



COLORADO

Department of Transportation

Division of Accounting and Finance

Center for Procurement and Contract Services
2829 W. Howard Place
Denver, CO 80204-2305

DATE: April 1, 2020
TO: All CDOT Regions and Divisions
FROM: Jeff Sudmeier, Chief Financial Officer
Colette DeSonier – Director of Procurement & Business Services
RE: Procurement Guidance Relating to COVID-19 Emergency

The following document outlines current guidance relating to purchasing and procurement processes during the COVID-19 emergency. Additional information is available at http://intranet/best-dot/procurement/purchasing-faqs_03-23-2020.pdf. Please note that while contracting and procurement processes continue uninterrupted, as with all aspects of our business, certain practices and services must be modified to ensure the health and safety of our staff and partners. This includes public meetings and events, including auctions and pre-bid meetings, which require in-person attendance. Please contact your Procurement Agent with any questions or concerns.

Purchase of Goods Related to COVID-19 Emergency

The following outlines guidance for the purchase of goods related to the current COVID-19 emergency. Examples include additional cleaning supplies, hand sanitizer, or other goods needed to ensure continuity of business operations. There are three options for employees to obtain their needed supplies – these options should be taken in the order listed below:

1. Whenever possible, CDOT Regions should obtain the items required directly from a CDOT Storeroom facility. These items can be directly charged back to the cost center of the group the individual requiring supplies works for. This method allows for the items needed to be tracked and is the best practice option. Note: Information on how to purchase through your storeroom is attached to this letter.
2. If visiting a CDOT storeroom is not possible, an employee may use their state issued Commercial Card to purchase work supplies. Supplies must be work related, and are subject to Commercial Card limits.
3. If it is not feasible to use a CDOT storeroom, and a Commercial Card is unavailable, an employee may purchase supplies at their own expense **ONLY with the prior approval of the employee's supervisor – IN WRITING.** To use this method, once approval has been obtained from the supervisor, the employee can then purchase the agreed to items and submit the receipt with an expense report for reimbursement. The approval from the supervisor must also be included with the employee travel & other reimbursement form, which is attached to this letter.

Purchasing Thresholds still apply for all purchases, even those from the CDOT Storeroom, see the attached document for more information

Commercial Card Process:

During the COVID-19 Event, approval has been given to sign all Commercial Card (PCard and Travel Card) documents electronically. The approved documentation can then be scanned and emailed to the Business Office.



If a Cardholder does not have access to a scanner, they can download their statement from Citibank and create a document with the coding for each transaction. They can then send this documentation to their Approving Official. The Approving Official can then forward that email, along with the documentation the Cardholder submitted, to the Business Office with their approval.

Whether you are using the electronic signature method or email approval method, statement packet submission deadlines still apply. Travel Card statement packets are due in the Business Office by the 10th of the month following cycle close. PCard statement packets are due in the Business Office within 60 calendar days from cycle close.

Purchase of Goods Related to Work from Home

When working from home, employees should follow the Flexplace Agreement (attached). The employee is responsible for operating costs, home maintenance and other cost associated with the use of the home as an alternate work site. In general, purchases related to working from home are not allowed. If there is a purchasing need related to work from home which is necessary to support a critical business need, those requests should be submitted to Division Directors or RTDs for approval. These requests will be considered on a case by case basis. Requests related to a workplace accommodation should be routed to HR, Kathy Golden, for approval.

In general, the following purchases are not allowed:

- Printers
- Scanners
- Cameras
- Office Desks, Chairs, etc. (items to set up a home office)

Anything IT Related must be approved by Gregg Miller and a Division Director or RTD. All other requests must be approved by Division Directors or RTDs. Anything purchased with state funds becomes state property and will be returned to CDOT at the end of the COVID-19 Event.

During the COVID-19 emergency, CDOT's Statewide Safety Manager, Steve Gasowski, will be available to provide work from home ergonomic solutions for you via phone, email or Hangouts. To find ergo Assessment options, go to the Employee Safety Website at <https://sites.google.com/state.co.us/employeesafety/home>. Work from home ergo assessment options are available at <https://sites.google.com/state.co.us/employeesafety/home/covid-19-information>.

Purchase Tracking

Please use the COVID-19 internal order number 200771 for tracking purposes. Purchases can be made from your home cost center or directly from a cost center established specifically for COVID-19 related purchases. The cost center **OFCOV-010** has been established for operating costs associated with COVID-19 response. Please contact Cassie Rutter, cassie.rutter@state.co.us in the Office of Financial Management and Budget (OFMB) if you have a purchase requiring funding from this cost center. Additionally, if purchases are made from a home cost center and this creates a budget shortfall please notify Cassie. Document the purchase(s) and the amount of backfill required. OFMB will transfer funds, as appropriate, to ensure purchases related to COVID-19 do not result in budget shortfalls.

Attachments

[Employee Reimbursement Form](#)

[Procurement Thresholds](#)

[Guidance on How to Purchase through CDOT Storerooms](#)

[FlexPlace Agreement](#)

[COVID-19 Cost Accounting Guidance \(Internal Order\)](#)

