

# California Prison Industry Authority Purchasing Exemption Instructions

## About CALPIA

CALPIA work programs reimburse victims, save taxpayer dollars, and manufacture quality products. CALPIA is a self-supporting, customer-focused business that provides productive work, training, and skill development opportunities which reduce the recidivism of California Department of Corrections and Rehabilitation (CDCR) inmates.

Former inmates who participated in CALPIA programs are significantly more likely to become productive workers that pay taxes instead of costing California taxpayers.

## Procurement Regulations Reference

Current California statutes supporting purchasing from CALPIA for California State Agencies are referenced in the following codes, manual and handbook.

- **California Penal Code Section 2807**
- **CDCR Procurement Handbook**  
in its entirety with special notice to sections 1.1, 1.6, 1.7, 1.9, 2.9, 7.23, 8.12, 12.8, and 13.4
- **CA State Administrative Manual Section 3505**

Refer to your Agency's own procurement handbook and delegation guideline for instructions.

## CALPIA Purchasing Exemption

In circumstances when deviation from purchasing guidelines may be justified, customers can select the appropriate exemption form. State Agencies and CDCR are required to submit specified forms. Please use the correct exemption form.

## General State Agency Request Form

- **General State Agency Exemption Request (SAL-F001)**

### Submit completed form to:

By Mail: CALPIA  
Sales Branch  
520 I Street  
Sacramento, CA 95814  
By FAX: (916) 322-1184  
By E-Mail: SalesInfo@calpia.ca.gov

Questions: Contact CALPIA Sales  
(916) 323-2419

## CDCR Request Form

- **CDCR Exemption Request (SAL-F010)**

### Submit completed form to:

CDCR  
Departmental, Procurement  
& Contracting Officer  
Office of Business Services  
By FAX: (916) 255-6185

Following CDCR review and approval/denial (if applicable) exemption requests will be forwarded to CALPIA for review and potential approval/denial.

## Century Systems Modular Systems Furniture

- **Exemption Request (MKT-F004)**

### **Submit completed form to:**

By Mail: CALPIA  
Century Systems Branch  
560 East Natoma Street  
Folsom, CA 95630-2200

By FAX : (916) 358-2663

By E-Mail: CenturySystems@calpia.ca.gov

Questions: CALPIA Century Systems  
(916) 358-2214

## Notification of Exemption Decision

A letter notifying the agency of the Exemption Request decision (approved or denied) will be sent via email to the department contact provided on the Exemption Request form within (2) business days of receipt of the exemption.

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