


State of Rhode Island and Providence Plantations
Department of Attorney General

Inter-Office Memorandum

Date: March 28, 2013

To: Lorraine Hynes, Purchasing Agent
Department of Administration

From: Christopher Cotta 
Director of Administration

RE: Purchase order for Lapel Pins and Challenge Coins for the Attorney General's Department

Lorraine,

The Attorney General has directed me to purchase challenge coins and lapel pins that he can use in recognition of the numerous individuals, entities and partners with whom we work on a daily basis. As the State's Attorney General, he interacts with all Rhode Island State and Local law enforcement agencies, many agencies with who we interact in the criminal justice system, each of the Attorneys General across the country, and numerous federal agencies with whom we partner.

It is common practice to bestow a token of appreciation for the hard effort these people have put forth to accomplish our mission. When this particular kind of challenge coin or lapel pin is bestowed upon a person, it refers to the acknowledgement of his/her talents and performance. Challenge coins signify the overall excellence and performance of work of that organization. Employees are relegated to the feeling that they have reached heights of success and this helps to enhance their enthusiasm for work and also bring about motivation to let them to work harder. The coins help in a way to boost the overall confidence and morale of any workplace. In simple terms, it is to encourage good behavior among the employees. Just like the challenge coins, the lapel pins have been used for decades to recognize and reward important employees in the various corporate sectors. The employees in an organization are encouraged to collect as many pins as they want and the more number of pins that they collect the more they are in the spotlight.

We have been researching the cost for these types of materials over the past six months or so. They can be manufactured locally but those come at a premium cost. There is nothing on the state's master price agreement that we can use to purchase these materials. I have provided a spread sheet of what we found related to costs for similar coins and pins from four vendors. We asked and received approval from the US Department of Justice, Federal Asset Forfeiture and Money Laundering Section to purchase these materials.