



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 5.2.3	Subject: DEPARTMENT / MCE PRODUCT SALES
Chapter 5: OFFENDER PROGRAMS	Page 1 of 3 and Attachment
Section 2: Montana Correctional Enterprises	Effective Date: August 1, 1997
Signature: /s/ Mike Ferriter, Director	Revised: 05/23/12

I. POLICY

The Department of Corrections Montana Correctional Enterprises Division (MCE) offender education and job training programs support the Department's mission to reintegrate offenders into the community successfully. Division administrators support offender rehabilitation and work programs through the purchase of MCE products.

II. APPLICABILITY

All divisions, facilities, and programs Department-owned and contracted, as specified in contract.

III. DEFINITIONS

Division Administrator – The administrators of the following divisions: Administrative & Financial Services, Health, Planning & Information Services, Human Resources, Montana Correctional Enterprises, Montana State Prison, Montana Women's Prison, Youth Services, and Adult Community Corrections.

Montana Correctional Enterprises (MCE) – The Department division that operates offender work and training programs at Department and contracted facilities, including agriculture, industries, vocational education, license plate factory, food factory, canteen, and the offender hobby store.

MCE Products – Products and services manufactured or provided by Montana Correctional Enterprises.

IV. DEPARTMENT DIRECTIVES

A. MCE Program Goals

1. MCE will operate offender work and training programs that emphasize offender accountability and rehabilitation in accordance with [DOC Policy 1.1.1, Purpose, Mission, & Management Philosophy](#).
2. Revenue from the sale of MCE products supports offender work programs and provides offender workers with the means to meet financial obligations.
3. MCE programs are self-supporting, providing customers with high quality, satisfaction guaranteed products with minimal need for dependence from the state's general fund.

B. MCE Product Sales

1. MCE work and training programs provide the following products:

- a. upholstery and sewing products;
 - b. office furniture and furnishings;
 - c. panel system products;
 - d. printing;
 - e. sign work;
 - f. fence and pole materials;
 - g. dairy products;
 - h. automotive and heavy equipment repair services available through Montana State Prison;
 - i. laundry services;
 - j. canteen products;
 - k. bakery products; and
 - l. meal/food production.
2. MCE will maintain a website accessible from the Department's Internet page that lists MCE products including specifications and pricing.
 3. MCE management will consider special product and service requests on a case-by-case basis and will make every attempt to meet the unique needs of the customer within the capability of the respective MCE program.

C. Purchasing Requirements

1. Division staff will support offender work programs through the purchase of MCE products unless it is determined by the division administrator that purchase from MCE is not feasible due to one or more of the following reasons:
 - a. the product or service cannot be supplied by MCE within an acceptable schedule at which time the division must take into consideration that MCE may loan furniture to the requesting party until an order is produced and delivered; or
 - b. the MCE product or service does not meet the needs of the division or facility, as determined by the division administrator, and a custom product is not available through MCE.
2. Division administrators, or their designees, must contact MCE before making an outside vendor purchase to discuss their needs regarding product availability, specifications, warranty, delivery, and price when considering a purchase from an outside vendor. Division staff may then contact outside vendors to make a fair and reasonable comparison of MCE products.
3. The decision to purchase a product from an outside vendor rather than from MCE requires pre-approval by the division administrator who must complete and submit an [Outside Vendor Authorization](#) form and discuss the outside purchase with the MCE administrator, or designee, prior to purchase.
4. The MCE division administrator will review all outside vendor purchases on a periodic basis to provide MCE with information on how best to meet Department procurement needs in the future.

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5. Division administrators will contact the MCE administrator when purchasing needs are not being met. MCE will review all such inquiries to determine how best to remedy the problem and to ensure that the needs of all customers are met to the extent possible.

D. Compliance

The Director's Office may review outside purchases to ensure compliance with this policy.

V. CLOSING

Questions concerning this policy should be directed to the appropriate division administrator.

VI. REFERENCES

- A. [53-1-203, MCA](#); [53-30-131, MCA](#)

VII. ATTACHMENT

[Outside Vendor Authorization PDF](#)

**Montana Correctional Enterprises
Outside Vendor Authorization Form**
(Use this form to purchase outside of MCE)

Division/Facility: _____ Requestor: _____

Montana Correctional Enterprises **Outside Vendor** _____

Contact:	Contact:
Date: Phone #	Date: Phone #
Item Description/specifications:	Item Description/specifications:
Unit Price:	Unit Price:
Delivery Date:	Delivery Date:
Remarks:	Remarks:

Justification to purchase from an outside vendor **See exceptions 5.2.3 (IV.C)**: _____

I have justified purchase of the above item(s) from an outside vendor in accordance with *DOC Policy 5.2.3* and authorize purchase of said product(s) for use by this division or facility.

Signature: _____ **Date:** _____
 (Authorized Division Administrator)

Forward this form to:
 MCE Division Administrator
 350 Conley Lake Road
 Deer Lodge MT 59722