500	–	Level 1
Up to \$25,000	–	Level 2
\$25,000 and over	–	Level 3

SECTION 2: DELEGATION

Indicate the specific items and the purchase authority dollar limit being delegated. The delegation may specifically include or exclude certain commodities or services (N.D.A.C. 4-12-03-01).

DELEGATED AUTHORITY NOT TO EXCEED	COMMODITY OR SERVICE
<\$5,000	COORDINATE WITH STATE PROCUREMENT OFFICE TO ESTABLISH COOPERATIVE PURCHASING CONTRACTS AFFECTING PUBLIC TRANSPORTATION PROVIDERS. (NDCC 54-44.4-13(5)) All purchases over \$5,000 must be requisitioned.
\$ UNLIMITED	SAFE ROUTES TO SCHOOL (SRTS) CONSULTANT SERVICE
\$ UNLIMITED	ALCOHOL/DRUG TESTING SERVICES FOR TRANSIT SYSTEM DRIVERS

PROCUREMENT LIAISON SIGNATURE

DATE

Melissa K. Langehaug

6-13-2013

AGENCY DIRECTOR OR DESIGNEE SIGNATURE

DATE

Giant Lee

6/13/13

ATTACHMENT A

TRAINING, CERTIFICATION and DELEGATION

STATE PROCUREMENT OFFICE

Origin Code	Employee Name	Division/Title	City	Executive Level	P-Card issued as of	Level 1 Online (06/30/2012)	(1.5 Hr. Online)	(Up to \$2,500 - Small Purchases)	Level 2 Certification (7 hrs.)	(\$2,500 - \$25,000)	Three Informal bids	Level 3 Certification (7 Hrs.)	(\$25,000 and Up)	Competitive Bids	8 Proposals	Contract Administration
038	Benning, Paul	Director, Local Govt	Bismarck	Grant/Steve		01/25/13										
038	Hanson, Becky	Local Govt	Bismarck	Grant/Steve/Paul			4/20/2012	6/19/2012	4/24/2004	6/10/2008	6/15/2006					
038	Wenger, Pamela	Local Govt	Bismarck	Grant/Steve/Paul					2/17/2020							

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
DELEGATION OF PROCUREMENT AUTHORITY – BUSINESS UNIT 80100

SECTION 1: DIVISION/DISTRICT: HUMAN RESOURCES

ORIGIN CODE: 040

SECTION 1: EMPLOYEES

Human Resources Division employees have completed Office of Management and Budget State Procurement Officer Certification training or an approved equivalent to become eligible for delegated purchase authority as indicated on the attached spreadsheet.

Any person with delegated purchase authority will exercise this authority in accordance with the terms of the delegation, state procurement laws, rules, and OMB written directives, and agency internal policies and procedures related to procurement (N.D.A.C. 4-12-03-04). Violations of state laws, rules and OMB written directives relating to procurement will be reported to the employing agency for appropriate disciplinary action. A violation may constitute action outside the employee's scope of employment (ref. N.D.A.C. 4-12-01-06).

Individuals involved in the procurement of items delegated below must possess the appropriate level of training to accomplish the dollar amount delegated.

Up to \$2,500	–	Level 1
Up to \$25,000	–	Level 2
\$25,000 and over	–	Level 3

SECTION 2: DELEGATION

Indicate the specific items and the purchase authority dollar limit being delegated. The delegation may specifically include or exclude certain commodities or services (N.D.A.C. 4-12-03-01).

DELEGATED AUTHORITY NOT TO EXCEED	COMMODITY OR SERVICE
\$ UNLIMITED	EDUCATIONAL TRAINING SERVICES (IN OR OUT OF STATE)
\$ UNLIMITED	PRINTED TRAINING MATERIALS (< \$2,500 if printed by NDDOT)
\$ UNLIMITED	TEMPORARY EMPLOYMENT SERVICES
\$ UNLIMITED	EMPLOYEE RECRUITMENT SERVICES
< \$5,000	EMPLOYEE AWARD RELATED – PLAQUES, GIFT CARDS
< \$25,000	MEDICAL SCREENING SERVICES
< \$25,000	FITNESS, HEALTH FAIR AND WELLNESS SERVICES
< \$25,000	MENTORING PROGRAMS

OTHER PROCUREMENTS MAY BE DELEGATED TO TRAINED HR EMPLOYEES ON A CASE-BY-CASE BASIS.

PROCUREMENT LIAISON SIGNATURE

DATE

Marilyn K. Langehaug

6-13-2013

AGENCY DIRECTOR OR DESIGNEE SIGNATURE

DATE

Grant Lee

6/13/13

STATE PROCUREMENT OFFICE TRAINING, CERTIFICATION and DELEGATION ATTACHMENT A

Origin Code	Employee Name * Employee Removed from State Certification	Division/Title	City	Executive Level	P-Card issued as of 01/25/13	Level 1 Online (06/30/2012) (1.5 Hr. Online) (Up to \$2,500 - small purchases)	Level 2 Certification (7 hrs.) (\$2,500 - \$25,000) Three informal bids	L2 Recertification (L2 trained before April 2007)	Level 3 Certification (7 hrs.) (\$25,000 and Up) Competitive Bids & Proposals. Contract Administration
040	Sandal, Mike	Director - HR	Bismarck	Dave	X	6/19/2012	8/24/2004	8/16/2007	9/29/2004
040	Deschene, Priscilla	HR	Bismarck	Dave/Mike					
040	Froseth, Judy	Asst Director - HR	Bismarck	Dave/Mike		2/14/2012	10/5/2004	7/11/2008	11/17/2004
040	Heitkamp, Ken	HR	Bismarck	Dave/Mike		8/15/2012	10/9/2008		
040	Neison, Marie	HR	Bismarck	Dave/Mike		12/31/2012	10/14/2009		11/18/2009
040	Sautner, Nicole	HR	Bismarck	Dave/Mike		6/13/2012	1/25/2008	o.k.	3/11/2008
040	Williams, Sandra	Admin Asst - HR	Bismarck	Dave/Mike		2/17/2012			

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
DELEGATION OF PROCUREMENT AUTHORITY – BUSINESS UNIT 80100**

**SECTION 1: DIVISION/DISTRICT: FINANCIAL MANAGEMENT
ORIGIN CODE: 050**

SECTION 1: EMPLOYEES

Financial Management Division employees have completed Office of Management and Budget State Procurement Officer Certification training or an approved equivalent to become eligible for delegated purchase authority as indicated on the attached spreadsheet.

