

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: PI-104
Applicability: IPI
Policy Code: Public Access
Iowa Code Reference: 908.813, 904.813
Chapter 9: IOWA PRISON INDUSTRIES
Sub Chapter: ADMINISTRATION
Related DOC Policies: N/A
Administrative Code Reference: 201-37
Subject: IPI PURCHASING
PREA Standards: N/A
Responsibility: Robert Fairfax
Effective Date: August 2023
Authority:

1. PURPOSE

To ensure that adequate controls are in place to cover the purchase of materials, supplies, equipment and services for the Division of Iowa Prison Industries (IPI) of the Iowa Department of Corrections (IDOC).

2. POLICY

It is the policy of IPI to have in place controls that ensure all procurement activity is properly approved and is purchased in the most efficient, timely and cost effective manner.

3. DEFINITIONS – See IDOC Policy AD-GA-16 for Definitions.

4. PROCEDURES

- A. Written policy and procedure govern inventory control of property, supplies and other assets.
- B. All IPI purchases are done in **Iowa Administrative Code Chapter 201-37.7(904)**. (As quoted below).

201-37.7(904) Procurement of goods and services. The provisions of **11-Chapter 117** are hereby adopted by reference with the following amendments.

1. Strike "Department of Administrative Services" and insert in lieu thereof "Iowa Prison Industries" in all rules except rule **11-117.11(8A)**, which pertains to procurement of information technology devices and services.
2. In lieu of the definitions of "Department" and "Director," insert the following: "Department" means the division of Iowa Prison Industries. "Director" means the director of the division of Iowa Prison Industries or the director's designee.
3. Rules **11-117.7(8A)** and **11-117.15(8A)** and sub-rule **117.4(3)** are not adopted.
4. In lieu of the text of 11-subrule **117.14(1)**, insert the following: "Purchase of goods. An agency may acquire goods not otherwise available through a master agreement in accordance with the procurement threshold guidelines in **11-117.5(3)**".

Exceptions to these guidelines may be allowed upon request of the IPI Federal Surplus Plant Manager, and approval of the IPI Director, for purchases from the General Services Administration as part of the GSA Fixed Price Sales Program.

5. In lieu of the text of rule **11-117.20(8A)**, insert the following: "Appeal process. Vendors may appeal actions by Iowa Prison Industries under these rules as follows:"

Step 1. Appeals shall be filed in writing to the Business Manager, Iowa Prison Industries, 406 North High Street, Anamosa, Iowa 52205, within five working days of notification of the action being appealed. The appeal shall state the specific grounds upon which the vendor is challenging the action. The business manager, Iowa Prison Industries, shall notify the vendor in writing of the decision within 10 working days.

Step 2. If the appeal is not resolved, it may be further appealed to the Director of Iowa Prison Industries, Jessie Parker State Office Bldg., 510 East 12th Street, Des Moines, Iowa 50319, within 10 working days of the notification of the Step 1 appeal response. The director of Iowa Prison Industries shall notify the vendor in writing of the decision within 15 working days.

Step 3. An unresolved appeal to the Director of Iowa Prison Industries shall be referred to the Director of the Department of Corrections,

Jessie Parker State Office Bldg., 510 East 12th Street, Des Moines, Iowa 50319, within 10 working days of the notification of the Step 2 appeal response. The Director of the Department of Corrections shall notify the vendor in writing of the decision within 15 working days.

This rule is intended to implement **Iowa Code section 904.813**.

C. Internal Controls Used

By management team decision the below additional controls will be used with lower limits than code allows.

1. Sealed Requests for Bids (RFB) or Requests for Proposals (RFP) will be used for purchases greater than \$50,000. These are posted to the TSB website, IPI (ISI) website, linked to the DAS website and email notification sent to vendor groups.
2. Requests for Quotes (RFQ) will be used for purchases greater than \$15,000 and less than \$50,000. These are posted to the IPI (ISI) website, linked to the DAS website and email notification sent to vendor groups.
3. For purchases of less than \$15,000, 1-3 vendors will be contacted by email (preferred), phone or fax for quotes.
4. State of Iowa procurement cards with predetermined limits may be used by authorized IPI employees for small dollar purchases, including local community purchases. Limits for single transactions will be established for each authorized card user, and may range as high as \$5,000. Amounts for single transactions in excess of an employee's established limit must be approved in advance by the IPI Business Manager.
5. Purchases from the General Services Administration as part of the GSA Fixed Price Sales Program are not subject to the additional controls outlined above.

D. Purchase Authorization

1. Purchase requisitions are input into IPI's computer system by IPI branch staff or incarcerated individuals. Purchase requisitions must be done for all purchases except utility type of bills or local purchases.

2. Production Coordinators, Supervisors or Managers must approve requisitions on IPI computer system. Necessary signatures are required on purchase orders.
 3. After items have been received and accepted by the branch a claim voucher is created for payment purposes.
- E. Unauthorized procurements: No employee may initiate a procurement action outside the above guidelines. Any such action may be cause of reimbursement to IPI by the employee or for disciplinary action.