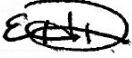




Notice 2016.05

General Services

To: Agency Procurement Staff
Central Management Services Bureau of Strategic Sourcing
State Purchasing Officers

From: Ellen H. Daley 

Date: September 15, 2015

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

CC: Procurement Compliance Monitors
Procurement Policy Board

Pursuant to the authority granted in Section 45-30 of the Illinois Procurement Code, the Chief Procurement Officer for General Services (CPO), in consultation with Illinois Correctional Industries (ICI), determines what supplies or services provided by ICI must be purchased by State agencies and universities. The products on the mandated purchase list are high quality and at market-competitive prices.

Annually, ICI employs more than 1,350 men and women offenders in meaningful work situations where they develop useable skills and positive work habits in order to reduce recidivism. The revenue ICI generates from the sale of its products fully funds its entire operation. ICI operates at no cost to Illinois taxpayers and is self-supporting due to its product and service sales. While nationally the recidivism rate is 50%, your support of ICI has allowed them to reduce the ICI recidivism rate to 27.8% making it one of the most successful programs in the nation.

The CPO's determination of supplies that shall be purchased by State agencies and universities is found on the *CPO Approved ICI List September 2016* document attached to this Notice. The document contains an item description, delivery time, and unit pricing.

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.
- If an ICI preference conflicts with another procurement 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 to the assigned State Purchasing Officer (SPO) a completed *Illinois Correctional Industries Preference Waiver* attached to this Notice. If the SPO agrees with the waiver justification, then the SPO will submit the waiver to ICI for their certification that the items requested are not readily available from ICI. Based on circumstances, the SPO will approve or deny the waiver. When an SPO



CHIEF PROCUREMENT OFFICE

Ellen Daley, General Services

approves a waiver, they 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.

Effective Date

This CPO Notice is effective September 16, 2015.