Any person with delegated purchase authority will exercise this authority in accordance with the terms of the delegation, state procurement laws, rules, and OMB written directives, and agency internal policies and procedures related to procurement (N.D.A.C. 4-12-03-04). Violations of state laws, rules and OMB written directives relating to procurement will be reported to the employing agency for appropriate disciplinary action. A violation may constitute action outside the employee's scope of employment (ref. N.D.A.C. 4-12-01-06).

Individuals involved in the procurement of items delegated below must possess the appropriate level of training to accomplish the dollar amount delegated.

Up to \$2,500	–	Level 1
Up to \$25,000	–	Level 2
\$25,000 and over	–	Level 3

SECTION 2: DELEGATION

Indicate the specific items and the purchase authority dollar limit being delegated. The delegation may specifically include or exclude certain commodities or services (N.D.A.C. 4-12-03-01).

DELEGATED AUTHORITY NOT TO EXCEED	COMMODITY OR SERVICE
\$ UNLIMITED	COMMODITIES FOR NDDOT
\$ UNLIMITED	SERVICES FOR NDDOT

PROCUREMENT LIAISON SIGNATURE

DATE

<i>Marilyn K. Langehaug</i>	1-25-13
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AGENCY DIRECTOR OR DESIGNEE SIGNATURE

DATE

<i>Grant Lew</i>	1/28/13
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**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
DELEGATION OF PROCUREMENT AUTHORITY – BUSINESS UNIT 80100**

SECTION 1: DIVISION/DISTRICT: CIVIL RIGHTS

ORIGIN CODE: 052

SECTION 1: EMPLOYEES

Civil Rights Division employees have completed Office of Management and Budget State Procurement Officer Certification training or an approved equivalent to become eligible for delegated purchase authority as indicated on the attached spreadsheet.

Any person with delegated purchase authority will exercise this authority in accordance with the terms of the delegation, state procurement laws, rules, and OMB written directives, and agency internal policies and procedures related to procurement (N.D.A.C. 4-12-03-04). Violations of state laws, rules and OMB written directives relating to procurement will be reported to the employing agency for appropriate disciplinary action. A violation may constitute action outside the employee's scope of employment (ref. N.D.A.C. 4-12-01-06).

Individuals involved in the procurement of items delegated below must possess the appropriate level of training to accomplish the dollar amount delegated.

Up to \$2,500	–	Level 1
Up to \$25,000	–	Level 2
\$25,000 and over	–	Level 3

SECTION 2: DELEGATION

Indicate the specific items and the purchase authority dollar limit being delegated. The delegation may specifically include or exclude certain commodities or services (N.D.A.C. 4-12-03-01).

DELEGATED AUTHORITY NOT TO EXCEED	COMMODITY OR SERVICE
\$ UNLIMITED	DBE/OJT SUPPORTIVE SERVICES CONTRACTING
\$ UNLIMITED	NON-DISCRIMINATION RELATED SERVICES
\$ UNLIMITED	OTHER CIVIL RIGHTS RELATED SERVICES

PROCUREMENT LIAISON SIGNATURE

DATE

Marilyn K. Langeberg

1-25-13

AGENCY DIRECTOR OR DESIGNEE SIGNATURE

DATE

Grant Lew

1/28/13

ATTACHMENT A

TRAINING, CERTIFICATION AND DELEGATION

STATE PROCUREMENT OFFICE

Origin Code	Employee Name	Division/Title	City	Executive Level	P-Card Issued as of 01/25/13	Level 1 Online (06/30/2012) (4.5 Hr. Online) (Up to \$2,500 - Small Purchases)	Level 2 Certification (7 hrs.) (\$2,500 - \$25,000) Three Internal bids	Level 3 Certification (7 hrs.) (\$25,000 and Up) Competitive Bids & Proposals	Contract Administration
050	Sauer, Shannon	Director - Finance	Bismarck	Dave	X	3/16/2012	10/14/2009	11/18/2009	11/18/2009
050	Miller, Collette	Admin Asst - Finance	Bismarck	Dave/Shannon		6/15/2012			
050	Herman, Bonnie	Asst Director - Finance	Bismarck	Dave/Shannon		5/4/2012			
050	Schock, Patty	Asst Director - Finance	Bismarck	Dave/Shannon		6/19/2012	10/14/2009	11/18/2009	
050	Crowley, Lesa	Finance - A/P Supr	Bismarck	Dave/Shannon/Bonnie		3/6/2012			
050	Morris, Melva	Finance - A/P	Bismarck	Dave/Shannon/Bonnie		6/26/2012			
050	Schlosser, Kayla	Finance - A/P	Bismarck	Dave/Shannon/Bonnie		6/8/2012			
050	Zerr, Ardis	Finance - A/P	Bismarck	Dave/Shannon/Bonnie		2/28/2012	10/12/2011	11/9/2011	3/9/2004(P)
050	Langehaug, Marilyn	Finance - Procurement Supr	Bismarck	Dave/Shannon/Patty		2/22/2012	8/24/2004 07/17/2007	09/11/2004 11/18/2009	8/15/2008
050	Brosten Vanessa	Finance - Procurement	Bismarck	Dave/Shannon/Patty		2/17/2012	1/29/2008 2/5/2002	3/11/2008 3/24/2010	0.k.
050	Eberle, Susan	Finance - Procurement	Bismarck	Dave/Shannon/Patty		2/23/2012	7/29/2004	9/11/2004 11/18/2009	7/17/2007
050	Siirtola, Nicole	Finance - Procurement	Bismarck	Dave/Shannon/Patty		3/22/2012	5/19/2010	9/20/2012	

ATTACHMENT A

TRAINING, CERTIFICATION and DELEGATION

STATE PROCUREMENT OFFICE

Employee Name	Division/Title	City	Executive Level	P-Card Issued as of	Level 1 Online (06/30/2012)	Level 1.5 Hr. Online (Up to \$2,500 - Small Purchases)	Level 2 Certification (7 hrs.) (\$2,500 - \$25,000)	Level 3 Certification (7 hrs.) (\$25,000 and Up)	Competitive Bids	Contract Administration
052 Laub, E. Diane	Director - Civil Rights	Bismarck	Grant/Ron		6/11/2012	6/11/2012	8/24/2004	9/22/2005	8/24/2005	8/24/2005
052 Conklin, Amy	Admin Asst - Civil Rights	Bismarck	Grant/Ron/Diane		7/25/2012	7/25/2012	10/14/2009	3/7/2012	3/7/2012	3/7/2012
052 Messmer, Paula	Civil Rights	Bismarck	Grant/Ron/Diane		7/30/2012	7/30/2012	2/17/2010	3/24/2010	3/24/2010	3/24/2010
052 Spanjer, Denise	Civil Rights	Bismarck	Grant/Ron/Diane		6/26/2012	6/26/2012	8/15/2012	9/20/2012	9/20/2012	9/20/2012

