



Department of Transformation and Shared Services
Governor Sarah Huckabee Sanders
Secretary Leslie Fiskin
Director Edward Armstrong

ARKANSAS CORRECTIONAL INDUSTRIES (ACI) ONLINE CATALOG AASIS OUTLINE AGREEMENT #4600050726

Contract Overview

Effective Dates: July 1, 2022 through June 30, 2029	
Contract Administrator	TSS Office of State Procurement Julia Shackelford Phone: 501-371-6079 Email: julia.shackelford@arkansas.gov
Mandatory Status	Non-Mandatory
Certified Minority Vendor Status	No
AASIS Outline Agreement Number	4600050726
ARBuy Master Blanket Purchase Order Number	P000000347
Vendor Information	
AR Correctional Industries (ACI)	ACI Sales Office Phone: 877-635-7213 Email: adc.aci.customerservice@arkansas.gov ACI website: Home - Arkansas Correctional Industries Online Catalog (acicatalog.com)

SCOPE OF THE CONTRACT: The Arkansas Correctional Industries (ACI) online catalog provides agencies and nonprofit organizations quality goods and services at competitive prices. Revenue from these efforts permit to expand its ability to train more inmates in more fields, by opening new programs that will offer additional products and services to its customers.

PERMISSIVE USERS: All eligible purchasers within the State of Arkansas including State agencies, educational institutions, local public procurement units, and political subdivisions are authorized to utilize the commodities and services offered under the terms and conditions of the contract.

EXAMPLES OF COMMODITIES AND SERVICES PROVIDED BY ACI

- Athletic Equipment
- Clothing, Linens, Bedding
- Coffee and Tea
- Furniture and Furniture Refurbishing
- Janitorial Supplies
- Metal Fabrication
- Office Products and Signs
- Printing and Plaques
- Upholstery Services
- Vehicle Restoration

AGENCY INSTRUCTIONS

1. Agency must create an ACI account to order products and/or services from the ACI online catalog.
2. Contact one of ACI's sales staff if you have any questions: [Sales Staff - Arkansas Department of Corrections](#)
3. Reference contract 4600050726 on all Purchase Orders.
4. Construction & Installation Services: Eligible customer may determine if they want to use installation, site work and/or repair services as part of this agreement through an authorized service provider. The dealer must meet all the requirements given by the manufacturer for installation and/or services. Before services are performed the eligible customer will submit a detailed scope of work for the services requested. After reviewing the scope of work, the authorized dealer must provide a quote to the eligible customer detailing all costs. The eligible customer must approve cost and timeline before any services are provided.
5. State agencies under the jurisdiction of the TSS Division of Building Authority (TSS DBA) must call (501) 682-1833 to ensure adherence to all bidding laws and rules for all capital improvements projects valued at more than \$35,000.00 and adherence to design professionals' laws and rules for projects valued at more than \$25,000 (licensed Engineers) and valued more than \$100,000 (licensed Architects). Failure to adhere to laws and rules exposes your agency to litigation/audit exceptions.
6. If the purchases for services are expected to exceed the \$50,000 (in any contract year) threshold required for legislative review, State Agencies must create an Outline Agreement (OA) in AASIS referencing the OA #4600050726.
7. State Agencies are responsible for obtaining the necessary reviews and approvals for all Outline Agreements, including, but not limited to, legislative review, reporting, and for entry into the TGS/PCS Portal.
8. If the Agency does not use AASIS as their purchasing system, use the Agency's standard operating procedure for creating Purchase Orders.

TGS/PCS Portal	
≥ \$25,000 to < \$50,000	Reported
≥ \$50,000	Reviewed