DEPARTMENT OF CORRECTIONS

Policy Number:	**403.020**
Title:	**MINNCOR Purchasing**
Effective Date:	**11/6/18**

PURPOSE: To ensure the purchases of goods and services for Minnesota Corrections Industries Program (MINNCOR) are made in compliance with Minnesota statutes and the rules mandated by the Minnesota Department of Administration (DOA), Minnesota Department of Corrections (DOC) Policy 104.300, "Purchasing," and related MINNCOR industry directives.

APPLICABILITY: Minnesota Corrections Industries Program (MINNCOR)

DEFINITIONS:

Contract vendors – vendors with whom the State of Minnesota enters into contracts for commodities or services to ensure the lowest prices for state agencies. A contract may include only specific goods or services available through the vendor and not everything the vendor offers to sell.

Emergency purchase – purchase required due to extraordinary conditions threatening life or property. An emergency purchase requires complete written documentation, the Department of Administration (DOA) acquisitions request for emergency authorization form submitted to the MINNCOR chief executive officer (CEO), chief financial officer (CFO), and signed by the DOC agency head before being forwarded to the DOA for approval.

Immediate need purchase – purchases required so staff are able to perform their responsibilities without interruption.

Purchase – the acquisition of goods or services, including such examples as supplies, materials, equipment, installation, repairs, training classes or seminars, conference arrangements, and services provided by businesses, individuals, and agencies.

PROCEDURES:

A. All MINNCOR employees must purchase products and services in accordance with all applicable rules and regulations and must process purchase orders timely and economically for the efficient and fiscally sound operation of MINNCOR.

B. The employee completes the electronic request for purchase (RFP) form as outlined in MINNCOR finance procedures.

C. The designated approver(s) must review, and if approving, electronically sign/approve the RFP in MINNCOR's enterprise resource planning (ERP) system. If the RFP includes a fixed asset over $2,500, an approved capital authorization request (CAR) must be uploaded into MINNCOR's electronic management database with a reference to the RFP number.

D. MINNCOR financial services staff approves/assigns statewide integrated financial tools (SWIFT) information and processes the RFP.

E. MINNCOR purchasing staff reviews the RFP for accuracy and completeness.

1. If the RFP is inaccurate or incomplete, the purchasing staff routes the electronic RFP back to the requestor.

2. If the RFP is accurate and complete, the purchasing staff process the RFP and:
   a) Prepares and issues a bid quotation (solicitation), if needed;
   b) Assists in developing the product specifications, if necessary;
   c) Enters the purchase into the ERP system accurately and detailed, then uploads into the electronic data management system and enters into SWIFT, if necessary;
   d) Awards the purchase;
   e) Enters the delivery date on the RFP in designated keyword field;
   f) Telephones, mails, or faxes the original purchase order (PO) to the vendor;
   g) The MINNCOR purchaser then marks the RFP as ordered; and
   h) The completed purchase order and RFP are available for requestor to review.

F. The vendor provides the goods and/or services and submits the invoice to financial services.

G. The facility liaison or designee receives the purchased goods and/or services, completes the receiving record(s) by electronically signing and dating it, and submits it to financial services within two business days of receiving the goods or services.

H. The financial services staff must match all related documents including the PO, vender invoice, and receiving record(s), and processes the payment into the ERP system and SWIFT. Paid invoices and corresponding POs are retained in the ERP system and MINNCOR's electronic data management system, as well as electronically in SWIFT.

INTERNAL CONTROLS:

A. RFPs are stored electronically in the ERP and MINNCOR's electronic data management system with all required approvals and supporting documentation.

B. All POs and invoices are retained in accounts payable according to the records retention schedule and electronically in SWIFT.

ACA STANDARDS: None

REFERENCES: §§ 241.27; and 16B.06 to 16B.227
Policy 104.300, "Purchasing"

REPLACES: Division Directive 403.020, "MINNCOR Purchasing," 8/5/14.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Deputy Commissioner, Facility Services
Deputy Commissioner, Community Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support