

CCS Administrative Procedure

5.30.05-J Correctional Industries Annual Purchases Goal

Implementing Board Policy [5.30.05](#)
Contact: Purchasing Manager, 434-5325

1.0 Purpose

CCS is required by law to purchase a percentage of total goods and services from programs operated by the department of corrections. The purpose of this procedure is to establish the annual target for purchases of goods and services from Correctional Industries and the procedures to be followed to achieve the goal.

2.0 Limitations and Requirements

- 2.1 "...Institutions of higher education shall set as a target to contract, beginning not later than June 30, 2008, to purchase two percent of the total goods and services required by the institutions each year produced or provided in whole or in part from class II inmate work programs operated by the department of corrections." [RCW 28B.10.029 \(4\)](#)
- 2.2 It is the policy of the Community Colleges of Spokane to affect a substantial good faith effort to reach this legislative goal while providing economic opportunities for private sector suppliers.

3.0 Definitions

- 3.1 The "total goods and services required by the institution each year" is defined as the approved operating budget for the Community Colleges of Spokane, less wages and benefits.
- 3.2 Goods and services "produced or provided in whole or in part from class II inmate work programs operated by the department of corrections" is defined as all goods and services that may be provided by Correctional Industries of the Washington State Department of Corrections.

4.0 Establishment of Annual Goal

Each year, the Purchasing Manager shall obtain from the District Director of Budget & Administrative Services the appropriate financial budgeted amounts for total operating budget, total wages, and total benefits to establish the annual goal.

5.0 Procedures to Reach Annual Goal

- 5.1 The Purchasing Manager shall pro-rate the annual goal amount among the various capital construction projects underway during the year, if any, and communicate these goal amounts to the Director of Capital Projects.
 - 5.1.1 The Director of Capital Projects shall incorporate these amounts into the capital project furniture and equipment budgets with the objective of identifying furniture, fixtures, equipment and/or services that may be sourced from Correctional Industries to achieve the goals.
 - 5.1.2 The Purchasing Manager, in pro-rating the goal amount among the capital construction projects, shall also make allowance for anticipated purchases for maintenance, repair and operational purchases.

- 5.2 The Purchasing Manager shall coordinate with appropriate campus administrators regarding potential alternate sources of supply in such a manner as to meet their needs while actively pursuing the annual goal. The Purchasing Manager is authorized and expected to make final contract award decisions in such manner as necessary to reach the annual goal.
- 5.3 Annually, the Purchasing Manager shall report the progress achieved towards reaching the annual goal to the District Director of Fiscal Services.

6.0 Related Information

[RCW 28B.10.029 \(4\)](#), Purchases of correctional industries products

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