

## DOP Exemption Form Process Overview – Part 1 – Submitting Agency

The Department of Purchasing Exemption Form allows agencies to submit requests for exemptions for purchasing online. Once the form is submitted by an agency, the Department of Purchasing is notified, and the form is processed. An email is sent to the requestor indicating the status of their exemption request (Approved or Rejected).

### DOP Exemption Web Site:

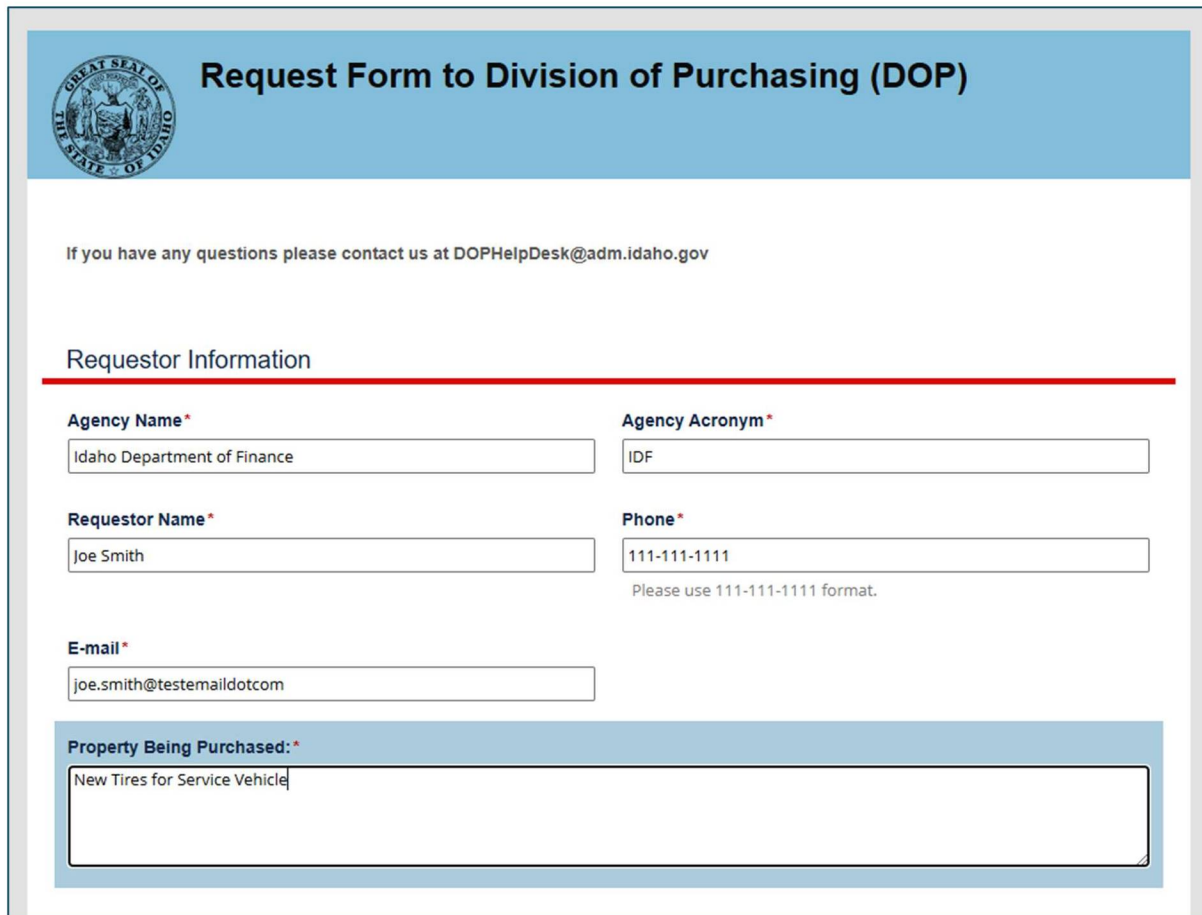
<https://purchasing.idaho.gov/exemptions/>

**Link to Form:** [https://laserfiche.purchasing.idaho.gov/Forms/DOP\\_Exemption\\_Form\\_Master](https://laserfiche.purchasing.idaho.gov/Forms/DOP_Exemption_Form_Master)

Note: A link to the form will be published to the DOP Exemption web page after the process goes live.

### Submitting a DOP Exemption Form

1. Agency clicks on link to open form. Agency Representative completes the “Requestor Information” section. Required fields are marked with an asterisk.



The screenshot shows a web form titled "Request Form to Division of Purchasing (DOP)". At the top left is the Great Seal of the State of Idaho. Below the title, there is a contact email: "If you have any questions please contact us at DOPHelpDesk@adm.idaho.gov". The "Requestor Information" section is highlighted with a red underline and contains the following fields:

<b>Agency Name*</b> Idaho Department of Finance	<b>Agency Acronym*</b> IDF
<b>Requestor Name*</b> Joe Smith	<b>Phone*</b> 111-111-1111 <small>Please use 111-111-1111 format.</small>
<b>E-mail*</b> joe.smith@testemaildotcom	
<b>Property Being Purchased:*</b> New Tires for Service Vehicle	

