



# WYOMING DEPARTMENT OF CORRECTIONS

## Policy and Procedure #1.102

### Procurement

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<p><b>Authority:</b>          Wyoming Statute(s): 7-16-206; 9-1-403; 9-2-1016; 9-2-2019; 9-2-1022; 9-2-1027 through 9-2-1033; 9-2-2901; 9-2-2906; 9-4-217; 16-6-102 through 16-6-107; 16-6-301; 25-1-104; 25-1-105.</p> <p>ACA Standard(s): 2-CO-1B-09; 2-CO-1B-10; 4-4038</p>	<p><b>Effective Date:</b> October 1, 2015</p> <p><b>Revision/Review History:</b></p> <table style="width: 100%; border: none;"> <tr><td style="width: 80%;">04/01/14</td></tr> <tr><td>04/15/13</td></tr> <tr><td>06/15/12</td></tr> <tr><td>07/01/11</td></tr> <tr><td>10/15/06</td></tr> </table>	04/01/14	04/15/13	06/15/12	07/01/11	10/15/06
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<p><b>Cross Reference of Policy:</b>          P&amp;P #1.107, <i>Purchasing Card</i>; P&amp;P #1.101 <i>Fiscal Standards</i>; P&amp;P #1.106, <i>Fiscal Control</i>; P&amp;P #1.215, <i>Code of Ethics</i></p>	<p><b>Summary of Revision/Review:</b>          Updates existing policy pursuant to annual review.</p> <p><b>Supersedes Existing Policy :</b></p>					
<p><b>Approved:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; text-align: center;">R.O. Lampert</td> <td style="width: 40%; text-align: center;">9-3-15</td> </tr> <tr> <td style="text-align: center;">Robert O. Lampert, Director</td> <td style="text-align: center;">Date</td> </tr> </table>		R.O. Lampert	9-3-15	Robert O. Lampert, Director	Date	
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### REFERENCE

1. ATTACHMENTS
  - A. WDOC Form #130: *Procurement Requisition Form*
  - B. WDOC Form #137: *Contract Request Form*
  - C. WDOC Form #105.1: *Contract Log and Review*
  - D. A&I Construction Management Form: *Real Property Rental Request*
  - E. A&I Human Resources PM-20 Form: *At-Will-Employee-Contract Position Approval Form*
  
2. OTHER
  - A. State of Wyoming, Department of Administration and Information, Procurement Section most current *Purchasing Procedures Manual*.



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## I. PURPOSE

- A. **Procurement of Goods and Services.** The purpose of this policy is to establish procedures and guidelines for a uniform practice in the procurement of goods and services for the all divisions, facilities, and programs of the Wyoming Department of Corrections (WDOC).

## II. POLICY

- A. **General Policy.** It is the policy of WDOC to be good stewards of the State of Wyoming's money in the procurement of goods and services. Procurement guidelines will be followed by all WDOC divisions, facilities, and programs in order to assure appropriate and uniform procurement practices.
1. This policy, together with the State of Wyoming, Department of Administration and Information (A&I), Procurement Section *Purchasing Procedures Manual* and applicable State law, will govern the requisition and purchase of goods and equipment, including the purchasing procedures and criteria for the selection of bidders and vendors. (ACA 4-4038; 2-CO-1B-09)

## III. DEFINITIONS

- A. **Agency Designee:** (*For this policy only.*) The individual(s) delegated with the authority in writing by statute, or by the agency director, to approve specified matters for the agency.
- B. **At Will Contract Employee (AWEC):** An individual employed by the State of Wyoming pursuant to a contract defining the terms and conditions of employment and making that individual's employment at-will.
- C. **Bid Waiver:** A written request, submitted by the agency, justifying an exemption from the A&I Procurement Section competitive bidding process.
- D. **Business Manager:** Prison Division facility Business Managers or the WDOC Purchasing Manager for the Central Office and Field Services Division.
- E. **Chief Executive Officer (CEO):** A CEO is identified, but not limited to, the following positions: Director, Deputy Director, division administrators, deputy administrators, wardens, district supervisors, adult community corrections coordinator, and adult community corrections directors.



