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Department of Administration
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POLICY DIRECTIVE NO. 15-3 **EFFECTIVE August 14, 2015** **Amended August 28, 2025**

Pursuant to section 67-9221, Idaho Code and Idaho Purchasing Rule 42.05 (IDAPA 38.05.01.42.05), a determination has been made that competitive solicitation procedures are impractical, disadvantageous or unreasonable when applied to the following. Additionally, pursuant to sections 67-2332 and 67-9216, Idaho Code, a determination has been made that exemption from the use of open contracts is justifiable when applied to the following.

Purchases of services and commodities from Idaho Correctional Industries.

The conditions applicable for the exemption to apply are as follows:

1. If the agency's purchase with Idaho Correctional Industries will be no more than \$15,000.00 for the purchase of property or a mix of property and services and no more than \$25,000.00 for the purchase of services, the purchase can be made without using an open contract and without competitive bidding per this Policy Directive;
2. If the agency's purchase with Idaho Correctional Industries will exceed \$15,000.00 for the purchase of property or a mix of property and services or \$25,000.00 for the purchase of services, the agency must request an exemption in writing;
3. The administrator must grant the request in writing;
4. The agency shall, upon request of the administrator, provide an accounting of moneys spent pursuant to the exemption;
5. The administrator may revoke the exemption at any time if the administrator determines the terms of the exemption are not being met or if revocation is in the best interest of the state.

Chelsea Robillard

Chelsea Robillard
State Purchasing Manager/Interim Administrator

"Serving Idaho citizens through effective services to their governmental agencies"