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
DELEGATION OF PROCUREMENT AUTHORITY – BUSINESS UNIT 80100**

**SECTION 1: DIVISION/DISTRICT: COMMUNICATIONS & MULTI-MEDIA
ORIGIN CODE: 058**

SECTION 1: EMPLOYEES

Communications Division employees have completed Office of Management and Budget State Procurement Officer Certification training or an approved equivalent to become eligible for delegated purchase authority as indicated on the attached spreadsheet.

Any person with delegated purchase authority will exercise this authority in accordance with the terms of the delegation, state procurement laws, rules, and OMB written directives, and agency internal policies and procedures related to procurement (N.D.A.C. 4-12-03-04). Violations of state laws, rules and OMB written directives relating to procurement will be reported to the employing agency for appropriate disciplinary action. A violation may constitute action outside the employee's scope of employment (ref. N.D.A.C. 4-12-01-06).

Individuals involved in the procurement of items delegated below must possess the appropriate level of training to accomplish the dollar amount delegated.

Up to \$2,500	–	Level 1
Up to \$25,000	–	Level 2
\$25,000 and over	–	Level 3

SECTION 2: DELEGATION

Indicate the specific items and the purchase authority dollar limit being delegated. The delegation may specifically include or exclude certain commodities or services (N.D.A.C. 4-12-03-01).

DELEGATED AUTHORITY NOT TO EXCEED	COMMODITY OR SERVICE
\$ UNLIMITED	ADVERTISING, MEDIA, PUBLIC RELATIONS SERVICES
\$ UNLIMITED	HIGHWAY PROJECTS PUBLIC INFORMATION CONSULTANTS (PIC)
< \$2,500	PHOTO/FILM DEVELOPING/PROCESSING
< \$2,500	DISPLAY MATERIALS
< \$2,500	PUBLICATION RELATED SERVICES INVOLVING PRINTING
< \$2,500	MULTI-MEDIA SECTION – MAINTENANCE, REPAIR, OPERATIONS ITEMS

PROCUREMENT LIAISON SIGNATURE

DATE

Marilyn K. Langhaug

1-25-13

AGENCY DIRECTOR OR DESIGNEE SIGNATURE

DATE

Grant Lu

1/28/13

ATTACHMENT A

TRAINING, CERTIFICATION and DELEGATION

STATE PROCUREMENT OFFICE

Employee Name	Division/Title	City	Executive level	P-Card issued as of	Level 1 Online (06/30/2012)	Level 2 Certification (7 hrs.)	Level 3 Certification (7 hrs.)	8. Proposals, Competitive Bids (\$25,000 and Up)	3/7/2012
* Employee Removed from State Certification				03/25/13	1.5 Hr. Online (Up to \$2,500 - Small purchases)	Level 2 Certification (7 hrs.) (\$2,500 - \$25,000)	Level 3 Certification (7 hrs.) (\$25,000 and Up)	Contract Administration	
058 Anderson, Peggy	Director - Communications	Bismarck	Dave						
058 Wiklund, Terrence	Communications - Multi-Media	Bismarck	Dave/Peggy						

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION DELEGATION OF PROCUREMENT AUTHORITY – BUSINESS UNIT 80100

SECTION 1: DIVISION/DISTRICT: MAINTENANCE**ORIGIN CODE: 070****SECTION 1: EMPLOYEES**

Maintenance Division employees have completed Office of Management and Budget State Procurement Officer Certification training or an approved equivalent to become eligible for delegated purchase authority as indicated on the attached spreadsheet.

Any person with delegated purchase authority will exercise this authority in accordance with the terms of the delegation, state procurement laws, rules, and OMB written directives, and agency internal policies and procedures related to procurement (N.D.A.C. 4-12-03-04). Violations of state laws, rules and OMB written directives relating to procurement will be reported to the employing agency for appropriate disciplinary action. A violation may constitute action outside the employee's scope of employment (ref. N.D.A.C. 4-12-01-06).

Individuals involved in the procurement of items delegated below must possess the appropriate level of training to accomplish the dollar amount delegated.

Up to \$2,500	-	Level 1
Up to \$25,000	-	Level 2
\$25,000 and over	-	Level 3

SECTION 2: DELEGATION

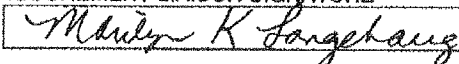
Indicate the specific items and the purchase authority dollar limit being delegated. The delegation may specifically include or exclude certain commodities or services (N.D.A.C. 4-12-03-01).

DELEGATED AUTHORITY NOT TO EXCEED	COMMODITY OR SERVICE
< \$5,000	NEW & USED MAINTENANCE EQUIPMENT (Not involving the trade-in of assets)
< \$5,000	EQUIPMENT RENTALS
< \$10,000	EQUIPMENT RENTALS CLASSIFIED AS EMERGENCIES
\$ UNLIMITED	FROM STATE OR NDDOT MAINTENANCE RELATED TERM CONTRACTS Assets must be requisitioned from procurement (\$5,000+ each)
\$ UNLIMITED	SNOW REMOVAL SERVICE CONTRACT AT CENTRAL OFFICE
\$10,000	EMERGENCY PURCHASES
< \$25,000	EQUIPMENT REPAIR AND MAINTENANCE