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- F. Chief Information Officer (CIO):** The administrative head of the Department of Enterprise Technology Services, appointed by the Governor to lead and develop State Government Information Technology (IT) strategies and approve IT expenditures for the executive branch of state government.
- G. Contract:** A written and binding agreement between two or more parties.
- H. Contractor:** One that agrees to furnish materials to or perform services for the agency under a contract.
- I. Department of Enterprise Technology Services (ETS):** The Wyoming agency created in April 2012 pursuant to W.S. 9-2-2019 and 9-2-2901 which merged all Executive Branch information technology services into a single department.
- J. Emergency:** A sudden, urgent, usually unexpected occurrence or occasion requiring immediate action.
- K. Employee:** (*For this policy only.*) Any individual employed by the WDOC in full-time, part-time, or advisory capacity regardless of whether or not the individual receives compensation for his services.
- L. Goods:** Tangible items such as supplies, materials, or equipment that are purchased for official state business.
- M. Information Technology (IT):** (*For this policy only.*) Any element or system for the communication of information through computer hardware, software, equipment, devices, or services to include the following:
1. Mainframe, computers, minicomputers, microprocessors, word processors desktop computers, laptop computers, tablet computers, and personal digital assistants;
  2. Any peripheral device to be used with computer hardware or software for purposes such as data input and output, data storage, or data communications;
  3. Any code or program to control the operation of computer hardware or software or related equipment or devices; and
  4. The employment of professional data processing expertise for computer system design or program development.



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5. This does include external networking products such as switches, firewalls, routers, and hubs.
- N. Master Service Contract (MSC):** A service contract issued by the Procurement Section of the Department of Administration and Information.
- O. Memorandum of Understanding (MOU):** Contract between two governmental entities, as determined by the Attorney General's Contracts Unit, which sets forth the expectations of the parties is advisable, whether there is payment involved or not.
- P. Operational Procedure (OP):** A facility level policy which is developed to implement a Department policy and procedure, consistent with the facility's specific mission, function, and offender population.
- Q. Office Furniture and Equipment:** *(For this policy only.)* Furnishings to be used in the office environment as necessary for the completion of official duties or assignments (e.g., desks, desk chairs, book shelves, file cabinets, office chairs, tables, etc.).
- R. Purchasing Card:** A form of credit card assigned to state employees to facilitate the acquisition of goods or services necessary for conducting official state business.
- S. Printing:** *(For this policy only.)* Lettering or other impressions produced in ink, including forms, business cards, envelopes, brochures, stationary items and/or other products approved by the Purchasing Manager.
- T. Procurement:** Buying, purchasing, renting, leasing or otherwise acquiring any goods or services. It also includes all functions that pertain to the obtaining of any supply or service, including description of requirements, selection and solicitation of vendors, preparation and award of contract and all phases of contract administration.
- U. Requestor:** *(For this policy only.)* A WDOC employee (temporary or permanent) that requests the procurement of goods or services.
- V. Requisition (RQS):** An electronic accounting form utilized to input a procurement request into the State accounting system to facilitate the issuing of a Purchase Order (PO) or Master Services Agreement (MSA) by A&I Procurement Section.



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- W. **Services:** (*For this policy only.*) The furnishing of labor, time or effort by a contractor to the WDOC. (Note: The term does not include employment agreements.)
- X. **Sole Source:** (*For this policy only.*) Articles considered sole source or proprietary are those items that generally cannot be obtained from more than one vendor or more than one manufacturer.
- Y. **Supervisor:** (*For this policy only.*) A WDOC employee who is in charge of an administrative district office, program, or section and has expenditure approval authorization.
- Z. **Telephone Equipment/Services:** (*For this policy only.*) All telephone and cell phone equipment or services, data communications equipment or services, and fax machines.
- AA. **WDOC IT Designee:** A central office employee designated by the WDOC Central Services Administrator to review and approve IT related requests.
- BB. **WOLFS:** Wyoming On-Line Financial System is designated as the State of Wyoming's uniform accounting system required under W.S. § 9-4-217(a).

#### IV. PROCEDURE

##### A. Purchasing Guidelines

1. **Responsibility for All Procurements.** The Division of Central Services will have oversight of all procurements by all WDOC divisions, facilities, and programs. The WDOC Purchasing Manager will act as the Business Manager for Central Office and Field Services procurement practices.
2. WDOC employees shall adhere to the State of Wyoming, Governor's Executive Order 1997-4, *Executive Branch Code of Ethics* and WDOC P&P #1.215 *Code of Ethics*, specifically, but not limited to:
  - i. Employees engaged in the procurement process are expected to be free of interests and relationships, which are actually or potentially detrimental to the best interests of the state and shall not engage or participate in any transactions involving the state in which they have an undisclosed close personal or financial interest.
  - ii. Accepting any fee, compensation, gift, payment of expense or any other thing of monetary value in circumstances which create the appearance of a conflict of interest or impropriety, whether or not



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such conflict of interest or impropriety actually exists. This shall include personal discounts from any entity doing business with the WDOC.

