



Jim Pillen, Governor

To: All State Agencies
From: Department of Administrative Services, Materiel Administrator
Application: Personal Property/Goods
Subject: Furniture
Effective Date: 07-01-2025

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 grant an exception when the CSI Furniture does not meet the reasonable requirements of the agency, board, or commission. Agencies may request exceptions by submitting an O8 Exception Requisition in PFC/E1 with a completed SPB Form 9 attached to the requisition. This form is always required for furniture procurements as it gives demand analytics to CSI to better suit the needs of the State.

FURNITURE PROCUREMENT OPTIONS

I. Option One - Cornhusker State Industries (CSI)

- 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 an (OH) purchase order in PFC/E1.
- 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.

II. Option Two (With Approved Exception) - Statewide Contracts

- 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 Exception Requisition in PFC/E1, to properly route to SPB, and attach the following justification:
 1. Provide vendor quote(s)
 2. SPB Form 9 - Exception Request – CSI Furniture
- C. Once agency receives approval email from SPB approving to proceed, Agency would generate an (OG) purchase order in PFC/E1 from the contract

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- 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.
 - 1. If furniture is offered from the local dealer but not from the contract then agency would need to follow Option 3 to get approval from DAS, State Purchasing Bureau.

III. Option Three (With Approved Exception) - SPB Restrictive Item Approval

- 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) Exception Requisition in PFC/E1, to properly route to SPB, and attach the following justification:
 - 1. Provide vendor quote(s)
 - 2. SPB Form 9 - Exception Request – CSI Product
- C. When approved, SPB will send a Restrictive Item Approval email notice to the agency to generate a (ZO) purchase order.
- D. If furniture purchase exceeds \$50,000 then it would be subject to competitive bidding requirements or an additional exception would be required to be submitted with the CSI Exception request.

