



CHIEF PROCUREMENT OFFICE
Matt Brown, General Services

Notice 2015.03

General Services

To: Ben Bagby, CPO Institutions of Higher Education
State Purchasing Officers
CMS Bureau of Strategic Sourcing
Agency Procurement Staff
Procurement Policy Board
Jen Aholt, CEO, ICI
Rich Mautino, Assistant CEO, ICI

MB

From: Matt Brown

Date: November 24, 2014

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

This CPO Notice is effective immediately and amends CPO Notice 2014.01.

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), determines what supplies or services provided by ICI must 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.

Effective July 1, 2014, CPO Notice 2014.01 mandated the purchase of certain cleaning and household supplies from ICI. This new notice expands the categories of items that are required to be purchased from ICI to include signs, office seating and stacking chairs, metal file cabinets, and cleaning supplies. The full list that includes a brief description and price is attached (CPO Approved ICI List).

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 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.



CHIEF PROCUREMENT OFFICE

Matt Brown, General Services

- If an ICI preference conflicts with another preference, then the appropriate CPO shall determine the order of priority.

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 justification (Attachment B) to the assigned State Purchasing Officer (SPO). If the SPO agrees with the justification, then the SPO may waive the preference or make an adjustment to address a particular objection. The SPO must notify the CPO for General Services and ICI in all instances, and in the case of a university purchase also the CPO for Higher Education.

State agencies and universities may order through the ICI website at <http://www.ici.illinois.gov>. Agencies and universities are encouraged to consider all of ICI's product and service offerings, including food, beverages, banners, office seating, embroidery, screen printing, clothing, and furniture when making purchasing decisions.

If there are any questions about placing an order, please contact Neil Rossi 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) 558-2231.

-End-