3. **Articles Falling Under Procurement Process.** All articles purchased by WDOC will fall under the procurement process. Articles mean and include all materials, goods, equipment, AWEC's and services.
  - i. **Split Purchases.** Split purchases are prohibited and shall not be made. A "split purchase" is the dividing of a known quantity and failing to consolidate a known quantity of goods or services with the intent of and for the purpose of evading competitive bidding requirements in accordance with this policy and State of Wyoming, Department of Administration and Information, Procurement Section *Purchasing Procedures Manual*.
  
4. **Initiating the Procurement Process.** Any WDOC employee desiring to purchase, lease, or otherwise procure any goods or services will be responsible for initiating procurement as set forth below.
  - i. The Requestor will be responsible for defining/determining the following:
    - a. Specifications for the good or service to be procured;
    - b. Quantity required;
    - c. Approximate price;
    - d. Reason for procurement request;
    - e. Vendor(s) to solicit prices from;
    - f. Delivery date;
    - g. Delivery method; and
    - h. Identify funding source (i.e. budget code).
  
  - ii. **Procurement by the Requestor.** The Requestor is authorized to make the following purchases without further authorization, unless directed otherwise by his/her Supervisor or CEO:



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- a. Equipment costing less than five hundred dollars (\$500.00); and
  - b. Office supplies costing up to two hundred fifty dollars (\$250.00).
- iii. The Requestor will consult with their supervisor, Business Manager and/or WDOC Purchasing Manager to determine:
  - a. Whether the good or service is subject to competitive bid, bid waiver, sole source, or neither;
  - b. Expenditure budget information; and
  - c. Any other information necessary to procure the good or service.

**5. Limitations on Procurements.** The following procurements, for any dollar amount, require prior approval as indicated:

- i. Equipment costing between five hundred dollars (\$500.00) and two thousand, four hundred ninety-nine dollars (\$2,499.00) must be approved by the Agency Designee and Requestor's Supervisor;
- ii. Purchases costing between two hundred fifty-one dollars (\$251.00) and two thousand, four hundred ninety-nine dollars (\$2,499. 00) must be approved by the Requestor's Supervisor;
- iii. Telephone equipment and services (at any cost) must be approved by the agency designee and must be contracted through the Telecommunications Division of the Department of Administration & Information;
- iv. Information technology equipment, such as computer hardware and software, must be approved as set forth in paragraph IV. B. 7. herein below;
- v. Guns must be approved by the Director;
- vi. Subscription and all copyrighted publications must be approved by the CEO.
  - a. Annually, on February 1<sup>st</sup>, WDOC prison facilities and Field Services Division will provide a written report to the





**1. Purchases of Goods (Excluding IT Equipment Purchases)**

- i.** The CEO will ensure written procedures and practices in the procurement of goods under this section comply with the policy and provisions as set forth in WDOC Policy & Procedure #1.101 *Fiscal Standards* and WDOC Policy & Procedure #1.106, *Fiscal Control*.
- ii.** For purchases where the cost is two thousand, four hundred ninety-nine dollars (\$2,499.00) or less:

  - a.** WDOC Form #130, *Procurement Requisition Form* or standardized prison facility purchase order is not required, but is recommended.
  - b.** Quotes are not required, but are encouraged.
  - c.** Purchases may be made under existing state contracts (Master Agreements).
  - d.** The submission of a Requisition (RQS) is not required.
- iii.** For purchases where the cost is between two thousand, five hundred dollars (\$2,500.00) and seven thousand, four hundred ninety-nine dollars (\$7,499.00):

  - a.** WDOC Form #130, *Procurement Requisition Form* is required for Central Office and Field Services Division purchases. Prison Division facilities will utilize either a standardized facility purchase order as designated in facility OP or WDOC Form #130, *Procurement Requisition Form*. The Requestor must obtain his/her Supervisor's and CEO's signatures.
  - b.** Requestor will obtain a minimum of three (3) documented verbal or written quotes. Negative or "No Bid" response from a vendor is considered a bid – if documented. If sufficient quotes cannot be obtained, written documentation outlining circumstances will be maintained and submitted with the WDOC Form #130, *Procurement Requisition Form*.
  - c.** If lowest quote is not selected, written justification must be submitted by the Business Manager to the WDOC



Purchasing Manager for approval prior to the award, and submitted with the WDOC Form #130, *Procurement Requisition Form*.

