



**BRAD LITTLE**

Governor

**KEITH REYNOLDS**

Director

**VALERIE BOLLINGER**

Administrator

**State of Idaho**  
**Department of Administration**  
**Division of Purchasing**

650 West State Street, Room 100  
Boise, ID 83702  
Telephone: (208) 327-7465  
Email: [purchasing@adm.idaho.gov](mailto:purchasing@adm.idaho.gov)  
[www.purchasing.idaho.gov](http://www.purchasing.idaho.gov)

**POLICY DIRECTIVE NO. 16-01**  
**EFFECTIVE August 6, 2021**

Policy Directive 16-01 was issued on April 21, 2016. It is hereby amended, effective August 6, 2021.

Pursuant to Idaho Division of Purchasing Rule 42.10 (IDAPA 38.05.01.42.10(iv)), a determination has been made that competitive solicitation procedures required by IDAPA and Idaho Code are impractical, disadvantageous and unreasonable when applied to services and equipment procured by the Idaho Division of Vocational Rehabilitation (IDVR) specifically to assist individuals with a diverse array of disabilities to prepare, obtain, advance in, and retain employment based on their unique skills and abilities (in accordance with applicable CFR's). The services and equipment provided by IDVR are specific and unique to each individual which the agency serves.

This exemption applies specifically to the following:

- 1 Prosthetics or personally prescribed devices;
- 2 Tuition or training fees for individualized job-related training; and
- 3 Vehicle Modification to meet individual mobility needs.

NOTE: This Policy Directive only applies to purchases of the identified goods or services in amounts less than \$100,000.

In order to use this exemption, the agency must develop and implement written purchasing policies and guidelines in accordance with the following:

- For a one-time purchase of \$10,000 or more, the agency must obtain informal quotes to the extent practicable, considering the exigency of the individual's job-related need(s) as well as the availability of multiple suppliers.
- The agency must establish an internal process for obtaining informal quotes under this Policy Directive, including use of a standard form which references the limitations in IDAPA 38.05.01.112 (prohibited terms) and incorporates the State's Standard Terms and Conditions; as well as maintenance of procurement and contract-related documents.
- For one-time purchases of \$50,000 or more, the agency must obtain additional written approval from the Division of Purchasing prior to exercising the exemption outlined in this policy directive.
- Purchases of \$100,000 or more are not covered by this policy directive.
- The agency must document the circumstances under which any direct purchase is made without informal competition, citing the exigency of the individual need, lack of available suppliers, unique requirements

or other applicable conditions preventing the agency from obtaining informal quotes in accordance with the process established under the agency's purchasing policies and guidelines.

- The agency must submit a report to its DOP liaison on an annual basis identifying all purchases during the prior year, with the date of purchase, name of the vendor, description of the goods or services, dollar amount and information as to whether the purchase was made with or without obtaining quotes.

Authorized purchasers are instructed to use prudent business judgment in exercising the exemption granted under this policy directive; and to coordinate with legal counsel to ensure that contract documents are in accordance with state law and sound business practices, in the best interest of the state.

Other agencies or departments may apply to the Administrator for extension of this determination to their particular agency/department provided the categories of goods and services are the same, and the purchase is in response to an individualized need which the agency/department is mandated to fulfill.

This exemption shall be effective until this policy directive is rescinded or replaced.

---

Valerie Bollinger, Administrator