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Division of Purchasing

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POLICY DIRECTIVE NO. 18-01 **EFFECTIVE OCTOBER 1, 2018**

Pursuant to Idaho Division of Purchasing Rule 42.09 (IDAPA 38.05.01.42.09), a determination has been made that competitive solicitation procedures are impractical, disadvantageous, and unreasonable when applied to the purchase of:

Preventative maintenance and repair of scientific equipment, when the services are only available from a single supplier.

The conditions applicable to this exemption are as follows:

1. If additional suppliers become available to service the equipment, the agency must compete the service in accordance with applicable Code, Rule and Policy.
2. The contracting agency must maintain a fully documented file for each contract executed under this Policy Directive, including verification of the availability of only a single supplier (e.g. manufacturer's letter) as well as a copy of this Policy Directive.
3. Agencies utilizing this Policy Directive must consult with legal counsel prior to executing a contract with the supplier, to ensure compliance with Idaho law.
4. Agencies utilizing this Policy Directive shall, upon request of the Administrator, provide an accounting of moneys spent pursuant to the exemption.

This exemption shall be effective until this Policy Directive is revised or rescinded.

Sarah

Hilderbrand

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Sarah Hilderbrand, Administrator