

# FURNITURE PROCUREMENT GUIDE

Furniture is considered a restrictive item per the Unrestricted Open Market Purchase Authority letter.

The Nebraska State Statutes (Neb. Rev. Stat. §§ 83-144 through 83- 152) require all State departments, institutions and agencies which are supported in whole or in part by taxation for state purposes to **purchase items produced or manufactured by CSI** unless such articles of equal quality and materials could be purchased from another supplier at a lesser cost. Administrative Services may create an exception when the CSI item does not meet the reasonable requirements of the agency, board, or commission.

## FURNITURE PROCUREMENT INSTRUCTIONS

1. **Cornhusker State Industries (CSI)** is the agencies first stop; as it is the easiest and most cost-effective way to purchase furniture, not to mention it is a State Statute.
  - a. The link to the CSI website: <https://csi.nebraska.gov/>
  - b. Agencies have unrestrictive authority to purchase directly from CSI for any dollar amount.
  - c. Agency would generate a Purchase Order by doing an (OH) transaction and submit directly to CSI.
  - d. Plan ahead, as much as six (6) months in advance for your furniture needs to allow CSI time to complete your furniture project.
  - e. Purchasing from CSI is also supporting the State's rehabilitation program by providing individuals new job skills.
  
2. **Statewide Contracts** are the next option if you are not able to procure furniture thru CSI. Those contract can be found on the state contracts website at [Nebraska Administrative Services | Materiel | Contract Search](#).
  - a. Agencies have unrestrictive authority to purchase directly from the contracted vendor after receiving an approved exception from procuring through CSI.
  - b. Agency would generate an (O8) requisition in PFC/E1, to properly route to SPB, and attach the following justification:
    - i. Provide vendor quote(s)
    - ii. SPB Form 9 - Exception Request – CSI Product [Link to Form Here](#)
      1. This form is always required for furniture procurements as it gives demand analytics to CSI so they can continually monitor and update their catalog/offerings to better suit the needs of the State.
  - c. Once agency receives approval email from SPB approving to proceed, Agency would generate a Purchase Order by doing an (OG) transaction in PFC/E1 off the contract
  - d. Be aware that the furniture contracts have a local dealer or sub-contractor that will provide you a quote. Always ask the local dealer if the furniture item is from the contract.
    - i. If furniture is offered from the local dealer but not from the contract then you would need to follow Step 3 to get approval from DAS, State Purchasing Bureau.
  
3. **SPB Restrictive Item Approval (RIA)** is required for furniture purchases not procured from CSI or thru an existing State furniture contract.

- a. All furniture purchases not thru CSI or a State contract, and for any dollar amount must be processed thru DAS, Materiel Division, SPB.
  - b. Agency would generate an (O8) requisition in PFC/E1, to properly route to SPB, and attach the following justification:
    - i. Provide vendor quote(s)
    - ii. SPB Form 9 - Exception Request – CSI Product [Link to Form Here](#)
      - 1. This form is always required for furniture procurements as it gives demand analytics to CSI so they can continually monitor and update their catalog/offerings to better suit the needs of the State.
    - iii. When approved, SPB will send a Restrictive Item Approval email notice to the agency to generate a (ZO) purchase order.
- 4. GSA-like** furniture purchases require all of Step 3 along with the following additional documentation:
- a. GSA price sheet that matches the cost on the quote/requisition and,
  - b. Open market items may be included on the requisition, i.e. fabric or components, but labelled as “Open Market” on the line item.
  - c. SPB Form 4 – Exception Request – GSA-Like Pricing [Link to Form Here](#)
- 5. ODP Business Solutions** furniture purchases require all of Step 3 along with the following additional steps and documentation. The process to purchase furniture through OPD is different than the other non-contract vendors.
- a. Provide screen shots of the furniture including the item# and description from the ODP Business Solutions website, rather than a quote(s).
  - b. **Vendor AB# 1842466** is used for furniture and special purchases with ODP Business Solutions, not the contract AB#.
  - c. SPB will work with ODP Business Solutions on obtaining “best pricing” and will adjust the amounts on the submitted requisition if applicable.
  - d. When approved, SPB will send a Restrictive Item Approval email notice to the agency to generate a (ZO) purchase order.
  - e. Invoices will be sent directly to your agency and will not be included in the monthly consolidated billing.
  - f. Agency will be responsible for processing the invoice for payment