



Department of Administration
State Division of Purchasing

Assignment - DOP Contracts

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Document #	1	Revision:	1
Author:	Jake Nay - Contract Administration Supervisor	Revised:	1/26/2026
Approver:	Mike Gwinn – Deputy Administrator	Reviewed:	1/26/2026
Title:	Assignment - DOP Contracts		
Description: Process for assignment of contracts administered by DOP.			
#	Steps	Key Points	Timeline (Days)
1	CA receives notification of Assignment	<ul style="list-style-type: none"> Communication will come from either Agency or Contractor Determine if Assignment is needed, name change or EIN change 	1
2	CA provides forms to Contractor	<ul style="list-style-type: none"> Send Assignment Letter detailing information Contractor will need to provide Send Request for Recognition of Assignment Send Administrator Acceptance of Assignment 	3
3	CA receives completed forms and background information (Assignment Letter) from Contractor	<ul style="list-style-type: none"> Verify all information and forms provided by Contractor are accurate and up to date. 	3
4	CA drafts Request for Assignment form	<ul style="list-style-type: none"> Use information provided from Contractor to complete Request for Assignment form. 	3
5	CA compiles all forms and supporting documentation for DOP Administrator review	<ul style="list-style-type: none"> Send completed Request for Recognition of Assignment, Administrator Acceptance for 	1

		Assignment, Request for Assignment, and support documentation to DOP Administrator	
6	DOP Administrator Review	<ul style="list-style-type: none"> Administrator reviews and may approve/deny depending on forms. DOP Administrator signs Administrator Acceptance of Assignment 	14
7a	CA sends Approved forms to Board of Examiners for approval	<ul style="list-style-type: none"> CA converts all forms to pdf and sends to Board of Examiners(brdexam@sco.idaho.gov) 	2
7b	CA communicates denial to Agency	<ul style="list-style-type: none"> CA brings details to the Agency to discuss options. 	2
8	Board of Examiners Sub-Committee meeting	<ul style="list-style-type: none"> CA attends meeting, answers any questions posed by Committee Board of Examiners Sub-Committee representative approves/deny Assignment request 	TBD (BoE subcommittee happens every second Tuesday of the month)
9	Board of Examiners meeting	<ul style="list-style-type: none"> CA attends Board of Examiners meeting, answers any questions posed by Board Board of Examiners approves/deny Assignment request 	TBD (BoE meeting happens at the end of the same month of BoE sub-committee)
10	CA creates amendment for changes	<ul style="list-style-type: none"> Follow amendment instructions starting at #5 	5