

## Non-CSI Purchase Instructions:

Neb. Rev. Stat. §§ 83-144 through 83-152 requires all State agencies, boards, and commissions which are supported in whole or in part by taxation to purchase items produced or manufactured by Cornhusker State Industries unless such articles of equal quality and materials could be purchased from another supplier at a lesser cost.

These purchases must come through State Purchasing Bureau for approval regardless of dollar amounts. (The requisition must be entered for **at least** \$5 to get to SPB for approval regardless of it is less than that, or a trade-in) You will need to submit an OW document type in EnterpriseOne, attach your documentation, and wait for approval by SPB. The OW document type can be found in Enterprise One by following the below path:

***State of Nebraska -> Purchasing-Agencies -> Requisitions-Agency -> Enter Commodity Requisition -> Enter through SPB Req (OW)***

Training guides for entering a requisition and adding attachments can be found on the DAS website here:

[http://das.nebraska.gov/nis/training\\_manuals-9.1/procurement/index.html](http://das.nebraska.gov/nis/training_manuals-9.1/procurement/index.html)

Lesson 3 addresses “**Enter a Purchase Requisition**” and Lesson 2 addresses “**Creating Document Attachment**”

The documentation that should be attached to your OW requisition in Enterprise One includes:

- State Purchasing Bureau Non-CSI Justification Form – this can be found on the State Purchasing Bureau website at: [http://das.nebraska.gov/materiel/purchase\\_bureau/agency-info.html](http://das.nebraska.gov/materiel/purchase_bureau/agency-info.html) underneath the heading “Procurement for Commodities/Goods”
- Quotes from Non-CSI vendors – quotes must include items and pricing and cannot be screenshots. They must be quotes that were sent directly from the vendor.
- Documentation from CSI stating the reason they are not able to meet your agency’s needs – this can be in the form of a letter or email.

The OW document type is used to route “special” purchases and “exception” items through SPB. This includes things such as non-CSI purchases, weapons and other items that are deemed exceptions.

Please see the pages attached as an example of acceptable attachments that meet the above criteria.

# Completed Non-CSI Justification Form (agency information has been redacted)

## State Purchasing Bureau Non-CSI Justification Form

Neb. Rev. Stat. §§ 83-144 through 83-152 requires all State agencies, boards, and commissions which are supported in whole or in part by taxation to purchase items produced or manufactured by Cornhusker State Industries unless such articles of equal quality and materials could be purchased from another supplier at a lesser cost.

Requisition Number: [REDACTED] Agency: [REDACTED]  
Agency Contact: [REDACTED] Title: [REDACTED]

Indicate the need of the necessary purchase:

- Medical
- This item is available through CSI, but cannot meet delivery requirements
- This item is available through CSI, but is substantially more expensive
- Other (Please Explain):

1. If this item is available through CSI, but cannot meet delivery requirements (attach email from CSI stating so), explain what is crucial about the delivery timeframe?

HR needs this cabinet to store 10 laptops for training, new hires, etc. It is crucial that these laptops stay powered on and connected to the network so that they can get updates throughout the day and night as needed, not when they are powered on from the bags currently. This causes them to pull updates and sometimes can't be logged into for 20 minutes in the morning while updating. This could disrupt the time-frame requirements that HR has for new staff coming in.

2. Explain why the product is necessary. Why is the CSI product not acceptable? What specifications are required to meet the need that are not available through the CSI product? In general, what is there about the equipment/supplies being requested to be purchased that require those to be purchased from another source besides CSI?

It is necessary to store 10 laptops, powered and connected to the network so that they are charged and have all updates needed before they are pulled for use each day. If CSI could provide their product within a week or two it would be. It will take CSI too long to make this cabinet and HR and IT don't have the extra time and resources to waste.