- d. Purchases may be made without obtaining quotes utilizing existing state contracts (Master Agreements).
  - e. The Requestor is responsible for identifying potential vendors who could provide the equipment and from whom a quote could be obtained. The facility Business Manager, WDOC Purchasing Manager, or the Procurement Section of A&I can assist the requestor in identifying potential contractors to provide a quote.
  - f. The Business Manager will be responsible for the completion and submission of the RQS on WOLFS. All bidder's names and quotes will be recorded in the extended description field of the RQS header.
- iv. For purchases where the cost is seven thousand, five hundred dollars (\$7,500.00) or greater:
- a. WDOC Form #130, *Procurement Requisition Form* is required. The Requestor must obtain his/her Supervisor's and CEO's signatures. The completed *Procurement Requisition Form* will then be forwarded to the WDOC Purchasing Manager for routing to obtain Administrator and Director and signatures.
  - b. The formal bid process must be utilized through the Procurement Section of A&I.
  - c. If the Requestor does not desire to obtain the goods or services utilizing the formal bid process, the CEO will submit a request for waiver of formal bidding per procedure outlined herein below.
  - d. Purchases may be made without a formal bid process utilizing existing state contracts (Master Agreements).
  - e. The Requestor is responsible for identifying potential vendors who could provide the equipment and from whom a quote could be obtained. The facility Business Manager, WDOC Purchasing Manager, or the Procurement Section



of A&I can assist the requestor in identifying potential contractors to provide a quote.

- f. The WDOC Purchasing Manager may assist Business Managers in working through the bid process with the Procurement Division of A&I.
- g. The Business Manager will be responsible for the completion and submission of the RQS on WOLFS.

## 2. Printing Services

- i. WDOC Correctional Industries will be given the opportunity to bid on all printing projects.
- ii. If bids are solicited, they should be tabulated and each out-of-state bid is increased by ten percent (10%) for determination of award only (W.S. § 16-6-301).
- iii. For purchases where the cost is one thousand, four hundred ninety-nine dollars (\$1,499.00) or less:
  - a. WDOC Form #130, *Procurement Requisition Form* or standardized prison facility purchase order is not required, but is recommended.
  - b. Quotes are not required, but are encouraged.
  - c. Purchases may be made utilizing existing state contracts (Master Agreements).
  - d. The submission of a RQS is not required.
- iv. For purchases where the cost is one thousand, five hundred dollars (\$1,500.00) or greater:
  - a. WDOC Form #130, *Procurement Requisition Form* is required. The Requestor must obtain his/her Supervisor's, and CEO's signatures. The completed *Procurement Requisition Form* will then be forwarded to the WDOC Purchasing Manager for routing to obtain Administrator and Director signatures.





- iii. For purchases where the cost is one thousand, four hundred ninety-nine dollars (\$1,499.00) or less:
  - a. WDOC Form #137, *Contract Request Form*, is not required.
  - b. Contract is not required.
  - c. A written quote outlining the terms and services to be provided is strongly recommended, but not required.
  - d. The submission of a RQS is not required.
  - e. The execution of a Master Service Contract (MSC) is not required.
  
- iv. For purchases where the cost is between one thousand, five hundred dollars (\$1,500.00) and seven thousand, four hundred ninety-nine dollars (\$7,499.00):
  - a. Requestor will obtain a minimum of three (3) documented verbal or written quotes from vendors. Negative or “No Bid” response from a vendor is considered a bid if documented. If sufficient quotes cannot be obtained written documentation outlining circumstances will be maintained and submitted with the WDOC Form #137, *Contract Request Form*.
  - b. The Requestor is responsible for identifying potential contractors who could provide the services and from whom a quote could be obtained. The facility Business Manager, WDOC Purchasing Manager, or the Procurement Section of A&I may assist the requestor in identifying potential contractors to provide a quote.
  - c. WDOC Form #137, *Contract Request Form*, is required to be submitted to the WDOC Purchasing Manager. The Requestor must obtain his/her Supervisor’s, and CEO’s signatures. The completed *Contract Request Form* will then be forwarded to the WDOC Purchasing Manager for routing to obtain Administrator and Director signatures.
  - d. A written contract will be initiated and completed by Central office personnel. The WDOC Purchasing Manager



will be responsible for the tracking and timely processing of contracts, to include notification to the Requestor of delays.

