



April 12, 2022

MEMORANDUM FOR: State employees of the Department of Military Affairs and the Provost Marshal and Construction and Facilities Management Office Director

SUBJECT: Delegation of Signature Authority - State Contracts

PURPOSE

This Delegation of Signature Authority – State Contracts Policy first identifies contracts that must be signed by The Adjutant General (TAG) and then delegates authority to sign other contracts to specific positions. The designations in this Policy are with respect to a contract where the State of Wisconsin and/or the Department of Military Affairs (DMA) is a party to the contract. The state and/or DMA are considered to be parties to a contract if a division, office or directorate is named as a party. For example, a contract that has the Emergency Management Division (WEM) listed as a party must be signed pursuant to this Policy. If there is any doubt as to the ability of the individuals holding the positions identified below to sign a contract, please consult DMA’s General Counsel.

DEFINITIONS

For the purposes of this policy, the term “contract” includes agreements of any sort that create an obligation on the part of the State of Wisconsin or the Department of Military Affairs (DMA) or any of its divisions, offices or directorates, whether the consideration for the agreement is monetary or simply the exchange of one or more promises, regardless of the title of the document. For example, memoranda of understanding or agreement (MOUs and MOAs) are contracts, as are leases and licenses.

CONTRACTING AUTHORITY

- A. Contracts that must be signed by TAG:
 - 1. Cooperative agreements
 - 2. Procurements contracts over \$500,000, except that TAG may delegate the authority to sign such contracts to the state budget and policy manager on a case-by-case basis



3. Contracts where the signatory for the other party is a department or agency head or holds a position such as president or chief executive officer of an entity unless a law, rule or regulation, or program requirement requires another DMA employee to sign
 4. Airport joint use agreements (AJUAs)
- B. Contracts that must be signed by DMA's executive assistant (EXA)
1. Any contract at the request of TAG
 2. Mutual aid agreements
 3. Requests for purchasing authority
 4. All contracts regarding real estate, such as sales contracts, transfers of property, easements, deeds, and any other document or instrument relating to real property
 5. Leases or licenses that do not involve monetary consideration
- C. Other Contracts

All other contracts should be signed by individuals in the following positions:

1. State Budget and Finance

All procurement contracts of any kind under \$500,000, including leases or licenses where DMA funds are obligated, even if DMA/the State of Wisconsin will ultimately be reimbursed by the United States, may be signed by the budget and policy manager or, if authorized by the manager to sign such contracts, the deputy budget and policy manager. Procurement contracts of \$500,000 or more may be signed by the budget and policy manager on a case-by-case basis at the request of TAG.

2. Emergency Management Division (WEM)

All non-procurement contracts relating to WEM operations that do not have to be signed by TAG or the EXA may be signed by the WEM administrator, or, if authorized by the administrator to sign such contracts, one or more bureau directors.



3. State Human Resources (SHR)

All non-procurement contracts relating to the operations of SHR that do not have to be signed by TAG or the EXA may be signed by the SHR manger, or, if authorized by the SHR manager to sign such contracts, the most senior SHR specialist or the deputy SHR manager.

4. Office of Emergency Communications (OEC)

All non-procurement contracts relating to the operations of OEC that do not have to be signed by TAG or the EXA may be signed by the OEC director, or, if authorized by the director to sign such contracts, the OEC section chief.

5. Construction and Facilities Maintenance Office (CFMO)

All non-procurement contracts that relate to the operations of CFMO that do not have to be signed by TAG or the EXA may be signed by any state employee designated by the CFMO Director to sign such contracts, but only after the contract has been reviewed and approved of by the director or his/her designee.

6. Information Technology (IT)

All non-procurement contracts relating to IT operations that do not have to be signed by TAG or the EXA may be signed by the IT Manager or, if authorized by the manager to sign such contracts, the IT Server Admin/Consultant.

7. Provost Marshal Office (PMO)

All non-procurement contracts relating to PMO operations that do not have to be signed by TAG or the EXA may be signed by a designee of the Provost Marshal, provided that the designee is a state employee.

PAUL E. KNAPP
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The Adjutant General