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POLICY DIRECTIVE NO. 21-02 **EFFECTIVE February 1, 2021**

Pursuant to Idaho Division of Purchasing Rule 42.10 (IDAPA 38.05.01.042.10), a determination has been made that competitive solicitation procedures are impractical, disadvantageous and unreasonable when applied to:

The acquisition of executive coaching services where the success of the engagement relies on developing a relationship of personal trust

Agencies are hereby authorized to enter into contracts for executive coaching as described above without following the competitive solicitation process, as detailed in this policy directive. The conditions applicable to this exemption are as follows:

1. This exemption shall not apply to other training, development, or consulting relationships that are not one-on-one in nature and that do not rely on the development of a uniquely individual relationship of trust.
2. The total spend under this exemption shall not exceed \$100,000 per agency in a five (5) year period of time.
3. Agencies are instructed to use prudent business judgment in exercising the exemption granted under this exemption, including strict adherence to the state's conflict of interest policies.
4. The Agency must maintain a fully documented file for each contract executed under this exemption, including a reference to or copy of this exemption; must maintain a record of all such contracts; and must make such files and records available for review by the DOP Administrator upon request.

This exemption shall be effective until this Policy Directive is rescinded or replaced.

Valerie Bollinger

Administrator