



*"Service with Excellence
& Integrity"*

Arkansas Department of Community Correction

Two Union National Plaza Building
105 West Capitol, 2nd Floor
Little Rock, Arkansas 72201-5731
(501) 682-9510 Fax: (501) 682-9513

ADMINISTRATIVE DIRECTIVE: 08-07 PROCUREMENT AND DISPOSITION ACTIVITIES

TO: DEPARTMENT OF COMMUNITY CORRECTION EMPLOYEES

FROM: G. DAVID GUNTARP, DIRECTOR

SUPERSEDES: AD 00-04

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APPROVED: Signature on File

EFFECTIVE: April 30, 2008

I. APPLICABILITY. This policy applies to Department of Community Correction (DCC) employees involved in procurement and disposition of commodities and services.

II. POLICY. It is DCC policy to process documents for procurement and disposition of commodities and services in compliance with applicable state and federal laws and procedures and Board of Corrections (Board) guidelines. Direction regarding procurement and disposition activities requiring prior Board approval is contained in this administrative directive.

III. DEFINITIONS.

A. Disposition. Disposal, sale, or transfer of surplus or unserviceable commodities.

B. Emergency Procurement. Acquisition of commodities or services costing \$10,000 or more which, if not immediately initiated, will endanger human life or health, state and/or federal property, or the functional ability of a state and/or federal agency.

C. Procurement. Purchasing, buying, renting, leasing, contracting, or otherwise obtaining commodities or services.

D. Sole Source Procurement. Acquisition of commodities or services which, by virtue of specifications, is available only from a single source.

IV. GUIDELINES.

A. Procurement of Commodities and Services.

1. Procedures for procurement and disposition of commodities and services shall be governed by applicable state and federal laws and procedures of agencies with authority to administer these activities. Such authority, as may be appropriate, shall be included in the Standard Operating Procedures for Purchasing and made available to employees involved in resource management or procurement activities.
2. Procurement actions within approved operating budgets which are not identified as being subject to other authorizations may be approved by the Chief Deputy Director, the Deputy Directors and Assistant Directors.
3. Resident Services Cash Fund merchandise for resale may be procured by the Center Supervisor. Other procurement actions from the Resident Services Cash Fund require the following approvals:
 - a. Purchases costing \$1,000 or less require prior approval of the applicable Center Supervisor and the Purchasing Manager.
 - b. Purchases costing more than \$1,000 but less than \$10,000 require further approval of the Chief Deputy Director or appropriate deputy director and the DCC Director (Director).
 - c. Purchases of \$10,000 or more also require approval of the Director and Board.
4. Emergency procurements shall be approved by the Director or, in his/her absence, the Chief Deputy Director or Deputy Director in collaboration with the Deputy Director of Administrative Services.
5. Sole source purchase of equipment requires approval of the Director. Sole source purchase of equipment exceeding \$50,000 also requires approval of the Board.
6. Procurement of capital equipment items from all fund sources requires the Director's approval; however, the director may delegate approval authority to the Chief Deputy Director or appropriate Deputy or Assistant Director for procurement of specific capital equipment items and/or for specific dollar amounts.
7. Procurement of commodities and services required for authorized construction/renovation projects shall be approved by the Chief Deputy Director, Deputy or Assistant Director designated by the Director to oversee each project.

B. Disposition of Commodities. Sale or disposition of buildings and land and sales contracts exceeding \$50,000 require Director and Board approval. Demolition of any building requires the Director and Board approvals regardless of the building's value.

C. Renewal and New Leases.

1. Lease of office and storage space requires approval of the Director, however, if a new lease/purchase agreement will exceed \$50,000 or an existing lease agreement will increase by more than 5% per year, Board approval is also required.
2. Lease of office space resulting in relocation requires the Director and Board approvals.
3. Lease of equipment over \$2,000 per year requires the Director's approval.
4. Lease of land or buildings to house offenders require approval of the Director and the Board.

D. Procurement of Land, Buildings, Construction and/or Renovation Projects.

Procurement of land, buildings, construction and/or renovation projects require the following approvals:

1. Procurement of land, buildings, construction and/or renovation under \$50,000 require approval of the Director.
2. Procurement of land, buildings, construction and/or renovation projects at or exceeding \$50,000 require both Director and Board approvals

E. Contracts. The list below reflects the approvals required for contracts. Amendments which adjust the amount of fees, percentages of the total amounts to be paid, scope of services or increase the cost per offender per day contract bid rate previously approved require the same approvals required initially.

1. Professional and/or Consultant Services. Require the Director's approval. Contracts of \$50,000 or more also require Board approval.
2. Architectural and/or engineering services for new construction and renovations. require Board selection and approval. The Board may choose to select and approve contractors by participating on an interview committee or based upon the Director's recommendation.
3. Medical Services require Board selection and approval, in addition to the amendments above, changes in the method of calculation of compensation, and other adjustments to fees to be paid require Board approval.
4. Outside legal services for agency representation require Board approval.

5. Prison facility operation services require Board approval. In addition to the amendments above, changes in the method of calculation of compensation, and other adjustments to fees to be paid also require Board approval.
6. All contracts require legal review by the staff attorney prior to submission to the approval authority.

F. Emergency Board Approval. Should an emergency situation necessitate immediate procurement of commodities or services that require Board approval as outlined herein, the Director will contact the Board Assistant to request a special meeting by telephone for Board consideration and approval.

G. Reports. The Director shall provide monthly Board reports of new and/or renewed contracts \$10,000 or more.

V. STANDARDS. American Correctional Association (ACA) Standards for Adult Community Residential Services, fourth edition, standard 4-ACRS-7D-26.