



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
12/24/21

PAGE NUMBER
1 of 6

NUMBER
DOC 200.050

POLICY

TITLE

PURCHASING

REVIEW/REVISION HISTORY:

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

SUMMARY OF REVISION/REVIEW:

Updated terminology throughout I.A.1., I.E., II.A.2.b., II.B.3., II.C.1.a., II.D.1. & 2., II.D.1.b.2), II.E., and II.F1. & 2. - Adjusted language for clarification
 Added II.C.1. & 2. Direct Buy Levels
 II.D.1.a. - Removed unnecessary language
 II.E.2. - Added clarifying language
 Removed II.E.3. that the Secretary/designee must submit written notification for emergency purchases


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
 Department of Corrections

11/28/21

 Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 39.33.010](#); [RCW 39.26](#); [RCW 39.32](#); [RCW 39.34](#); [RCW 72.60.160](#); 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. 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 Business 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. Procurement employees must complete 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).
 - b. Designated courses will be assigned in the Department's training system 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 all 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 requesting 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, the customer will receive a one-time exception and will notify their account representative.

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 Business Services Procurement Office, who will verify funding with the Budget Office before placing an order and will purchase from the state Contract Vendor.

C. Direct Buy Purchases

1. Direct Buy Level 1
 - a. Purchases under \$30,000 per DES 125-03, excluding sales tax may be made without soliciting competition, provided that the:
 - 1) Need cannot be met using an existing state contract,

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

2. Direct Buy Level 2

a. Purchases up to \$40,000 may be made as a direct buy if:

- 1) The purchase is being made from a small business as defined per RCW 39.26.010, or
- 2) From a certified veteran-owned business.

D. Competitive Purchases


1. Purchases over \$40,000, before trade-in allowance and excluding sales tax, will be competitively solicited, and documented per DES requirements.

a. Advance approval from the Business Services Procurement Office is required for trade-in of state-owned equipment.

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 \$40,000, excluding sales tax, from a Historically Underutilized Business (HUB),
- 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 be managed by the Business Services Procurement Office.

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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.

E. Emergency Purchases:

1. To qualify as an emergency, the event must represent a set of unforeseen circumstances beyond the control of the Department which either present a real, immediate, and extreme threat to the proper performance of essential functions or may reasonably be expected to result in material loss or damage to property, bodily injury, or loss of life if no immediate action is taken.
2. Emergency purchases are an exception to competitive procurements. Agencies are required to adhere to emergency purchase protocol, timelines and reporting requirements per RCW 39.26.130 and DES-130-00.
3. Before considering an emergency purchase, the Business 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 Executive Strategy Team/designee will be made in accordance with this policy. Funding must be approved by the Budget Office before placing an order.
2. The Executive Strategy Team/designee 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:



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Purchasing Grid (Attachment 1)

DOC FORMS:

DOC 06-004 Purchasing Approval/Signature Authority Request