

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 12.14	PAGE NUMBER 1 of 1
	RELATED ACA STANDARDS: 2-CO-1B-09; 4-4038; 4-ACRS-7D-25	
CHAPTER: 12 CENTRAL BUSINESS OFFICE	SUBJECT: PROCUREMENT	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:		
 		
APPROVED FOR PUBLIC RELEASE		

- I. **AUTHORITY:** 29 Del. C. 69; 29 Del. C. §8903(4)(5)(7)
- II. **PURPOSE:** To establish procurement and contracting policies and procedures applicable to the Department of Correction (DOC).
- III. **APPLICABILITY:** All Department employees, volunteers, persons or organizations conducting business with the Department.
- IV. **DEFINITIONS:** None
- V. **POLICY:** The Central Business Office (CBO) is responsible for establishing purchasing and contracting guidelines and procedures, including publishing a Purchasing Manual, to ensure compliance with State and Department rules and regulations. The topics covered in the document include but are not limited to: contact names and numbers; purchasing thresholds; formal bid process; contract information; purchasing guidelines; forms and examples; and procurement protest policy.

The Department's Purchasing Manual is updated regularly and available on the Department's extranet site.