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Division of Purchasing

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## **POLICY DIRECTIVE NO. 11-04** **EFFECTIVE AUGUST 30, 2016**

Policy Directive No. 01-3, dated October 1, 2001, was rescinded and replaced by Policy Directive No. 11-04, dated August 1, 2011. Policy Directive 11-04 is hereby amended, effective August 16, 2016.

Pursuant to Idaho Division of Purchasing Rule 42.10 (IDAPA 38.05.01.42.10), a determination has been made that competitive solicitation procedures are impractical, disadvantageous, and unreasonable when applied to:

1. Legal advertising, public service announcements, and publication or placement of advertisements by state agency personnel directly with media sources.
2. Purchase of mass produced movie or video films, audio recordings, or written publications (books, brochures, pamphlets, etc.), whether in print or digital format, that are distributed or sold primarily by the publisher and considered to be a sole source purchase, or are provided by a distributor as part of a unique collection, grouping, or discount program.
- \*3. Licensing for access to online databases of books, periodicals, journals, etc., which are only available from a single source due to proprietary content or unique groupings of resources.  
***\*The Agency must request this exemption in writing, identifying this Policy Directive and detailing the efforts taken to identify and evaluate alternative options. The Administrator must grant the request in writing in order for the Agency to utilize this exemption.***

The requirement for competitive solicitations pursuant to statute and rules for these purchases is waived, subject to Administrator approval as detailed above. Purchasers are cautioned to use prudent business judgment. The goal is to maximize the value of the benefit commensurate with the degree of effort, time available, and price reasonableness.

This exemption shall be effective until this policy directive is revised, rescinded or replaced.

  
Sarah Hilderbrand, Administrator