

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References KRS 45A, 11A 200 KAR Chapter 5 Finance and Administration Cabinet Manual of Policies and Procedures CPP 2.11, 3.1	2.14	2
	*	January 23, 2020
	VENDOR COMMUNICATIONS	

I. DEFINITIONS

“Contract” means a legal written agreement with terms and conditions, properly and legally executed by the Finance and Administration Cabinet, the Justice and Public Safety Cabinet or the Department of Corrections.

“Communication” means verbal, written, telephonic, electronic or in-person interactions, including electronic mail, meetings, conference calls, etc.

“Model procurement code” is defined in KRS Chapter 45A.

“Procurement” is defined in CPP 2.11.

“Vendor” means a business, sole proprietor, or other organization offering goods or services to the Commonwealth or the Department.

II. POLICY and PROCEDURE

The model procurement code is the governing authority for state government purchasing and shall be followed in all Department procurement activity, including interaction with vendors.

All Department of Corrections employees are subject to the Executive Branch Code of Ethics, KRS Chapter 11A.

Employees violating provisions of KRS 45A, KRS 11A, or Corrections Policy and Procedure are subject to appropriate disciplinary action.

A. All questions regarding current contracts, procurement policy, procurement methods, procedures and guidelines shall be directed to the Office of Support Services, Division of Administrative Services.

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- B. Individuals authorized to acquire items or services under the Department's small purchase authority of \$20,000 may request written quotes from non-contracted vendors. All documentation pertaining to communications for quote requests shall be maintained in accordance with document retention schedules and procurement policy.
- C. A vendor may be referred to the Division of Administrative Services or advised to register as a vendor on the Kentucky eProcurement website to be notified of bid opportunities.
- D. The Department of Corrections strongly discourages communication with non-contracted vendors, especially if the vendor initiates contact. Communications may be misconstrued by vendors as a commitment to purchase or obligate Department funds. This compromises the fiscal and procurement integrity of the Commonwealth, Justice and Public Safety Cabinet, and Department of Corrections.
- E. The Department of Corrections staff interested in requesting information from or meeting with vendors not currently under contract for goods or services shall contact the Division of Administrative Services for guidance and appropriate procurement actions, including, but not limited to:
 - 1. Request for Information (RFI);
 - 2. Request for Quote (RFQ);
 - 3. Request for Bid (RFB);
 - 4. Request for Proposal (RFP); and
 - 5. Request for Requisition (RQS).