



January 31, 2023

Olivia Yang  
Associate Vice President  
Facilities Services  
Washington State University  
Pullman, WA 99164-1150

Dear Ms. Yang:

Pursuant to RCW 28B.10.528 and the authority conferred on me by the WSU Board of Regents, I delegate to you the authority to negotiate, execute, and administer the following contracts on behalf of Washington State University that are related to your duties as the Associate Vice President for Facilities Services:

- The execution and administration of contracts relating to the general business and financial affairs of University facilities, infrastructure and utilities systemwide, including but not limited to energy, elevator, service, maintenance and repair, and all other written instruments relating to the procurement and disposal of personal property including but not limited to goods, supplies, materials, and insurance where the total costs to the University are estimated to be less than \$5,000,000. All contracts between \$2,500,000 and \$5,000,000 must be reported in writing to the Board of Regents prior to the next regular meeting.
- The execution and administration of purchases that have been pre-authorized or pre-allocated by the Regents. Said authority includes, but is not limited to, purchases incident to capital construction projects.
- The execution of contracts for professional services, such as architectural, engineering, and capital construction audits for the University. The execution of contracts, or other written instruments relating to the acquisition of heating fuels and other heating, electrical, telephone, water, and utility services.
- Approval and execution of contracts relating to the selection and appointment of architects, engineers, planners, and other professional consultants, the approval or adoption of conceptual, schematic and preliminary (design development) plans, and the approval of working drawings where the total project costs (that is the estimate of the ultimate overall costs of the entire project) are estimated to be less than \$5,000,000; the authority to call for bids, to establish project budgets, to advertise and receive bids and to award and execute construction contracts for new buildings, additions, alterations, improvement, and repairs where the total project costs are less than \$5,000,000; and to reject any or all bids, and to rebid projects where determined to be appropriate. Contracts relating to capital construction projects that fall between \$1,000,000 and \$5,000,000 must be reported to the Board of Regents on or before the date of the next regular Board meeting.



- Approval of all construction contract completions, without limitation.
- Authority to act on behalf of the University as property owner to secure permits and other state agency documentation.

The following conditions and limitations apply to this delegation:

- You are not authorized to execute contracts unless specified above.
- You may not exercise this contracting authority unless you have attended all training required by the University and the Washington Department of Enterprise Services, including periodic refresher trainings.
- You must follow all University policies and procedures and applicable laws pertinent to the exercise of this contracting authority.
- You are required to seek guidance on any particularly sensitive or difficult matters as appropriate.
- Any agreement for goods or services exceeding the statutory "Direct Buy Limit" (currently \$10,000 but subject to change) must be competitively awarded or sole source justified through Purchasing Services.
- This delegation will remain in effect until the earlier of (a) three years from the date of issuance specified above, (b) your transition from the position specified above, or (c) my revocation of this delegated authority.

This delegation of authority is effective immediately. By exercising this authority, you acknowledge that you understand the scope, limitations, and conditions of your delegation. I know you will use sound judgment in the execution of these responsibilities.

Sincerely,

Kirk H. Schulz  
President

Cc: Attorney General's Office  
Finance and Administration  
Procurement & Contract Services