2. Agency Representative selects type of Exemption.

**Type of Exemption**  
Check all that apply

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**Type of Exemption\***

- A solicitation has been completed and my Agency wishes to award contracts to multiple vendors for the same or similar property. (Multiple Award Authorization)
- My Agency wishes to administer or award a solicitation at a dollar amount above its normal Delegated Purchasing Authority. (Limited/One-Time DPA)
- The property required is available on one or more open contracts, but my Agency wishes to purchase from a different vendor. (Note: if total value is over \$10,000, Agency must also check the box for exemption from competition if requesting to purchase from a specific vendor). (Utilization of Open Contract)
- A solicitation is being developed (by my Agency under its DPA or in conjunction with DOP) and my Agency wishes to limit responses to a specific manufacturer/brand name (i.e. no substitutions). (Note: this option assumes that multiple vendors can offer the identified brand name; otherwise, select the option for exemption from competition to request a Sole Source Authorization. (Brand Name Only)
- A solicitation has been completed and there is a need to negotiate with one or more vendors. (Authorization to Negotiate)
- My Agency is seeking to purchase directly from an identified vendor without completing a solicitation OR wishes to perform a level of competition that is less formal than would typically be required. (Various exemptions-additional questions to follow)

3. Form will expand (based on the Type of Exemption selected) with the next fields to be completed for that Exemption Type. Required fields are marked with an asterisk.

**Multiple Award Authorization**

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*The administrator of the division of purchasing may make an award of a contract to two(2) or more vendors to furnish the same or similar property (a) to furnish the types of property and quantities required by state agencies; (b) to provide expeditious and cost-efficient acquisition of property for state agencies; or (c) to enable state agencies to acquire property which is compatible with property previously acquired. (I.C. §67-9211)*

**Solicitation Number:\***

**Background:\***  
Provide information about the solicitation and the desired award.

**\***  
Agency requires a multiple award (check all that apply)

- To furnish the types of property and quantities required.
- To provide expeditious and cost-efficient acquisition of property.
- To enable Agency to acquire property which is compatible with property previously acquired.

**Explanation:\***  
Explain how the circumstances support the selection above.

4. The form will allow supporting documentation to be uploaded. Once the form is complete the Agency Representative certifies, signs and submits it.

**File Upload**

Drag and drop up to **10** files here to upload or [Choose files](#)

Files (1 uploaded)


DOP Test Doc 5.docx 12.92KB [Remove](#)

Maximum File Size 250 MB

**Agency Certification\***

The information provided above is true and accurate to the best of my knowledge; and supports approval for issuance of multiple award, in accordance with statute.

**Agency Representative\***

*Joe Smith* ✕ 

**Date Submitted\***  
Date will be captured on form submission

[Submit](#)

5. A “Thank You” message is displayed along with a copy of the submitted form. The Agency Representative has the option to print a copy for their records.

Thank you Idaho Department of Finance!


Your Exemption form has been submitted.

A confirmation email has been sent to the email address provided on the form.

Use the button below to print a copy of the form from this page (if desired).

[Print](#)

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 **Request Form to Division of Purchasing (DOP)**

If you have any questions please contact us at [DOPHelpDesk@adm.idaho.gov](mailto:DOPHelpDesk@adm.idaho.gov)



**Requestor Information**


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<b>Agency Name*</b> Idaho Department of Finance	<b>Agency Acronym*</b> IDF
<b>Requestor Name*</b> Joe Smith	<b>Phone*</b> 111-111-1111 <small>Please use 111-111-1111 format.</small>
<b>E-mail*</b> <a href="mailto:christine.beimbigner@its.idaho.gov">christine.beimbigner@its.idaho.gov</a>	

6. An email will also be generated and sent to the agency with a copy of their exemption request.

IDF - Exemption MAA 124 - New Tires for Service Vehicle - Received

 Laserfiche@adm.idaho.gov  
To  Christine Heimbigner

 Request Form to Division of Purchasing (DOP).pdf  
331 KB

Hello Idaho Department of Finance,  
We have received your DOP MAA Exemption Form. A copy of the submitted form is attached for your records.



If you have questions please contact DOP at:  
[purchasing@adm.idaho.gov](mailto:purchasing@adm.idaho.gov)


Thank you,  
DOP







7. The submittal process ends. The requesting agency representative will receive another email (after DOP has processed their exemption form) indicating whether it was rejected or approved. The email will include a copy of the completed form for reference.

**Approved:**

IDF - Exemption MAA 124 - New Tires for Service Vehicle - Approved

 Laserfiche@adm.idaho.gov  
To  Christine Heimbigner

 Request Form to Division of Purchasing (DOP).pdf  
349 KB

  Reply  Reply All  Forward  



Thu 12/19/2024 2:16 PM


Hello Idaho Department of Finance,  
Your Approved Exemption is attached. Your Agency may proceed as indicated in the attached Exemption Approval. You are responsible for complying with and understanding any conditions and restrictions that apply to the exemption approval. It is your responsibility to review the approved exemption and all conditions and restrictions and contact the Idaho Division of Purchasing with any questions.







Thank you,  
Idaho Division of Purchasing

**Rejected:**

AATA - Exemption MAA 134 - Coffee - Rejected

 Laserfiche@adm.idaho.gov  
To  Scott Rice

 Request Form to Division of Purchasing (DOP).pdf  
340 KB

  Reply  Reply All  Forward  

Mon 12/30/2024 9:27 AM

After careful consideration, your exemption request has been rejected. Please review the explanation on the exemption form and contact the Idaho Division of Purchasing for any questions.

Thank you,  
Idaho Division of Purchasing