

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 122.00

DATE: 01 August 2020

SUBJECT: PURCHASING GUIDELINES

POLICY DIRECTIVE

PURPOSE:

To ensure the dissemination of appropriate guidelines and procedures governing the requisition and purchase of supplies and equipment, including at a minimum, the purchasing procedures and criteria for the selection of bidders and vendors.

REFERENCE:

WV Code §§15A-2-1(b) and 15A-3-14.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instruction on the subject, including DOC Policy Directive 122.00, dated 01 January 2004; DJS Policy 121.00, dated 01 January 2016; RJA Policy 2004, dated 22 July 2010; and RJA Policy 25001, dated 09 June 2014.

APPLICABILITY:

All facilities and units within the Division of Corrections and Rehabilitation. This Policy is available for general distribution.

DEFINITIONS:

None.

POLICY:

- I. The Division of Administrative Services (DAS) shall provide procurement services for the DCR. As such, DAS is responsible for the development and maintenance of procurement

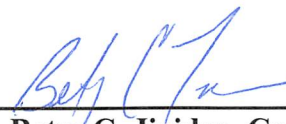
guidelines and procedures consistent with state code and regulations and shall ensure such guidelines are available to DCR staff.

- II. The guidelines and procedures shall provide an explanation and clarification of operative procedures for the purchase of commodities, services, repairs, alterations, or printing by the DCR, pursuant to the DCR's exemption from the state Purchasing Division.

ATTACHMENT(S):

None.

APPROVED SIGNATURE: _____


Betsy C. Jividen, Commissioner

7-30-20
Date