Vendor Sales Quote directed specifically to the agency with FOB Destination included (contact and account information has been redacted)

**Subject:** RE: Sales Quotation # 4157219  
**Date:** Monday, August 14, 2017 1:56:14 PM

**From:** [REDACTED]  
**Sent:** Monday, August 14, 2017 2:54 PM  
**To:** [REDACTED]  
**Subject:** RE: Sales Quotation # 4157219



11 HARBOR PARK DRIVE  
PORT WASHINGTON, NY 11050

### Sales Quote

Account #: [REDACTED]	Quote #: 4157219	Quote Issued: 08/14/2017
[REDACTED]	[REDACTED]@nebraska.gov	*Quote Expires 30 Days from Issue
[REDACTED]	Phone: (402) [REDACTED]	
[REDACTED]	Fax:	
LINCOLN, Nebraska 68502		
<a href="#">CLICK HERE TO LOGIN AND PLACE THIS ORDER ONLINE.</a>		

Part#	Description	Shipping	Quantity	Price	Extended
B179249	Balt® 27540 Mobile Laptop Charging Station For 10 Laptops, 50-3/4"H x 23-5/8"W x 19-1/4"D	UPS - GROUND	1	\$424.95	\$424.95
<b>Item Total:</b>					<b>\$424.95</b>
<a href="#">PLEASE BE SURE TO REVIEW OUR TERMS AND CONDITIONS</a>					<b>*Total: \$424.95</b>

<b>Notes</b> *FOB DESTINATION	Thank you for the opportunity to help with your needs. To place your order or for further assistance please contact me. <b>Name:</b> [REDACTED] <b>Email:</b> [REDACTED] <b>Phone:</b> [REDACTED] <b>Fax:</b> [REDACTED]
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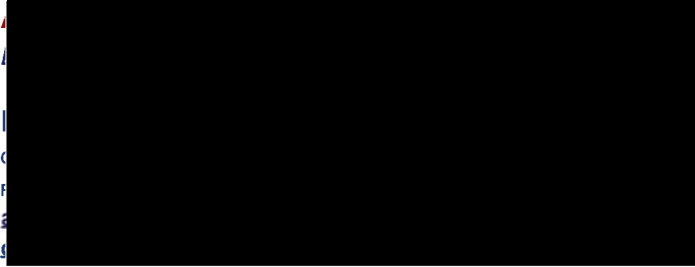
\*Applicable taxes and shipping charges will be added to invoice. This quote is subject to [Global Industrial's Terms and Conditions of Sale](#)

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**To:** [REDACTED]  
**Subject:** RE: Sales Quotation # 4157219

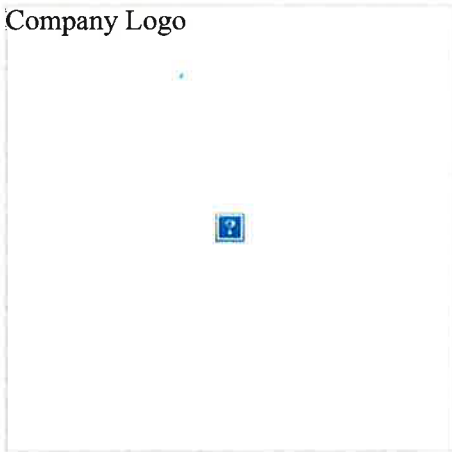
Thank you for the quote.  
Are you able to quote FOB Destination?



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**From:** [REDACTED]  
**Sent:** Monday, August 14, 2017 12:47 PM  
**To:** [REDACTED]  
**Subject:** Sales Quotation # 4157219

Company Logo



11 HARBOR PARK DRIVE  
PORT WASHINGTON, NY 11050

## Sales Quote

Account #: 1597041	Quote #: 4157219	Quote Issued: 08/14/2017
State of Nebraska Dept of Correctional Services	<a href="mailto:aj.divis@nebraska.gov">aj.divis@nebraska.gov</a>	<b>*Quote Expires 30 Days from Issue</b>
A.J. DIVIS	Phone: (402) 479-3334	
800 PIONEERS BLVD	Fax:	
LINCOLN, Nebraska 68502		
<b><a href="#">CLICK HERE TO LOGIN AND PLACE THIS ORDER ONLINE.</a></b>		

