



**CHIEF PROCUREMENT OFFICE**  
Matt Brown, General Services

## **Notice 2013.04**

### **General Services**

To: State Purchasing Officers  
CMS Bureau of Strategic Sourcing  
Agency Procurement Staff  
Procurement Policy Board

From: Matt Brown

MB

Date: October 4, 2012

Subject: Illinois Correctional Industries – Approved Commodity List and Purchasing Procedures

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This CPO Notice is effective November 1, 2012.

Pursuant to the authority granted in Section 45-30 of the Illinois Procurement Code, the Chief Procurement Officer for General Services, in consultation with Illinois Correctional Industries (ICI), mandates that the attached list (Attachment A) of products produced by ICI shall be purchased by State agencies and universities.

More than 900 adult inmates incarcerated by Illinois correctional institutions develop work skills and gain valuable experience working in ICI. Not only does ICI not directly receive funding through General Revenue Fund (GRF), but ICI has returned millions of dollars to GRF by increasing sales and reducing costs. ICI operates at no cost to Illinois taxpayers and is self-supporting due to its product and service sales.

State agencies that order items must place the orders through IGPS. Universities may order through the ICI website at <http://www.icicatalog.illinois.gov/>.

There are circumstances and situations where State agencies and universities are not required to purchase these items from ICI. Some of these situations include:

- The source of funds being used to procure the item requires competitive bid due to a requirement contained in the source of the funds being used to procure the item.
- A union contract or law requires the item to be procured from another source.
- ICI cannot provide the item by the time it is needed.
- ICI cannot provide the item meeting the necessary specifications.
- ICI's pricing for the item is not as close to the market price as possible. If an agency or university believes a price being charged by ICI for an item on the attached list does not meet this guideline, then the agency or university may request arbitration pursuant to 730 ILCS 5/3-12-9.



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CPO Notice – 2013.04 cont.

When one of the above or other situations exist where purchasing from the required ICI product list is not lawful or practicable, then the agency or university must submit a completed preference waiver (Attachment B) request to ICI. Please email the waiver request to Richard Mautino, acting CEO, at [Richard.Mautino@illinois.gov](mailto:Richard.Mautino@illinois.gov).

Agencies and universities are encouraged to consider all of ICI's product and service offerings, including food, beverages, clothing, and furniture, when making purchasing decisions. The complete catalog of ICI products may be found at [www.icicatalog.illinois.gov](http://www.icicatalog.illinois.gov).

If there are any questions about placing an order, please contact Caroline Petefish at Illinois Correctional Industries at (217) 558-2200 x7009.

If there are any questions regarding this notice, please contact Joe Kim from the Chief Procurement Office for General Services at (217) 558-3853.

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