

# ARKANSAS REGISTER

## Transmittal Sheet



Sharon Priest  
Secretary of State  
State Capitol Rm. 01  
Little Rock, Arkansas 72201-1094

For Office Use Only: Effective Date 4/20/98 Code Number 004.00.98--001

Name of Agency Arkansas Department of Correction

Department of Correction

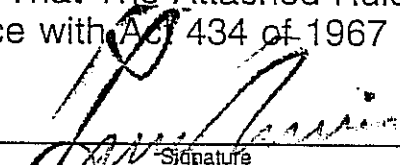
Contact Person Larry B. Norris, Director Phone 247-6344

Statutory Authority for Promulgating Rules § 12-27-105 and 16-93-1203 (Miche Suppl. 1993)

Procurement and Disposition Activities	AR 118	Date
Intended Effective Date	Legal Notice Published . . . . .	
<input type="checkbox"/> Emergency	Final Date for Public Comment . . . . .	<u>2/23/98</u>
<input type="checkbox"/> 10 Days After Filing	Filed With Legislative Council . . . . .	<u>2-5-98</u>
<input checked="" type="checkbox"/> Other	Reviewed by Legislative Council . . . . .	<u>3-5-98</u>
<u>The effective Date for this AR is</u> <u>4-20-98</u>	Adopted by State Agency . . . . .	<u>2-19-98</u>

### CERTIFICATION OF AUTHORIZED OFFICER

I Hereby Certify That The Attached Rules Were Adopted  
In Compliance with Act 434 of 1967 As Amended.

  
Signature

870-247-6344  
Phone Number

Director  
Title

2-20-98  
Date

FILED  
AR. REGISTER DIV.  
98 MAR 25 AM 11:31  
STATE OF ARKANSAS

DEPARTMENT of Correction  
DIVISION of Information System

PERSON COMPLETING THIS STATEMENT Carl Dyer

TELEPHONE NO. 247-6345 FAX NO. 247-3700

FILED  
AR. REGISTER DIV.  
98 MAR 25 AM 11:30

LEONOR R. TEST  
SECRETARY OF STATE  
STATE OF ARKANSAS

### FINANCIAL IMPACT STATEMENT

To comply with Act 884 of 1995, please complete the following Financial Impact Statement and file with the questionnaire and proposed rules.

SHORT TITLE OF THIS RULE: AR118

1. Does this proposed, amended, or repealed rule or regulation have a financial impact? Yes \_\_\_\_\_ No X
2. If you believe that the development of a financial impact statement is so speculative as to be cost prohibited, please explain.
3. If the purpose of this rule or regulation is to implement a federal rule or regulation, please give the incremental cost for implementing the regulation.

#### 1996-97 Fiscal Year

General Revenue \_\_\_\_\_  
Federal Funds \_\_\_\_\_  
Cash Funds \_\_\_\_\_  
Special Revenue \_\_\_\_\_  
Other \_\_\_\_\_  
Total \_\_\_\_\_

#### 1997-98 Fiscal Year

General Revenue \_\_\_\_\_  
Federal Funds \_\_\_\_\_  
Cash Funds \_\_\_\_\_  
Special Revenue \_\_\_\_\_  
Other \_\_\_\_\_  
Total \_\_\_\_\_

4. What is the total estimated cost by fiscal year to any party subject to the proposed, amended, or repealed rule or regulation? None

#### 1996-97 Fiscal Year

#### 1997-98 Fiscal Year

5. What is the total estimated cost by fiscal year to the agency to implement this regulation? Used existing resources

#### 1996-97 Fiscal Year

#### 1997-98 Fiscal Year

July 28, 1995



**ADMINISTRATIVE REGULATIONS**  
**STATE OF ARKANSAS**  
**BOARD OF CORRECTION AND**  
**COMMUNITY PUNISHMENT**

Section Number:      Page Number:  
**DOC 118 and DCP 2.10**      **1 of 2**

Board Approval Date:

**2/19/98**

Supersedes:  
**118**

Dated:  
**3/10/94**

Reference:

Effective Date:

**4/20/98**

**SUBJECT:      Procurement and Disposition Activities**

**I.      AUTHORITY:**

The Board of Correction and Community Punishment (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 Department of Correction and Department of Community Punishment (Departments) involved in 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 ADs require prior Board approval.
- C.      Departments shall provide monthly Board reports listing new or renewed contracts with commitment values of \$10,000 or more.



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**SUBJECT: Procurement and Disposition Activities**

**VI. STANDARDS:**

American Correctional Association (ACA) Standards for Adult Community Residential Services, third edition, standard 3-ACRS-1B-12; and ACA Standards for Adult Correctional Institutions, standard 3-4031.

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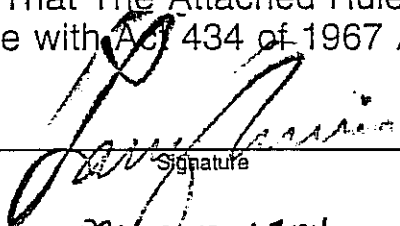
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Procurement and Disposition Activities	AR 115	Date
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STATE OF ARKANSAS  
BY \_\_\_\_\_

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