OTHER PROCUREMENTS MAY BE DELEGATED TO TRAINED EMPLOYEES ON A CASE-BY-CASE BASIS

PROCUREMENT LIAISON SIGNATURE

DATE



1-25-13

AGENCY DIRECTOR OR DESIGNEE SIGNATURE

DATE



1/28/13

STATE PROCUREMENT OFFICE

TRAINING, CERTIFICATION and DELEGATION

ATTACHMENT A

Origin Code	Employee Name * Employee Removed from State Certification	Division/Title	City	Executive Level	P-Card Issued as of 01/25/13	Level 1 Online (06/30/2012) (1.5 Hr. Online) (Up to \$2,500 - Small Purchases)	Level 2 Certification (7 hrs.) (\$2,500 - \$25,000) Three Informal bids	Level 3 Certification (7 hrs.) (\$25,000 and Up) Competitive Bids 8 Proposals, Contract Administration	Level 4 Certification (7 hrs.) (\$25,000 and Up) Competitive Bids 8 Proposals, Contract Administration
070	Darr, Bradley	Director - Mitce (Engr)	Bismarck	Grant/Ron		6/8/2012	3/16/2005	8/15/2008	3/17/2005
070	Kadmas, Verna	Admin Asst - Mitce	Bismarck	Grant/Ron/Brad		1/22/2013			
070	Kisse, Michael	Asst Engr - Mitce	Bismarck	Grant/Ron/Brad		6/15/2012	10/9/2008		11/5/2008
070	Doll, Gregory	ETS	Bismarck	Grant/Ron/Brad		8/14/2012	9/21/2004	7/23/2008	9/29/2004
070	Beise, Brandon	Mitce	Bismarck	Grant/Ron/Brad		6/7/2012	8/15/2012		2/13/2013
070	Bold, Roxanne	Mitce	Bismarck	Grant/Ron/Brad		6/18/2012	10/9/2008		11/5/2008
070	Bruins, David	Mitce	Bismarck	Grant/Ron/Brad		6/7/2012	8/15/2012		
070	Faul, Craig	Mitce	Bismarck	Grant/Ron/Brad		6/7/2012	8/15/2012		2/13/2013
070	Hauck, Shawn	Mitce	Bismarck	Grant/Ron/Brad		4/23/2012	6/12/2012		2/13/2013
070	Lutman, Travis	Mitce	Bismarck	Grant/Ron/Brad		4/17/2012	8/15/2012		
070	Martin, James	Mitce	Bismarck	Grant/Ron/Brad		6/28/2012	1/29/2008		

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION DELEGATION OF PROCUREMENT AUTHORITY – BUSINESS UNIT 80100

SECTION 1: DIVISION/DISTRICT: MATERIAL and RESEARCH

ORIGIN CODE: 091

SECTION 1: EMPLOYEES

Materials and Research Division employees have completed Office of Management and Budget State Procurement Officer Certification training or an approved equivalent to become eligible for delegated purchase authority as indicated on the attached spreadsheet.

Any person with delegated purchase authority will exercise this authority in accordance with the terms of the delegation, state procurement laws, rules, and OMB written directives, and agency internal policies and procedures related to procurement (N.D.A.C. 4-12-03-04). Violations of state laws, rules and OMB written directives relating to procurement will be reported to the employing agency for appropriate disciplinary action. A violation may constitute action outside the employee's scope of employment (ref. N.D.A.C. 4-12-01-06).

Individuals involved in the procurement of items delegated below must possess the appropriate level of training to accomplish the dollar amount delegated.

Up to \$2,500	–	Level 1
Up to \$25,000	–	Level 2
\$25,000 and over	–	Level 3

SECTION 2: DELEGATION

Indicate the specific items and the purchase authority dollar limit being delegated. The delegation may specifically include or exclude certain commodities or services (N.D.A.C. 4-12-03-01).

DELEGATED AUTHORITY NOT TO EXCEED	COMMODITY OR SERVICE
\$ UNLIMITED	FROM STATE OR NDDOT TERM CONTRACTS - ASSETS MUST BE REQUISITIONED FROM PROCUREMENT SECTION (\$5,000+ EACH)
< \$5,000	NEW & USED MATERIALS & RESEARCH OR OFFICE EQUIPMENT (Not involving the trade-in of assets.)
\$ UNLIMITED	CALIBRATION AND TESTING SERVICES
< 25,000	EQUIPMENT REPAIR AND MAINTENANCE
< \$5,000	EQUIPMENT RENTALS
< \$10,000	BUILDING REPAIRS - MATERIALS AND SERVICES
\$10,000	EMERGENCY PURCHASES

OTHER PROCUREMENTS MAY BE DELEGATED TO TRAINED M&R EMPLOYEES ON A CASE-BY-CASE BASIS.

PROCUREMENT LIAISON SIGNATURE

DATE

Marilyn K. Langehaug

1-25-13

AGENCY DIRECTOR OR DESIGNATE SIGNATURE

DATE

Grant Lee

1/28/13

ATTACHMENT A

TRAINING, CERTIFICATION and DELEGATION

STATE PROCUREMENT OFFICE

Origin Code	Employee Name * Employee Removed from State Certification	Division/Title	City	Executive Level	P-Card issued as of	Level 1 Online (06/30/2012)	(1.5 Hrs. Online) (Up to \$2,500 - Small Purchases)	Level 2 Certification (7 hrs.) (\$2,500 - \$25,000) Three Informal bids	(1.2 Recertification 1/2 trained before April 2007)	Level 3 Certification (7 Hrs.) (\$25,000 and Up) Competitive Bids & Proposals. Contract Administration
091	Horner, Ron	Director - Mtlis/Resrch (Engin)	Bismarck	Grant/Bob						
091	Taylor, Sharon	Admin Asst - Mtlis/Resrch	Bismarck	Grant/Bob/Ron		8/20/2012				
091	Weisgerber, Gerri	Admin Asst - Mtlis/Resrch	Bismarck	Grant/Bob/Ron		3/6/2012		7/13/2004	3/4/2008	7/21/2004
091	Bold, Thomas	Mtlis/Resrch	Bismarck	Grant/Bob/Ron		5/24/2012		7/13/2004	5/8/2008	7/21/2004
091	Herman, Jeffery	Mtlis/Resrch	Bismarck	Grant/Bob/Ron		2/10/2012				
091	Schumaker, Clayton	Mtlis/Resrch Engin	Bismarck	Grant/Bob/Ron		6/29/2012		7/29/2004	4/11/2008	8/4/2004
091	Wutzke, Scott	Mtlis/Resrch Mtlis Coord	Bismarck	Grant/Bob/Ron	X	6/4/2012		5/4/2005	2/25/2008	5/19/2005 06/23/2010

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
DELEGATION OF PROCUREMENT AUTHORITY – BUSINESS UNIT 80100**

SECTION 1: DISTRICT PURCHASING - AUTHORITY APPLIES TO ALL EIGHT NDDOT DISTRICTS
ORIGIN CODES: 061, 062, 063, 064, 065, 066, 067, 068

SECTION 1: EMPLOYEES

District employees have completed Office of Management and Budget State Procurement Officer Certification training or an approved equivalent to become eligible for delegated purchase authority as indicated on the attached spreadsheet.

