State of Idaho Department of Administration
Division of Purchasing

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POLICY DIRECTIVE NO. 16-01

Amended November 2, 2026

Policy Directive 16-01 was issued on April 21, 2016, and amended on August 6, 2021. It is hereby amended, effective November 2, 2026.

Pursuant to Idaho Division of Purchasing Rule 42.10 (IDAPA 38.05.01.42.10(iv)), a determination has been made that competitive solicitation procedures required by IDAPA and Idaho Code are impractical, disadvantageous, and unreasonable when applied to services and equipment procured by the Idaho Division of Vocational Rehabilitation (IDVR). These procurements are intended to assist individuals with diverse disabilities in preparing for, obtaining, advancing in, and retaining employment based on their unique skills and abilities, consistent with applicable federal regulations. The services and equipment provided by IDVR are specific and unique to the individualized needs of each participant.

This exemption applies specifically to the following categories:

1. **Medical & Health Services**
   Medical, dental, therapeutic, and other prescribed health-related services, including (but not limited to) medical devices, prosthetics, orthotics, audiology devices (including hearing aids), and prescribed or clinician-recommended assistive or adaptive devices necessary to support an individual's ability to prepare for, retain, or advance in employment.
2. **Tuition, Training & Education**
   Tuition and related costs for education, training, certification, licensure, or credentialing.
3. **Vehicle Modifications**
   Adaptive driving equipment and related mobility services necessary to meet an individual's transportation and mobility needs.
4. **Communications and Office Equipment**
   Purchase of cell phones, cell phone plans, and internet services for direct use by participants (not for State offices or employees).
5. **Testing & Assessments**
   Medical, psychological, educational, vocational, or other professional assessments and evaluations necessary to determine eligibility and to implement and support the participant's employment plan.

6. **Commodities and Goods for Pre-Employment Services**
   Commodities or goods necessary to support pre-employment services, including tools and specific work attire required for employment.

NOTE: This Policy Directive applies only to purchases of the identified goods or services **less than $150,000**.

To use this exemption, the agency must develop and implement written purchasing policies and guidelines that meet the following requirements:

- For one-time purchases exceeding $15,000 in commodities or goods (or a combination of goods and services), and $25,000 for services, the agency must obtain informal quotes to the extent practicable, considering the urgency of the individual's job-related needs and the availability of multiple suppliers.

- Agency must establish an internal process for obtaining informal quotes, including use of a standard form referencing the limitations in IDAPA 38.05.01.112 (prohibited terms), incorporation of the State's Standard Terms and Conditions, and maintenance of all procurement and contract-related documentation.

- For one-time purchases of $75,000 or more, the agency must obtain written approval from the Division of Purchasing before using this exemption.

- Purchases of $150,000 or more are not covered under this Policy Directive.

- The agency must document circumstances under which any direct purchase is made without informal competition, including the urgency of the individual's need, lack of available suppliers, or unique requirements.

Authorized purchasers are instructed to use prudent business judgment in exercising the exemption granted under this policy directive; and to coordinate with legal counsel to ensure that contract documents are in accordance with state law and sound business practices, in the best interest of the state.

Other agencies or departments may apply to the Administrator for extension of this determination to their particular agency/department provided the categories of goods and services are the same, and the purchase is in response to an individualized need which the agency/department is mandated to fulfill.

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

Signature

Chelsea Robillard

Chelsea Robillard, DOP Administrator