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## **POLICY DIRECTIVE NO. 20-02**

**EFFECTIVE February 4, 2020**

Pursuant to Idaho Division of Purchasing Rule 42.09 (IDAPA 38.05.01.042.09), a determination has been made that competitive solicitation procedures are impractical, disadvantageous and unreasonable when applied to:

**Repair services for non-licensed heavy equipment (e.g. Class 8 trucks, construction equipment, heavy-duty mowing equipment, etc.), when the ability of a vendor to provide a quote for services requires significant labor (e.g. disassembling the equipment)**

The conditions applicable to this exemption are as follows:

1. This exemption shall not apply to parts procured by the Agency and installed by Agency staff; repairs to licensed fleet vehicles; or services for which a competitive procurement can reasonably be administered.
2. Agencies are instructed to use prudent business judgment in exercising the exemption granted under this Policy Directive, including strict adherence to the state's conflict of interest policies.
3. Agency staff must obtain approval from the appropriate central purchasing authority within the Agency (e.g.: ITD's BSM purchasing group, purchasing agent, etc.) prior to procuring services under this Policy Directive.
4. The Agency must maintain a fully documented file for each contract executed under this Policy Directive, including a reference to or copy of this Policy Directive; must maintain a record of all such contracts; and must make such files and records available for review by the Administrator upon request.

This exemption shall be effective until this Policy Directive is rescinded or replaced.

*Valerie Bollinger*

Administrator *State Purchasing Manager*