Any person with delegated purchase authority will exercise this authority in accordance with the terms of the delegation, state procurement laws, rules, and OMB written directives, and agency internal policies and procedures related to procurement (N.D.A.C. 4-12-03-04). Violations of state laws, rules and OMB written directives relating to procurement will be reported to the employing agency for appropriate disciplinary action. A violation may constitute action outside the employee's scope of employment (ref. N.D.A.C. 4-12-01-06).

Individuals involved in the procurement of items delegated below must possess the appropriate level of training to accomplish the dollar amount delegated.

Up to \$2,500	-	Level 1
Up to \$25,000	-	Level 2
\$25,000 and over	-	Level 3

SECTION 2: DELEGATION

Indicate the specific items and the purchase authority dollar limit being delegated. The delegation may specifically include or exclude certain commodities or services (N.D.A.C. 4-12-03-01).

DELEGATED AUTHORITY NOT TO EXCEED	COMMODITY OR SERVICE
\$UNLIMITED	FROM STATE OR NDDOT TERM CONTRACTS – DISTRICT RELATED - ASSETS MUST BE REQUISITIONED FROM PROCUREMENT SECTION (\$5,000+ EACH).
< \$5,000	NEW & USED MAINTENANCE, SHOP OR OFFICE EQUIPMENT (Not involving the trade-in of assets).
\$UNLIMITED	REST AREA & DISTRICT BUILDINGS - JANITORIAL & MAINTENANCE OPERATIONS
\$UNLIMITED	NOXIOUS WEED & INSECT CONTROL
\$10,000	NON-PROFESSIONAL SERVICES
< \$5,000	EQUIPMENT RENTALS
\$10,000	EMERGENCY PURCHASES USING STATE PROCEDURE
\$UNLIMITED	EQUIPMENT AND VEHICLES REPAIR AND MAINTENANCE
\$50,000	BUILDING CONSTRUCTION – CONTRACTS INCLUDING MATERIALS
< \$25,000	BUILDING MATERIALS
\$200,000	ROAD MAINTENANCE MATERIALS

OTHER PROCUREMENTS MAY BE DELEGATED TO TRAINED DISTRICT EMPLOYEES ON A CASE-BY-CASE BASIS.

WHEN SIMILAR COMMODITIES OR SERVICES ARE REQUIRED BY MORE THAN ONE DISTRICT, THEY WILL BE PROCURED THROUGH FINANCIAL MANAGEMENT, PROCUREMENT SECTION, IN ORDER TO COMBINE THE REQUIREMENTS FOR OPTIMAL BID OR PROPOSAL LETTING, AND TO AVOID THE APPEARANCE OF FRAGMENTATION.

PROCUREMENT LIAISON SIGNATURE

DATE

Marilyn K. Fingebach

1-25-13

AGENCY DIRECTOR OR DESIGNEE SIGNATURE

DATE

Grant Lee

1/28/13

Retain this purchasing delegation – Original in Procurement Section, FileNet/Website access

STATE PROCUREMENT OFFICE TRAINING, CERTIFICATION and DELEGATION ATTACHMENT A

Origin Code	Employee Name * Employee Removed from State Certification	Division/Title	City	Executive Level	P-Card issued as of 01/25/13	Level 1 Online (06/30/2012) 1.5 Hr. Online Up to \$2,500 - Small Purchases	Level 2 Certification (7 hrs.) (\$2,500 - \$25,000) Three Internal bids	Level 3 Certification (7 hrs.) (\$25,000 and Up) Competitive Bids Contract Administration	Level 4 Recertification (12 hrs.) Trained before April 2007	Level 5 Certification (12 hrs.) Trained before April 2007
061	Levi, Kevin	Dist Engr	Bismarck	Grant		6/8/2012	8/24/2004	5/8/2008	9/1/2004	9/1/2004
061	Lackner, Sean	Admin Asst - Dist	Bismarck	Grant/Kevin		9/7/2012	10/10/2012		11/15/2012	11/15/2012
061	Hoff, Kirk	Asst Dist Engr (Const Coord)	Bismarck	Grant/Kevin		6/6/2012	10/9/2008		11/5/2008	11/5/2008
061	Humann, Lyle	Dist Mtce	Bismarck	Grant/Kevin		6/27/2012				
061	Kovaloff, Jason	Dist Mtce	Bismarck	Grant/Kevin		3/7/2012				
061	Masset, Richard	Dist Mtce	Unton	Grant/Kevin		10/18/2012				
061	Mortenson, Kurt L.	Dist Mtce	McClusky	Grant/Kevin	X	6/27/2012				
061	Starck, Clayton	Dist Mtce	Center	Grant/Kevin	X	9/10/2012				
061	Stebbins, Michael L	Dist Mtce	Underwood	Grant/Kevin	X	5/29/2012				
061	Colling, James R	Dist Mtce Supt	Bismarck	Grant/Kevin		6/21/2012	7/29/2004	5/8/2008	9/29/2004	9/29/2004
061	Feist, Gary	Dist Mtce Supt	Bismarck	Grant/Kevin		6/21/2012	5/22/2007	8/19/2008		
061	Seibel, Renee	Dist Mtce	Bismarck	Grant/Kevin		4/26/2012	8/24/2004	5/8/2008	9/1/2004	9/1/2004
061	Nissen, Jesse	Dist Shop	Dickinson	Grant/Kevin		6/11/2012	10/9/2008			
061	Hill, Justin (Jodie)	Dist Shop Foreman	Bismarck	Grant/Kevin		2/14/2012	5/22/2007	8/15/2008	11/8/2007	11/8/2007
061	Dunn, Becky	Sign Shop Supr	Bismarck	Grant/Kevin		6/28/2012				
061	Buelow, Barry	Storekeeper	Bismarck	Grant/Kevin	X	2/22/2012	10/12/2011			
061	DeGreef, Betty	Storekeeper	Bismarck	Grant/Kevin	X	2/14/2012	9/21/2004	8/15/2008	3/7/2012	9/29/2004

