

	<b>ADMINISTRATIVE REGULATION</b>  <b>STATE OF ARKANSAS</b>  <b>BOARD OF CORRECTIONS</b>	<b>Section Number:</b> <b>ADC 118</b> <b>DCC 2.10</b>	<b>Page Number:</b> 1
		<b>Board Approval Date:</b> <b>2/19/98</b>	
		<b>Supersedes:</b> <b>ADC 118</b> <b>DCC 2.10</b>	<b>Dated:</b> <b>3/10/94</b> <b>3/10/94</b>
		<b>Reference:</b> <b>AD 91:28</b>	<b>Effective Date:</b> <b>4/20/98</b>
<b>SUBJECT: PROCUREMENT AND DISPOSITION ACTIVITIES</b>			

- I. **AUTHORITY.** The Board of Corrections (Board) is vested with the authority to promulgate Administrative Regulations by Ark. Code Ann. §§ 12-27-105, 16-93-1203 and 16-93-1205 (Michie Supp. 1995).
- II. **APPLICABILITY.** This policy applies to staff of the Arkansas Department of Correction (ADC) and the Department of Community Correction (DCC) involved in the procurement and disposition of commodities and services.
- III. **POLICY.** It is Board policy that departments process procurement and disposition of commodities and services in compliance with applicable state and federal laws and procedures and Board guidelines.
- IV. **DEFINITIONS.**
  - A. **Disposition.** Disposal, sale, or transfer of surplus commodities.
  - B. **Procurement.** Purchasing, buying, renting, leasing, contracting, or otherwise obtaining commodities or services.
- V. **GUIDELINES.**
  - A. The Board shall determine procurement and dispositions for which prior approval is required.
  - B. Departments shall develop Administrative Directives (ADs) and other necessary procedures to govern procurement and disposition processes in accordance with this policy and subsequent Board guidance. Revision to these directives require prior Board approval.
  - C. Departments shall provide monthly Board reports listing new or renewed contracts with commitment values of \$10,000 or more.
- VI. **STANDARDS.** American Correctional Association (ACA) Standards for Adult Community Residential Services, Third Edition, Standard 3-ACRS-1B-12; and Standards for Adult Correctional Institutions, third edition, 3-4031.