



Brad Little
Governor
BRYAN MOONEY
Director
SARAH HILDERBRAND
Administrator

State of Idaho

Department of Administration
Division of Purchasing

304 N 8th Street, Rm 403 (83702)
P. O. Box 83720
Boise, ID 83720-0075
Telephone (208) 327-7465
Fax: 208-327-7320
<http://purchasing.idaho.gov>

POLICY DIRECTIVE NO. 19-01 **EFFECTIVE January 30, 2019**

Rescinds and Replaces Policy Directive No. 12-1

Pursuant to Idaho Division of Purchasing Rule 42.09 (IDAPA 38.05.01.042.09), 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®

The purchasing agency utilizing this policy directive must maintain written procedures addressing the following, at a minimum:

- How the agency will conduct its search for qualified instructors with relevant experience and interest in performing the services according to CPM Program and state of Idaho standards;
- The process for providing feedback to instructors from both the CPM Program Manager as well as class participants; and
- A requirement that contracts for instructors are executed on a template reviewed by legal counsel.

The purchasing agency is 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 Idaho law and sound business practices, in the best interest of the state.

This exemption shall be effective until this Policy Directive is rescinded or replaced.

Administrator

"Serving Idaho citizens through effective services to their governmental agencies"