



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
7/28/17

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1 of 5

NUMBER
DOC 200.050

POLICY

TITLE

PURCHASING

REVIEW/REVISION HISTORY:

Effective: 7/2/01	Revised: 8/24/09
Revised: 3/23/05	Revised: 12/26/11
Revised: 7/10/06 AB 06-006	Revised: 12/15/14
Revised: 8/21/06	Revised: 1/20/16
Revised: 8/30/07	Revised: 7/28/17
Revised: 10/15/08	

SUMMARY OF REVISION/REVIEW:

Policy I., I.A.1.a., II.D.1.a., II.D.2. - Removed unnecessary language
Policy II., I.A., I.A.1., II.A.2.a. & b., II.B.3., II.D.1.a., II.D.2. & 3., II.E.2. & 3., II.F.1. & 2., III.A. -
Adjusted language for clarification
Added I.B.1. how employees may request purchase approval/signature authority
II.C.1. - Added language for clarification
II.D.1.b. – adjusted purchases that may be made without soliciting competition


APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
Department of Corrections

6/23/17

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 33.33.010](#); [RCW 39.26](#); [RCW 39.32](#); [RCW 39.34](#); [RCW 72.60.160](#); [ACA 4-4027](#); [ACA 4-4038](#); [ACA 7D-25](#); [DOC 200.055 Sustainable Purchasing](#); [DOC 290.055 Sustainable Practices](#); [Purchasing Reference Guide for Environmentally Preferable Purchasing](#); [Department of Enterprise Services Procurement Policies](#)

POLICY:

- I. [4-4038] [7D-25] This policy governs the requisition and purchase of supplies, equipment, and services, including, at a minimum, the purchasing procedures and criteria for the selection of bidders and vendors.
- II. Employees will conduct purchases as required by state law, purchasing regulations and policies, the Purchasing Reference Guide for Environmentally Preferable Purchasing, and DOC 290.055 Sustainable Practices.

DIRECTIVE:

- I. Responsibilities
 - A. The Financial Services Procurement Office will have overall responsibility for the procurement of equipment, supplies, and purchased services to ensure procurement procedures are consistent Department wide.
 1. Purchasing employees must attend Department of Enterprise Services (DES) procurement and contract training and any job-related Department training before processing orders.
 - a. Training will cover appropriate authorities and approvals, procurement procedures, and the Purchasing Grid (Attachment 1). [4-4027]
 - b. Designated courses will be assigned in the Learning Management System (LMS) as appropriate to the individual's purchasing role.
 - B. Purchase order processing will follow the delegated authorities in the Purchasing Grid (Attachment 1).
 1. Employees may request purchase approval/signature authority by initiating DOC 06-004 Purchasing Approval/Signature Authority Request.
 - C. Employees will comply with purchasing rules and regulations related to state procurement.

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D. Employees will expand and promote the Department's use of environmentally preferable products and services per DOC 200.055 Sustainable Purchasing.

E. Employees ordering equipment, supplies, and/or purchased services will complete the procurement e-form through the Department's electronic purchasing application.

II. Basic Requirements

A. Correctional Industries (CI)


1. Employees will purchase articles, materials, and supplies produced or manufactured by CI per RCW 72.60.160.
2. If a product produced or manufactured by CI does not meet reasonable requirements or is available at a lower price from another source, the requester must submit an Exemption Request Form available from CI.
 - a. CI will review the request and respond within 5 business days of receipt of the Exemption Request Form unless a specific timeframe is mutually accepted.
 - b. If CI doesn't respond within 5 business days, employees may request approval from the appropriate Senior Leadership Team member/designee to exercise the requested alternative purchase option and inform CI.

B. Mandatory State Contract

1. Items and services available from a mandatory state contract will be purchased from that source.
2. CI is exempt from mandatory state contracts per RCW 39.26.102.
3. Vehicle acquisitions will be processed by the Financial Services Procurement Office, who will verify funding with the Financial Services Budget Office before placing an order.

C. Direct Buy Purchases


1. Purchases under \$10,000 per DES 125-03, excluding sales tax and freight, may be made without soliciting competition, provided that the:
 - a. Need cannot be met using an existing state contract,

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- b. Department has delegated purchasing authority, and
- c. Purchaser has the experience and knowledge of the market to provide the required quality at the lowest cost.

D. Competition Purchases

1. Purchases between \$10,000 and \$50,000, before trade-in allowance and excluding sales tax and freight charges, will be competitively solicited and documented per DES requirements.
 - a. Advance approval from the Financial Services Procurement Office is required for trade-in of state owned equipment of the same commodity or equipment type.
 - b. Purchases meeting the following criteria, or within the Department's statutory purchase authority or authority delegated by DES Purchasing and Contracts, may be made without soliciting competition:
 - 1) Emergency purchases per RCW 39.26.130,
 - 2) Purchases per DES-125-03 up to \$13,000, excluding sales tax, from a micro-business, mini-business, or small business as defined per RCW 39.26.010,
 - 3) Sole source per DES-140-00,
 - 4) Used equipment per RCW 39.26.090 and RCW 33.33.010,
 - 5) Interagency purchases per RCW 39.32 and RCW 39.34, or
 - 6) Purchases from Community Rehabilitation Programs and programs of the Department of Social and Health Services per RCW 39.26.230.
2. Purchases between \$50,000 and \$1.5 million will have the competitive solicitation process managed by the Financial Services Procurement Office.
3. The Disbursements and Purchasing Manager/designee must notify the DES Contracts and Legal Division for approval of purchases over \$1.5 million per DES 090-00, along with documented specifications approved by the requester.

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E. Emergency Purchases

1. Emergency purchases can be made only for unforeseen circumstances beyond the control of the Department which present a real, immediate, and extreme threat to the proper performance of essential functions, or which may reasonably be expected to result in excessive loss or damage to property, bodily injury, or loss of life.
2. The Secretary/designee must submit written notification to the Financial Services Procurement Office within 2 days of the purchase. Emergency contracts and the written notification must be submitted to DES within 3 business days of the purchase per RCW 39.26.130.
3. Before considering an emergency purchase, the Financial Services Procurement Office will be consulted to determine if the purchases can be covered by existing delegated authorities.

F. Pre-Approved Equipment List

1. Purchase of items pre-approved by the Senior Leadership Team/designee will be made in accordance with this policy. Funding must be approved by the Financial Services Budget Office before placing an order.
2. The Chief Financial Officer may waive the requirement to route the procurement e-form through the entire approval chain for year-end spending plans when time is limited.

III. Vendor Protests

- A. Vendor protests will be referred to and handled by the Financial Services Procurement Office.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

[Purchasing Grid \(Attachment 1\)](#) [4-4027] [4-4038] [7D-25]

DOC FORMS:

DOC 06-004 Purchasing Approval/Signature Authority Request