Part#	Description	Shipping	Quantity	Price	Extended
B179249	Balt® 27540 Mobile Laptop Charging Station For 10 Laptops, 50-3/4"H x 23-5/8"W x 19-1/4"D	UPS - GROUND	1	\$349.95	\$349.95
<b>Item Total:</b>					<b>\$349.95</b>
<b>Estimated Freight:</b>					<b>\$75.00</b>

**PLEASE BE SURE TO REVIEW OUR TERMS AND CONDITIONS**

**\*Total: \$424.95**

<b>Notes</b>	Thank you for the opportunity to help with your needs. To place your order or for further assistance please contact me. <b>Name:</b> THOMAS REDMOND <b>Email:</b> <a href="mailto:redmond@globalindustrial.com">redmond@globalindustrial.com</a> <b>Phone:</b> (516) 608-7656 x7656 <b>Fax:</b> (516) 608-7747
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\*Applicable taxes and shipping charges will be added to invoice. This quote is subject to [Global Industrial's Terms and Conditions of Sale](#)

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Documentation from CSI stating the reason the agency needs to procure elsewhere  
(contact information has been redacted)

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Thursday, August 03, 2017 3:00 PM  
**To:** [REDACTED]  
**Subject:** FW: [SR205408] OCIO Service

[REDACTED]

Please see [REDACTED]'s comments below.

Thanks for inquiring,

[REDACTED]

Sales Representative  
Cornhusker State Industries  
800 Pioneers Blvd.  
Lincoln, Nebraska 68502

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Thursday, August 03, 2017 2:44 PM  
**To:** [REDACTED]  
**Subject:** RE: [REDACTED] OCIO Service

Hi [REDACTED]

We could build something similar that would serve the same purpose, however, the time frame is not attainable.

[REDACTED]

**Nebraska Department of Correctional Services**

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Thursday, August 03, 2017 2:35 PM

**To:** [REDACTED]  
**Subject:** FW: [SR205408] OCIO Service

What are your thoughts [REDACTED]?

Thanks!

[REDACTED]  
[REDACTED]  
Sales Representative  
Cornhusker State Industries  
800 Pioneers Blvd.  
Lincoln, Nebraska 68502  
[REDACTED]

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**From:** [REDACTED]  
**Sent:** Thursday, August 03, 2017 2:21 PM  
**To:** [REDACTED]  
**Subject:** FW: [SR205408] OCIO Service

[REDACTED]  
Will you let me know if CSI is able to provide something that matches the specs of the following item? We will also need this item within 2 weeks.

<http://www.globalindustrial.com/p/office/computer-furniture/laptop-storage-charging/mobile-laptop-storage-charging-station-10-computers>

Thank you,

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**From:** [REDACTED]  
**Sent:** Thursday, August 03, 2017 1:43 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: [SR205408] OCIO Service

Hope needs this to store and keep laptops powered on and up to date so when she actually opens the lids they are ready to use instead of loading updates every time they are powered on now.

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Thursday, August 03, 2017 4:05 PM  
**To:** [REDACTED]  
**Subject:** FW: [SR205408] OCIO Service  
**Attachments:** NonCSJustificationForm.pdf

[REDACTED]

Because CSI is able to provide a similar item, you will need to complete the attached form. See [REDACTED] response below and put that as a justification. We will have to send it down to State Purchasing for review and approval.

Thank you,

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Thursday, August 03, 2017 3:00 PM  
**To:** [REDACTED]  
**Subject:** FW: [SR205408] OCIO Service

[REDACTED]

Please see [REDACTED]'s comments below.

Thanks for inquiring,

[REDACTED]

Sales Representative  
Cornhusker State Industries  
800 Pioneers Blvd.  
Lincoln, Nebraska 68502