STATE PROCUREMENT OFFICE

TRAINING, CERTIFICATION and DELEGATION

ATTACHMENT A

Origin Code	Employee Name * Employee Removed from State Certification	Division/Title	City	Executive Level	P-Card issued as of 01/25/13	Level 1, Online (06/30/2012) Up to \$2,500 - Small Purchases	Level 2 Certification (7 hrs.) (\$2,500 - \$25,000) Three Informal bids	Level 3 Certification (7 hrs.) (\$25,000 and up) Competitive Bids Contract Administration	Level 3 Certification (7 hrs.) (\$25,000 and up) Competitive Bids Contract Administration
062	Thompson, John	Dist Engin	Valley City	Grant		5/14/2012	2/16/2005	5/19/2005	5/19/2005
062	O'Brien, Candy	Admin Asst - Dist	Valley City	Grant/John		7/9/2012	11/14/2007	2/17/2005	2/17/2005
062	Praska, Jay	Asst Dist Engin (Const Coord)	Valley City	Grant/John		6/19/2012			
062	Bacon, Kelly G	Dist Mtce	Valley City	Grant/John		4/5/2012			
062	Biggers, Terri Lynn	Dist Mtce	Valley City	Grant/John		3/23/2012			
062	Eslinger, Myron D	Dist Mtce	Valley City	Grant/John		1/17/2013			
062	Himmerich, Larry J	Dist Mtce	Valley City	Grant/John		1/24/2013			
062	Hoffman, Marc A	Dist Mtce	Valley City	Grant/John		1/7/2013			
062	Kollman, Scott	Dist Mtce	Valley City	Grant/John		1/24/2013			
062	Nelson, Keith R	Dist Mtce	Valley City	Grant/John		1/7/2013			
062	Obrigewitsch, Edwin	Dist Mtce	Valley City	Grant/John		5/24/2012			
062	Pfau, David W	Dist Mtce	Valley City	Grant/John		1/8/2013			
062	Schumacher, Neal R	Dist Mtce	Valley City	Grant/John		1/10/2013			
062	Beach, Katheryn	Dist Mtce Coord	Valley City	Grant/John		3/15/2012	4/11/2012	5/15/2012	5/15/2012
062	Kosse, Kent L	Dist Mtce Supt	Valley City	Grant/John		6/8/2012	11/14/2007	11/18/2009	11/18/2009
062	Duffy, Terry	Dist Shop Foreman	Valley City	Grant/John		5/25/2012	2/16/2005	2/17/2005	2/17/2005
062	Hanson, Kevin R.	Mtce Coord	Valley City	Grant/John	X	2/13/2012	5/4/2005	8/29/2008	8/29/2008
062	Lockwood, Ann	Sign Shop Supr	Valley City	Grant/John		3/27/2012			
062	Hazelton, Renee	Storekeeper	Valley City	Grant/John	X	5/25/2012	2/16/2005	11/14/2007	2/17/2005

STATE PROCUREMENT OFFICE TRAINING, CERTIFICATION and DELEGATION ATTACHMENT A

Origin Code	Employee Name * Employee Removed from State Certification	Division/Title	City	Executive Level	P-Card issued as of 01/25/13	Level 1 Online (06/30/2012) (1.5 Hr. Online) (Up to \$2,500 - Small Purchases)	Level 2 Certification (7 hrs.) (\$2,500 - \$25,000) Three Informal bids	Level 3 Certification (7 hrs.) (\$25,000 and Up) Competitive Bids Contract Administration	Level 4 Certification (7 hrs.) (\$25,000 and Up) Competitive Bids Contract Administration
063	Swenson, Wayne	Dist Engr	Devils Lake	Grant		6/11/2012	3/9/2005	7/17/2008	3/10/2005
063	Legacie, Joanne	Admin Asst - Dist	Devils Lake	Grant/Wayde		2/13/2012	8/15/2012		9/20/2012
063	Plummer, Judi	Admin Asst - Dist	Devils Lake	Grant/Wayde	X	2/16/2012	3/16/2005	7/18/2008	3/17/2005
063	Semenko, Greg	Asst Dist Engr (Const Coord)	Devils Lake	Grant/Wayde		2/21/2012	10/10/2007	o.k.	3/11/2008
063	Gangl, Tina	Dist Const	Devils Lake	Grant/Wayde	X	2/27/2012			
063	Abrahamson, David C	Dist Mtce	Devils Lake	Grant/Wayde		1/8/2013			
063	Bertsch, Steven A	Dist Mtce	Devils Lake	Grant/Wayde		2/23/2012			
063	Ebensteiner, Ronald A	Dist Mtce	Devils Lake	Grant/Wayde		1/10/2013			
063	Elgaen, Tom	Dist Mtce	Devils Lake	Grant/Wayde		2/17/2012			
063	Fetsch, Colin	Dist Mtce	Devils Lake	Grant/Wayde		1/17/2013			
063	Fox, Darrell	Dist Mtce	Devils Lake	Grant/Wayde		2/15/2012			
063	Freund, Thomas W	Dist Mtce	Devils Lake	Grant/Wayde		1/18/2013			
063	Georgeson, Bruce L	Dist Mtce	Devils Lake	Grant/Wayde		1/8/2013			
063	Geske, Barry	Dist Mtce	Devils Lake	Grant/Wayde		3/7/2012			
063	Idland, Keith A	Dist Mtce	Devils Lake	Grant/Wayde		1/8/2013			
063	Kobel, George E	Dist Mtce	Devils Lake	Grant/Wayde		2/29/2012			
063	Lawler, Lynn A	Dist Mtce	Devils Lake	Grant/Wayde		1/14/2013			
063	Mundy, Mark J	Dist Mtce	Devils Lake	Grant/Wayde		1/8/2013			
063	Nelson, Steeg M	Dist Mtce	Devils Lake	Grant/Wayde		10/26/2012			
063	Schneibel, David	Dist Mtce	Devils Lake	Grant/Wayde		2/17/2012			
063	Sowatzki, Brian	Dist Mtce	Devils Lake	Grant/Wayde		2/23/2012			
063	Tesch, Kent W	Dist Mtce	Devils Lake	Grant/Wayde		1/10/2013			
063	Teubner, Rocky D	Dist Mtce	Devils Lake	Grant/Wayde		4/13/2012			
063	Thompson, Cara	Dist Mtce	Devils Lake	Grant/Wayde		2/15/2012			
063	Ramsey, Dennis J	Dist Mtce Supt	Devils Lake	Grant/Wayde		2/28/2012	8/15/2012		9/20/2012
063	Martinson, Leon	Dist Mtce Supt	Devils Lake	Grant/Wayde		2/16/2012	3/16/2005	7/15/2008	3/17/2005
063	Stoltz, Mel	Dist Shop Foreman	Devils Lake	Grant/Wayde		6/11/2012	3/16/2005	8/20/2008	3/17/2005
063	Pike, Michael	Mtce Coord	Devils Lake	Grant/Wayde		8/10/2012			
063	Carlson, Jason	Sign Shop - Tech	Devils Lake	Grant/Wayde		2/17/2012			
063	Schwab, Scott	Sign Shop - Tech	Devils Lake	Grant/Wayde		2/17/2012			
063	Sowatzki, Don	Sign Shop Supr	Devils Lake	Grant/Wayde	X	2/21/2012			
063	Vetsch, Lisa	Storekeeper	Devils Lake	Grant/Wayde	X	2/29/2012	10/10/2007	o.k.	3/11/2008

