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# State of Idaho

Department of Administration  
Division of Purchasing

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## **POLICY DIRECTIVE NO. 20-01** **EFFECTIVE JANUARY 10, 2020**

Pursuant to Idaho Division of Purchasing Rule 42.10 (IDAPA 38.05.01.42.10.a.iv), a determination has been made that competitive solicitation procedures are impractical, disadvantageous, and unreasonable when applied to:

**Expenses associated with Agency participation in trade shows or other events at which the Agency is promoting the state; which expenses include: all registration costs, activities, fees, booth construction/set-up (rental, lease, or purchase) and all other costs directly associated with participation in the event, for which there is no other source from which to obtain competitive bids or quotes.**

The conditions applicable to this exemption are as follows:

1. Trade shows or other events must be related to the Agency's mission.
2. Expenses for travel, training, and promotional items or supplies (e.g. banners, pamphlets, merchandise, etc.) are not included in this Policy Directive.
3. 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 as well as a copy of this Policy Directive.
4. Agencies utilizing this Policy Directive shall, upon request of the Administrator, provide an accounting of moneys spent pursuant to the exemption.
5. Agencies utilizing this Policy Directive must consult with legal counsel prior to executing a contract with the supplier, to ensure compliance with Idaho law.

This exemption shall be effective until this Policy Directive is revised or rescinded.

*Valerie Bollinger*

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Valerie Bollinger  
State Purchasing Manager