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# State of Idaho

Department of Administration  
Division of Purchasing

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## Memorandum

To: All concerned parties  
From: Steve Bailey, Administrator of the Division of Purchasing  
Date: March 12, 2020  
Re: **Updated purchasing procedures and statewide contract purchases related to the Novel Coronavirus (COVID-19) pandemic**

On March 11, 2020, the World Health Organization (WHO) declared the Novel Coronavirus (COVID-19) a worldwide pandemic. As of the writing of this memorandum, there are no confirmed cases of COVID-19 in Idaho; however, the Idaho Division of Purchasing is taking steps to protect against the potential spread of the virus. We are strongly committed to maintaining the state's purchasing operations, while doing everything possible to protect state employees, vendors, and the public.

1. Unless explicitly detailed to the contrary in a solicitation document, the following procedures will apply to all solicitation issued by the Division of Purchasing until further notice:
  - DOP will not be accepting manual submissions to any competitive solicitations. Only electronic submissions will be accepted. Please consult the solicitation for specific instructions on how to submit an electronic quote/bid/proposal. This change is being made to limit the risk of spreading COVID-19 through contact between DOP personnel and vendors/mail carriers/couriers. Additionally, while we do not currently anticipate closing DOP's office, this updated procedure will allow DOP to remain operational- remotely, if necessary.
  - As permitted in IDAPA 38.05.01.073, DOP will be opening all sealed bids (ITBs, RFPs, and ITNs) using "electronic virtual opening." Again, this change is being made to limit the risk of spreading COVID-19 through contact between DOP personnel and vendors/the public. The "electronic virtual opening" will consist of a written record documenting the following information: date, time, and location of the opening; names of all persons present; name and title of the person completing the opening; and a list of all submissions received including the name of the company, the date and time of submission, and the total bid

price (for ITBs only). This electronic virtual opening record will be available upon written request once the opening has been completed and the record has been finalized.

2. Like many suppliers, some of our statewide contractors currently do not have stock available of items related to COVID-19 preparations and response (e.g. hand sanitizer). Idaho Code 67-9216(1) states, "If property is available on an open contract, then all agencies seeking to procure such property must do so from the open contract." If an agency has an immediate need for items that are currently not available from a statewide contractor, the agency may seek those items from other sources—there is no need to seek an exemption from utilization of statewide contract. Agencies should document that items were unavailable for their records. If your purchases will exceed \$10,000 (total value), review IDAPA 38.05.01.043 or contact the Division of Purchasing to see if it meets the conditions for an Emergency Purchase.

Please contact DOP at 208-327-7465 if you have any questions about these updated procedures.

We encourage everyone to visit the State's dedicated COVID-19 website at <http://coronavirus.idaho.gov/> for additional information about COVID-19 in Idaho.