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064	Redding, Jim	Dist Engin	Minot	Grant		2/23/2012	10/27/2004	10/28/2004
064	Hansen, Merry Jo	Admin Asst - Dist	Minot	Grant/Jim		3/1/2012	7/24/2008	10/28/2004
064	Wiedrich, Melanni	Admin Asst - Dist	Minot	Grant/Jim		2/21/2012	10/27/2004	10/28/2004
064	Allen, Robert	Asst Dist Engin (Const Coord)	Minot	Grant/Jim		6/11/2012	8/15/2006	4/23/2009
064	Arndt, Terry	Dist Shop	Minot	Grant/Jim	X	8/15/2012	2/21/2008	3/11/2008
064	Dahly, Kevin	Dist Const	Minot	Grant/Jim	X	3/1/2012		
064	Lee, Monte	Dist Mtce Supt	Minot	Grant/Jim		2/28/2012	10/27/2004	10/28/2004
064	Klein, Thomas	Dist Shop Foreman	Minot	Grant/Jim		4/23/2012	1/16/2013	2/13/2013
064	Olson, Greg	Mtls Coord	Minot	Grant/Jim		6/29/2012	5/22/2007	
064	Schneider, Corry	Sign Shop Supr	Minot	Grant/Jim		6/22/2012		
064	Killmer, Linda	Storekeeper	Minot	Grant/Jim	X	4/2/2012	10/27/2004	10/28/2004

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065	Gangl, Lawrence	Dist Engin	Dickinson	Grant	X	7/26/2012	7/26/2012	12/1/2004	12/1/2004	7/8/2008	12/2/2004	
065	Kerner, Bonnie	Admin Asst - Dist	Dickinson	Grant/Larry	X	5/29/2012	5/29/2012					
065	Weisenberger, Kim	Admin Asst - Dist	Dickinson	Grant/Larry		3/29/2012	3/29/2012					
065	Rayhorn, Rob	Asst Dist Engin (Const Coord)	Dickinson	Grant/Larry		3/12/2012	3/12/2012	10/9/2008	10/9/2008		11/5/2008	
065	Anderson, Sharon	Dist Mtce	Richardson	Grant/Larry		6/11/2012	6/11/2012	5/12/2009	5/12/2009			
065	Blevins, Patrick	Dist Mtce	Dickinson	Grant/Larry		8/30/2012	8/30/2012					
065	Bohn, David	Dist Mtce	Mott	Grant/Larry	X	3/27/2012	3/27/2012	5/12/2009	5/12/2009			
065	Buresh, Gerald	Dist Mtce	Dickinson	Grant/Larry		1/8/2013	1/8/2013					
065	Coulter, Brenford	Dist Mtce	Bellevue	Grant/Larry	X	03/13/2012	03/13/2012	10/12/2011	10/12/2011			
065	Dragoo, Christopher	Dist Mtce	Dickinson	Grant/Larry		3/20/2012	3/20/2012					
065	Emch, Michael D	Dist Mtce	Dickinson	Grant/Larry		6/27/2012	6/27/2012	10/12/2011	10/12/2011			
065	Erickson, Kirk	Dist Mtce	New England	Grant/Larry		3/13/2012	3/13/2012					
065	Getz, Alan	Dist Mtce	Bowman	Grant/Larry		2/10/2012	2/10/2012					
065	Hanson, Crist	Dist Mtce	Dickinson	Grant/Larry	X	4/19/2012	4/19/2012	10/12/2011	10/12/2011			
065	Kaley, Kevin	Dist Mtce	Beulah	Grant/Larry	X	6/11/2012	6/11/2012	5/12/2009	5/12/2009			
065	Keller, Jared M	Dist Mtce	Dickinson	Grant/Larry		4/19/2012	4/19/2012					
065	Kibbel, Eric Alvin	Dist Mtce	Dickinson	Grant/Larry		3/27/2012	3/27/2012					
065	Kuntz, David	Dist Mtce	Killdeer / Halfway	Grant/Larry	X	2/27/2012	2/27/2012	5/12/2009	5/12/2009			
065	Lewis, Glen	Dist Mtce	Dickinson	Grant/Larry		1/7/2013	1/7/2013					
065	McCasky, Alex	Dist Mtce	Beach	Grant/Larry		4/11/2012	4/11/2012					
065	Nistler, Perry	Dist Mtce	Beach	Grant/Larry	X	2/27/2012	2/27/2012	10/12/2011	10/12/2011			
065	Olson, Clayton	Dist Mtce	Beulah	Grant/Larry		1/3/2013	1/3/2013					
065	Paulson, Rocky	Dist Mtce	Bowman	Grant/Larry		3/9/2012	3/9/2012	5/12/2009	5/12/2009			
065	Polk, Jeremy	Dist Mtce		Grant/Larry		1/16/2013	1/16/2013					
065	Ratterree, Kurtis D	Dist Mtce	Dickinson	Grant/Larry		7/26/2012	7/26/2012					
065	Saylor, Peter	Dist Mtce	Hettinger	Grant/Larry	X	2/15/2012	2/15/2012	5/12/2009	5/12/2009			
065	Schalesky, Theron	Dist Mtce	Hettinger	Grant/Larry		2/21/2012	2/21/2012					
065	Schramm, Milo	Dist Mtce	Dickinson	Grant/Larry		3/8/2012	3/8/2012					
065	Stedman, Todd	Dist Mtce	Beach	Grant/Larry		1/4/2013	1/4/2013					
065	Stockert, Ken	Dist Mtce	Dickinson	Grant/Larry		3/12/2012	3/12/2012					
065	Szudera, Loren D	Dist Mtce	Dickinson	Grant/Larry		4/16/2012	4/16/2012					
065	Szudera, Wade W	Dist Mtce	Dickinson	Grant/Larry		4/16/2012	4/16/2012					
065	Wiebe, David	Dist Mtce	Beulah	Grant/Larry		3/19/2012	3/19/2012					

