State of Iowa Department of Corrections

Policy and Procedures

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PRA Standards: NA
Responsibility: Steve Dick
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Authority:

1. PURPOSE

To ensure that adequate controls are in place to purchase goods and services for the Iowa Department of Corrections (IDOC).

2. POLICY

It is the policy of the IDOC to have in place in all locations, controls that ensure all procurement activity is properly approved, and related to specific goals and objectives of the IDOC.

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3. DEFINITIONS – As used in this document:

A. Procurement – The purchase of goods and services.

B. Procurement Officer – The employee designated to purchase goods and services and has completed proper training and certification per **Administrative Rule 11 IAC § 117.15(2)**.

C. Procurement Center of Excellence **(105.15(2))** - An agency certified by the department or Director as a "Procurement Center of Excellence" may procure non-master agreement goods up to $50,000 per transaction in a competitive manner. To be certified, agency personnel engaged in the purchase of goods must complete enhanced procurement training, approved by the department or Director. The training must be completed within a two-year period.

D. Purchasing Card (PCard) - State of Iowa Purchasing Card Program - A commercial credit card program administered by the Department of Administrative Services (DAS) Central Procurement to facilitate the acquisition of goods and services by State agencies. Pcards are used in accordance with procurement and accounting statutes and administrative rules specified in the Code of Iowa, Iowa Administrative Code, and DAS policies and procedures. This is the official resource site for Pcard information for State employees.

E. State of Iowa Department of Administrative Services Central Procurement Policy and Procedures Manual - The financial protocol manual established by DAS Central Services to ensure a procurement process that provides timely, cost-effective, high-quality goods and services through cooperative and proactive purchasing practices. This includes administering the State of Iowa Purchasing Card Program, which can be used by State agencies to purchase goods, services and certain travel expenses in accordance with procurement, State accounting and purchasing card policies.

F. See IDOC Policy **AD-GA-16** for additional Definitions.

4. PROCEDURES

A. Training

All staff who make purchases on behalf of the State of Iowa shall be required to complete Level A Certification which is a web-based training module detailing State of Iowa procurement policy and procedures administered by the Department of Administrative Services/Central Procurement Enterprise (DAS/CPE). State of Iowa Department of Administrative Services Central Procurement Policy and Procedures Manual.

1. Staff who have authority to purchase items up to $5,000 shall complete Level 1 Certification in addition to Level A Certification.

2. Any staff who have Advanced Procurement Authority are required to complete Level A Certification, Level 1 Certification, and Level 2 Certification along with the annual recertification seminar.

3. All staff who are issued a State of Iowa credit card are required to complete Pcard101 which is a web-based training module for credit card holders.

4. The Associate Warden/Administration/District Director shall designate the appropriate personnel to receive proper training needed for each appropriate level of certification for procurement personnel and/or P-card holders. The direct supervision of this program shall be administered through DAS/CPE.

5. All training records shall be maintained by the Training Officer/Designee.

B. Procurement

The procurement system shall encourage the participation of the Iowa Prison Industries (IPI) work training program, or qualified competitive bidders who are able to satisfy requirements for supplies, equipment, and services.

1. Products available from IPI shall not be purchased from any other source unless a written waiver is provided. Products available from IPI are exempt from competitive procurement. **Iowa Code § 904.808, IAC § 11—117.5(8A)**.

2. Procurement of goods and services shall be made through master agreements created by Department of Administrative Services/Central Procurement Enterprise (DAS/CPE. If procurement of these goods cannot be made through master agreements proceed to alternative steps as defined in the DAS/CPE Manual to determine required procedures.

    a. Procurement of goods over $15,000 shall be competitively bid under state procurement regulations.

    b. Procurement of services over $15,000 shall be competitively bid under state procurement regulations.

    c. Procurement of goods and services up to $50,000 can be made by an agency certified as a "Procurement Center of Excellence" **(105.15(2))**. Any purchases requiring a bid over $50,000 shall be completed through DAS/CPE.

3. All procurement of goods and services need to be completed as follows as defined in DAS/CPE Manual:

    a. The Procurement Officer shall secure the best products and services at the lowest cost and, when required, using competitive bidding.

    b. Competitive bidding requires 48 hour posting on the Targeted Small Business (TSB) website; posting on the Bid Opportunity website; as well as utilization of the I/3 State Accounting System for Procurement.

    c. Documentation shall be maintained documenting TSB posting, Bid Opportunities posting, and bids received.

d. A unique identifier shall be used by each and carried through from the bid document to the purchase document to the payment document.

e. Creation of a purchase order or delivery order to encumber funds.

f. After the order has been fulfilled, a payment document is processed.

4. Every effort shall be made to utilize TSB vendors when making procurements.

C. IDOM Approval

Procurements over $100,000 for equipment or service contracts shall be approved by the Agency Director/Designee, who shall obtain IDOM approval. The Justification for Equipment/Service Contract Purchases must be completed.

D. IT Purchases

All procurement of information technology (IT) devices and services must meet operational standards prescribed by OCIO per **Iowa Code 8B.1(12)**. IT purchases $25,000 and more or if there is an impact on information security, compatibility, connectivity, or interoperability need to be sent to OCIO for review. Approval must be received in accordance with **Iowa Code 8B.1(12)** from the State Office of the Chief Information Officer (OCIO).

E. Sole Source

1. If a sole source for goods is requested, approval shall be obtained from the DAS Director/Designee.

2. If a sole source for services is requested, approval shall be obtained from the IDOC Director/Designee or the DAS Director/Designee.

F. Emergency Purchases

1. Emergency purchases for goods or services shall be made with the best interest of the department in mind. Such emergency goods and services shall meet at least one of the following items to be considered an emergency purchase:

a. Threatens public health, welfare or safety.

b. There is a need to protect the health, welfare or safety of persons occupying or visiting a public improvement or property located adjacent to the public improvement.

c. The department or agency must act to preserve critical services or programs.

d. The need is a result of events or circumstances not reasonably foreseeable.

2. Emergency purchases can be made without competitive pricing per the Code of Iowa. Documentation is required and must be approved by the IDOC Director **(**see **Iowa Code Section 904.313)** then forwarded to the DAS Director for approval. Documents can be found on the DAS procurement website.

G. Procurement Card (PCard) Purchases

The PCard is a method of payment. All procurement rules and regulations apply with no exclusions.

H. Delivery of Purchases

The Procurement Officer shall be responsible for determining that the requestor receives full value of goods purchased and shall maintain necessary documents needed to ensure that all items purchased are in fact received. The Procurement Officer shall follow up with vendors on items not received in good condition.

I. Purchase of Services

All bids for service contracts shall be processed the same as bids for goods as stated above. Noting that the bid threshold is $15,000 and above for all services.

J. Purchase Authorization

1) A purchase request form may be prepared for all purchases, except for monthly service invoices and purchases paid out of petty cash. Further guidelines for employees may be defined in local procedures.

2) Additional authorizations shall be obtained prior to forwarding to the Business/Administration Office.

3) Final authorization shall be the responsibility of the Warden/District Director or applicable designees.

K. Unauthorized Procurements

Employees are not authorized to initiate a procurement action outside the above guidelines. Any such action may be cause for reimbursement to the state by the employee and/or for disciplinary action.