- e. The Business Manager will be responsible for submitting the RQS. All bidder's names and quotes will be recorded in the extended description field of the RQS header.
  - f. The Business Manager will be responsible for executing a MSC.
- v. For purchases where the cost is seven thousand, five hundred dollars (\$7,500.00) or greater:
- a. WDOC Form #137, *Contract Request Form* is required to be submitted to the WDOC Purchasing Manager. The Requestor must obtain his/her Supervisor's, and CEO's signatures. The completed *Contract Request Form* will then be forwarded to the WDOC Purchasing Manager for routing to obtain Administrator and Director signatures.
  - b. A formal bid or request for proposal (RFP) process must be initiated through the Procurement Section of A&I and completed prior to initiating a contract.
  - c. The Requestor is responsible for providing a bidder's list identifying potential contractors who could provide the services requested. The Business Manager, WDOC Purchasing Manager, or the Procurement Section of A&I may assist the requestor in these potential vendors.
  - d. If the Requestor does not desire to obtain the goods or services utilizing the formal bid process, the CEO will submit a request for waiver of formal bidding per procedure outlined herein below. The request for waiver must be submitted to the WDOC Purchasing Manager for review and approval prior to contract initiation.
  - e. The WDOC Purchasing Manager shall assist Business Managers in working through the bid process with the Procurement Section of A&I.
  - f. A written contract will be initiated and completed by Central office personnel upon receipt of an approved





- a. Quotes are not required, but are recommended.
  - b. Purchases may be made under existing state contracts (Master Agreements).
  - c. Business Managers shall track all IT purchases under five hundred dollars (\$500.00) by tracking the *Quarterly Report IT Purchases under \$500* spreadsheet located on the ETS Forms page ([http://www.wyoming.gov/loc/04222011\\_1/docs/Pages/Forms.aspx](http://www.wyoming.gov/loc/04222011_1/docs/Pages/Forms.aspx)). Within the first (1<sup>st</sup>) fifteen (15) days of each quarter (*i.e.*, January 15, April 15, July 15, and October 15) each Business Manager shall electronically send the report to the WDOC Senior Accountant who will consolidate the reports and submit to ETS.
- ii. For purchases of IT Equipment where the cost is between five hundred dollars (\$500.00) and one hundred ninety-nine thousand, nine hundred ninety-nine dollars (\$199,999.00):
- a. WDOC Form #130, *Procurement Requisition Form*, is required.
  - b. For purchases over \$7,500.00 the Requestor must obtain his/her Supervisor's, Director's, WDOC IT Designee's, and Agency Designee's signatures.
  - c. All requests must be approved by the WDOC IT Designee, who is responsible for submitting the request to the ETS Request System for approval prior to moving forward with the procurement process.
  - d. Purchases may be made under existing state contracts (Master Agreements); or
  - e. At least three (3) written quotes are required to be obtained from vendors for purchases of \$7,499.99 or below.
  - f. For purchases \$7,500.00 and above, a formal bid, request for proposal (RFP), or request of qualification (RFQ) process must be initiated through the Procurement Section of A&I. If the Requestor does not desire to obtain the goods or services utilizing the formal bid process, the CEO will submit a request for waiver of formal bidding per procedure outlined herein below.



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- (1) The Requestor is responsible for identifying potential vendors who could provide the IT Equipment and from whom a quote could be obtained. The WDOC Purchasing Manager, WDOC IT Designee, agency designee, or the Procurement Section of A&I may assist the Requestor in identifying potential contractors to provide a quote.
  - (2) The WDOC Purchasing Manager or Business Manager will be responsible for submitting the RQS and will include quotes and/or documentation in the RQS header extended description field.
- iii. For purchases of IT Equipment where the cost is two hundred thousand dollars (\$200,000.00) or greater:
- g. WDOC Form #130, *Procurement Requisition Form*, is required.
  - h. All requests must obtain Supervisor's, CEO's, Director's, WDOC IT Designee's, and Agency Designee's signatures.
  - i. Purchases may be made under existing state contracts (Master Agreements).
  - j. A formal bid, request for proposal (RFP), or request of qualification (RFQ) process must be initiated through the Procurement Section of A&I. If the Requestor does not desire to obtain the goods or services utilizing the formal bid process, the CEO will submit a request for waiver of formal bidding per procedure outlined herein below.
  - k. The WDOC Purchasing Manager will be responsible for submitting the RQS.

