

California Correctional Training and Rehabilitation Authority

Purchasing Exemption Instructions

About CALCTRA

CALCTRA work programs reimburse victims, save taxpayer dollars, and manufacture quality products. CALCTRA 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 CALCTRA 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 CALCTRA for California State Agencies are referenced in the following codes, manual and hand-book.

- **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.

CALCTRA 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: CALCTRA
Sales Branch
2125 19th Street, Suite 100
Sacramento, CA 95818
By E-Mail: SalesInfo@calctra.ca.gov

Questions: Contact CALCTRA
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 CALCTRA for review and potential approval/denial.

Century Systems Modular Systems Furniture

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

Submit completed form to:

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

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

Questions: CALCTRA Century Systems
(916) 358-1740

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.