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POLICY DIRECTIVE NO. 12-1 **EFFECTIVE JANUARY 1, 2012**

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:

Hiring and retaining instructors for the Certified Public Manager (CPM) Program® through the Idaho Division of Professional-Technical Education (PTE).

The statutory and other regulatory requirements for competitive solicitation for the PTE procurement of instructors for the CPM Program® are waived. This exemption only applies to the CPM Program® instructors and nothing else related to the CPM Program®.

In order to use this exemption, PTE will implement the following:

- Current CPM Program® instructors will be evaluated by a committee as described below. This evaluation will occur when an instructor is first contracted and be repeated every five years. The evaluation will be performed by a committee mutually selected by PTE and the Division of Purchasing. The committee will include at least a high-level government manager, an educational professional, a human resource professional, and a CPM Program® graduate. Those instructors who do not achieve, or maintain, a composite average of 3.5 on a scale of 5 as reflected on student evaluations, will not continue instructing.
- The criteria for evaluating instructors will be developed by the committee above and include aspects of education, subject matter expertise, experience, facilitation skills, and student reviews (current instructors only).
- New opportunities for instructors will be posted on the CPM Program® website with details on how to apply. Notice of these opportunities will be sent to BSU, Public Policy & Administration, and local chapters of professional organizations whose membership includes professional, organizational, or management development consultants. The CPM Program® Administrator will be responsible

for accepting applications and working with the designated committee for final selection.

- Instructors will provide documentation of having Workers' Compensation Insurance before contracting as an instructor for the CPM Program®.

Instructor rates of compensation for training delivery will be a recommendation of the CPM Program® Advisory Board in consultation with the State Administration of PTE. Their recommendation will consider current compensations, materials provided, and instructor locations. The review will be completed at least every two (2) years.

The goal of this exemption is to maximize the retention of qualified instructors commensurate with the degree of effort, time available, and qualified instructor pool.

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



Bill Burns, Administrator