### C. Requests for Waiver of Formal Bidding

1. All procurements of seven thousand, five hundred dollars (\$7,500.00) or more are formally bid unless the formal bidding requirements are waived by the Procurement Section of A&I and approved by the Governor.
  - i. Approval to waive the formal bid process must be prior to any commitment and must be for one or more of the following reasons:





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requirements imposed by this policy, the Requestor must follow the guidelines listed below.

1. For emergency purchases, the Requestor must submit a written request (e-mail or faxes are encouraged) to the CEO, with a copy submitted to the WDOC Director and WDOC Purchasing Manager. The emergency request, at a minimum, must clearly state the good or service to be procured, the party providing the good or service, the cost, and the reason for the emergency procurement.
    - i. Emergency requests must receive written authorization from a CEO prior to making any commitment to vendors.
    - ii. As follow-up to an emergency request, the Requestor must write a request of waiver reiterating the situation and submit the request of waiver to the WDOC Purchasing Manager within five (5) business days after emergency work is authorized for the WDOC Director's signature to be forwarded with the RQS to the Procurement Section of A&I per Wyo. Stat. § 9-2-1016(b)(vii). Approximation of dollar amount the work is not to exceed is acceptable.
      - a. If the emergency request is a service and exceeds one thousand, five hundred dollars (\$1,500.00), a service contract is required.
    - iii. If an emergency happens after hours or on a weekend, the WDOC Purchasing Manager or WDOC Fiscal Manager will be notified the next business day.
  2. For exceptions to the guidelines established in this policy, the Requestor will contact the WDOC Purchasing Manager to discuss alternative options. Any deviation from the guidelines established herein requires the approval of the Director.
- E. AWEC Process.** At-will contract employees may be hired in accordance with the State Policy promulgated by the Human Resources Division of the Department of Administration and Information. The following process must be completed and the resulting contract signed by all parties prior to the AWEC employee beginning work.
1. A CEO desiring to hire an AWEC will coordinate with the Central Services Administrator to ensure there is funding and an open AWEC position is available.



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- i. WDOC Form #137, *Contract Request Form*, and a PM-20, *At-Will-Employee-Contract Position Approval Form*, will be required for AWEC requests, renewals and/or amendments.
  - ii. A written contract will be initiated and completed by Central Office personnel.
  - iii. WDOC Human Resources Manager may assist the Requestor in the completion of the PM-20 form to initiate the AWEC request.
  - iv. The PM-20 will indicate the justification for hiring the AWEC, the job description, the reporting authority, the rate of pay, hours worked, whether the AWEC is exempt or non-exempt, and how overtime will be approved and compensated.
  - v. The prospective employee will not be required to sign the PM-20 at this time.
2. The CEO will ensure the appropriate signatures are affixed to the PM-20 prior to submission to the WDOC Human Resources Manager.
3. WDOC Central Office Human Resources Manager will review the PM-20 form to ensure that the request complies with the Department of Administration and Information, Human Resources Division policy for at-will-employee-contracts (Wyo. Stat. § 9-2-1022(a)(xi)(F)). If approved, the WDOC Human Resources Manager will sign the “Agency Human Resources Office Signature” box of the PM-20 form and submit the PM-20 form to the appropriate division administrator.
4. If approved, the division administrator, or his/her designee, will initiate a contract request via a WDOC Form #137, *Contract Request Form*.
5. If a contract is requested, the AWEC employee will be required to sign both the PM-20 form and the contract at the time that the contract is routed for signatures.

## V. TRAINING POINTS

- A. What articles may a Requestor purchase without further authorization, assuming his/her Supervisor or CEO has not placed additional limits than those imposed by this policy? When must the Requestor obtain prior approval? What procurements require approval of the CEO?
- B. When is the Procurement Requisition form to be completed?



- C.** What items may be purchased with a State of Wyoming Purchasing Card?
- D.** When are quotes required for the purchase of the following?
  - 1.** Equipment and Supplies;
  - 2.** Printing;
  - 3.** Professional Services; and
  - 4.** Architectural and Engineering Services.
- E.** When must a formal bid be used for the purchase of the following?
  - 1.** Equipment and Supplies;
  - 2.** Printing;
  - 3.** Professional Services; and
  - 4.** Architectural and Engineering Services.
- F.** What is the process to be used for IT purchases?
- G.** What is the process to be used for hiring of an At-Will Employee Contract (AWEC) employee?
- H.** Who may request a contract? How is this done?
- I.** When is a request for waiver appropriate? What steps must be followed?
- J.** What constitutes the need for emergency approval?