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065	Auer, Aaron	Dist Mtce Coord	Dickinson	Grant/Larry		3/23/2012	12/1/2004	7/9/2008	12/2/2004
065	Awender, Anthony	Dist Shop	Dickinson	Grant/Larry		5/23/2012	05/12/2009		
065	Charanchenko, Michael	Dist Shop	Dickinson	Grant/Larry		1/15/2013			
065	Thompson, Robert	Dist Shop	Dickinson	Grant/Larry		6/28/2012			
065	Urlacher, Alan	Dist Shop Foreman	Dickinson	Grant/Larry		5/23/2012	10/10/2012		11/15/2012
065	Urlacher, Belinda	Mtis Coord	Dickinson	Grant/Larry		5/31/2012	5/11/2011		7/11/2012
065	Strand, Tyler	Sign Shop - Tech	Dickinson	Grant/Larry		6/5/2012			
065	Gress, Mark	Sign Shop Supr	Dickinson	Grant/Larry		4/19/2012	10/9/2008		
065	Privratsky, Sharon	Storekeeper	Dickinson	Grant/Larry	X	6/28/2012	10/10/2007	o.k.	11/8/2007

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TRAINING, CERTIFICATION and DELEGATION

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Origin Code	Employee Name * Employee Removed from State Certification	Division/Title	City	Executive Level	P-Card Issued as of 03/25/13	Level 1 Online (06/30/2012) (U.S. Hic. Online) (Up to \$2,500 - Small Purchases)	Level 2 Certification (7 hrs.) (\$2,500 - \$25,000) Three Informal Bids	Level 3 Certification (17 hrs.) (\$25,000 and Up) Competitive Bids & Proposals. Contract Administration	Level 4 Certification (17 hrs.) (\$25,000 and Up) Competitive Bids & Proposals. Contract Administration
066	Noehre, Les	Dist Engin	Grand Forks	Grant		5/30/2012	3/9/2005	7/31/2008	3/10/2005
066	Flemming, Vern	Admin Asst - Dist	Grand Forks	Grant/Les		6/25/2012	5/4/2010	11/3/2010	11/3/2010
066	Pavlish, Ed	Asst Dist Engin (Const Coord)	Grand Forks	Grant/Les		4/7/2012	9/23/2008	12/2/2008	12/2/2008
066	Paschke, Jane	Dist Const	Grand Forks	Grant/Les	X	3/20/2012			
066	Sampson, Richard	Dist Mtce Coord	Grand Forks	Grant/Les		4/4/2012	10/12/2011	11/9/2011	11/9/2011
066	Breidenbach, Dale	Dist Mtce Supt	Grand Forks	Grant/Les		7/9/2012	3/9/2005	7/9/2008	7/9/2008
066	Underwood, Donald	Dist Shop Foreman	Grand Forks	Grant/Les		6/26/2012	3/9/2005	7/14/2008	7/14/2008
066	Arndt, Steve	Sign Shop Supr	Grand Forks	Grant/Les	X	6/25/2012	3/9/2005	7/16/2008	7/16/2008
066	Palo, George	Storekeeper	Grand Forks	Grant/Les	X	5/4/2012	5/4/2010		11/3/2010

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067	Peterson, Walter	Dist Engr	Williston	Grant		01/25/13												
067	Lind, Sharlene	Admin Asst - Dist	Williston	Grant/Wait			6/25/2012	6/29/2012	8/18/2005					7/29/2008				
067	Rosland, Kathleen	Admin Asst - Dist	Williston	Grant/Wait			6/28/2012	8/6/2002	8/18/2005									
067	Wilt, Joel	Asst Dist Engr (Const Coord)	Williston	Grant/Wait			6/30/2012	8/18/2005	7/30/2008									
067	Sigvaldsen, Rick	Dist Mtce	Williston	Grant/Wait			11/5/2012	1/16/2013										
067	Skarphol, Gary	Dist Mtce Supt	Williston	Grant/Wait			2/21/2012	12/1/2004	7/2/2008									
067	Esterby, Kenneth	Dist Shop Foreman	Williston	Grant/Wait			6/22/2012	5/12/2009										
067	Gathman, Bill	Mtis Coord	Williston	Grant/Wait			12/14/2012	1/16/2013										
067	Percoski, Susan	Storekeeper	Williston	Grant/Wait			6/14/2012	10/12/2011										

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068	Walton, Robert	Dist Engin	Fargo	Grant		6/12/2012	9/22/2004	9/23/2004	9/23/2004
068	Lockwood, Kathy	Admin Asst - Dist	Fargo	Grant/Bob W		2/24/2012	11/14/2007	6/23/2010	6/23/2010
068	Gorder, Kevin	Asst Dist Engin (Const Coord)	Fargo	Grant/Bob W		6/11/2012	9/23/2008		
068	Landstrom, Lyle	Dist Mtce	Fargo	Grant/Bob W		7/25/2012	11/14/2007		
068	Masset, Timothy	Dist Mtce	Fargo	Grant/Bob W		2/10/2012			
068	Stout, David	Dist Mtce	Fargo	Grant/Bob W		2/10/2012			
068	Gilbertson, Troy	Dist Mtce Coord	Fargo	Grant/Bob W		6/8/2012	9/22/2004	11/14/2007	9/23/2004
068	Gwin, Ron	Dist Shop Foreman	Fargo	Grant/Bob W		6/11/2012	9/22/2004	11/14/2007	9/23/2004
068	Emmel, Mark	Sign Shop Supr	Fargo	Grant/Bob W	X	2/10/2012	11/14/2007	o.k.	
068	Haagenstad, Timothy	Storekeeper	Fargo	Grant/Bob W	X	8/10/2012	10/10/2012		