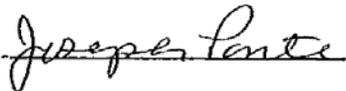


POLICY TITLE: PURCHASING		PAGE 1 OF 3
POLICY NUMBER: 2.5		
CHAPTER 2: FISCAL MANAGEMENT		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
	EFFECTIVE DATE: December 15, 2003	LATEST REVISION: December 2, 2011

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

Entire Maine Department of Corrections

III. POLICY

It is the policy of the Department of Corrections to govern the requisition and purchase of supplies and equipment including, at a minimum, purchasing procedures and criteria for the selection of bidders and vendors. The Department's purchasing is established and governed by policies and procedures for the requisition for the purchase of supplies, equipment and services in accordance with the State Procurement Code.

IV. CONTENTS

Procedure A: Criteria for Selection of Bidders and Vendors
 Procedure B: Procurement Procedures
 Procedure C: Requirements for the Receipt of Ordered Goods

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Criteria for Selection of Bidders and Vendors

1. The selection of bidders and vendors shall include:
 - a. The participation of qualified, competitive bidders who are able to meet the specific minimum requirements of the Department, its facilities, or agencies for supplies, equipment and/or services.
 - b. The fair and impartial selection of the best-value bidder, taking into consideration the qualities of the goods or services to be supplied, their conformity with the specifications, the purposes for which they are required, the date of delivery and the best interest of the State; and
 - c. To maximize, to the fullest extent practicable, the purchase value of public funds by obtaining a minimum of three quotes, unless otherwise justified.

Procedure B: Procurement Procedures

1. All requests for purchases made on behalf of the Department in any dollar amount shall be properly documented on the Agency Open Market Purchase Authorization Form, or a form approved by the Department’s Service Center Director. The form must be completed and quotes obtained, as required by this policy.
2. All purchases shall have, at a minimum, the approvals of the person(s) in the Department with purchase approval authority.
3. Justifications for the requested purchase shall be noted on all Agency Open Market Purchase Authorization Forms, or other approved forms, as needed.
4. The Agency Open Market Purchase Authorization Form, or other approved form, must be submitted to the department head for review and approval. If approval is granted by the department head, he/she shall forward the Agency Purchase Authorization form to the Business Office for approval by the responsible Business Manager, or designee.
5. Once the Agency Open Market Purchase Authorization Form, or other approved form, is approved by the Business Manager, or designee, the Business Office, or other designated area, shall assign a Purchase Authorization Code to it and enter the appropriate information in the Purchase Order Log. The Purchase Authorization Code shall consist of 12 characters/digits; the three-digit agency alpha reference, month, day, year, and three-digit number. (For example, the Purchase Authorization Code for a purchase order dated July 20, 2001, approved by the Maine Correctional Center, would be – MCC072001001).
6. Authorized purchases shall be transacted by the appropriate personnel.

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7. Simultaneous or frequent purchases made in an attempt to circumvent the spending limit or the procurement rules are prohibited. Any person making an unauthorized purchase(s) may be held financially liable for said purchase(s), as well as be subject to possible administrative discipline.
8. In a genuine emergency, purchases may be made during business hours with the telephone approval of the appropriate business office personnel, or at times with the approval of the available person with the highest level of authority. The emergency shall be documented and the records shall be delivered or faxed to the Business Office on the next working day.
9. Any person needing additional information or clarification of purchasing policies and procedures may request information from their Business Manager.

Procedure C: Requirements for the Receipt of Ordered Goods

1. When an ordered item is received, the appropriate employee shall complete the number of units received, date, and receiving official section on his/her copy of the Agency Open Market Purchase Order Authorization Form and submit it to the Business Office, with any packing slips, within two (2) working days of receipt; or
2. When an item or items has (have) been received without an Agency Open Market Purchase Authorization Form having been completed, i.e., automatic deliveries, food purchases, and quarterly commodities orders, a receiving report must be completed and submitted to the Business Office within two (2) working days of receipt.

VII. PROFESSIONAL STANDARDS

ACA:

- ACI - 4-4038** Written policy and procedure govern the requisition and purchase of supplies and equipment, including at a minimum the purchasing procedures and criteria for the selection of bidders and vendors.
- 4-ACRS-7D-25** Procedures provide for purchasing and requisitioning supplies and equipment and for property inventory and control.
- 4-JCF-6B-09** Procedures govern requisition, purchase, and inventory control of property, supplies, and other assets. Inventories are conducted at time periods stipulated by applicable statutes, but at least every two years.

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