



Illinois Department of Corrections

Administrative Directive

Number: 02.20.101	Title: Procurement - General Provisions	Effective: 10/1/2020
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	02.20.101 effective 7/1/2002

Authority: Illinois Procurement Code, 30 ILCS 500/1-1, et seq.	Related ACA Standards: 5-ACI-1B-01, 5-ACI-1B-03 and 04, 5-ACI-1B-11 and 12, 5-ACI-1B-14
Referenced Policies:	Referenced Forms:

I. POLICY

The Department shall make and process all purchases in accordance with the Illinois Procurement Code, the procedures in this directive and the rules and policies set forth by the Chief Procurement Officer.

II. PROCEDURE

A. Purpose

The purpose of this directive is to clarify responsibilities regarding the purchase of goods and services and to define terms used throughout this directive.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definitions

Chief Administrator – the Chief Administrative Officer of a correctional facility, the Supervisor of a Transitional Security facility, or for any other office or unit, the respective Deputy Director.

Commodities – Articles of a consumable nature that show a material change or significant depreciation with first usage, as well as repair parts and equipment, having a unit value less than the Agency's capitalization policy amount.

Emergency – a situation where there exists a threat to public health or public safety, or when immediate repairs to State property are necessary to protect against further loss of or damage to State property, to prevent or minimize serious disruption in State services, or to ensure the integrity of State records.

Equipment – any moveable, non-consumable, tangible personal property used in the operations of the State as further defined in the SAMS Manual, Section 15.

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Printing and Printing Supplies – includes, but is not limited to, expenditures for contracted services, materials and supplies where the principal function or purpose of the resulting product is the dissemination of printed information.

F. Responsibilities

1. The Department of Innovation and Technology (DoIT) will purchase or delegate purchase authority and lease all electronic data processing hardware and software.
 2. The Central Management Services (CMS) Bureau of Property Management, Real Estate Leasing Division, unless authority is delegated back to the Department, will negotiate and award real property or space leases.
 3. CMS Bureau of Strategic Sourcing will:
 - a. Purchase or delegate purchase authority for all commodities and equipment; and
 - b. Approve multi-year and lease or purchase agreements for equipment.
 4. CMS Printing will purchase or delegate all printing and printing supplies including plain paper, envelopes and printed forms.
 5. Business Administrators shall:
 - a. Inform the facility Business Office and facility management of procurement procedures; and
 - b. Enforce the proper coordination of the procurement functions and the submission of appropriate purchase request documents, contracts and leases.
 6. Chief Administrators shall ensure compliance with Department policies and directives for leasing or purchasing commodities, equipment and contractual services.
 7. Division of Strategic Sourcing shall:
 - a. Review and perform a compliance audit of all purchase request documents, contracts for services and requests to lease real property and equipment;
 - b. Disseminate all information to ensure departmental compliance with all current purchasing rules and regulations; and
 - c. Act as liaison between Department facilities and appropriate external entities such as, but not limited to, the Chief Procurement Office, Procurement Policy Board, CMS and DoIT.
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