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# State of Idaho

Department of Administration  
Division of Purchasing

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## **POLICY DIRECTIVE NO. 16-03** **EFFECTIVE APRIL 27, 2017**

*Policy Directive No. 16-03, dated July 28, 2016 is hereby amended, effective April 27, 2017, to include a provision allowing other state agencies to request to utilize this Policy Directive, with written authorization from the Administrator, as provided below.*

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

Instructional Services and related Facility Use for College/University (Institution) courses involving unique or specialized training not otherwise exempt; when geographic or other factors result in a limited pool of instructors and/or facilities.

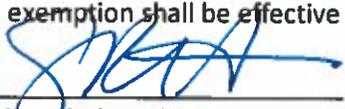
Note: *Examples provided by the Institution requesting this policy directive include instructors and facilities for its continuing education programs in scuba, ski instruction, and crane operation.*

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

1. The Institution must request the exemption in writing, referencing this Policy Directive;
2. The Administrator must grant the request in writing in order for the Institution to utilize this exemption;
3. The Institution shall, upon request of the Administrator, provide an accounting of moneys spent pursuant to the exemption;
4. Individual contracts executed by the Institution may not exceed three (3) years without additional written authorization from the administrator;
5. If services are required beyond the three (3) year period (*or such longer time as authorized by the administrator*), the Institution must re-submit an exemption request and receive written authorization prior to contracting beyond the current approved exemption period.

*Other state agencies may apply to the Administrator of the Division of Purchasing for authorization to utilize this Policy Directive, upon demonstrating that the requisite instructional services or facility use involve unique or specialized training for which geographic or other factors result in a limited pool of instructors and/or facilities, making competition impractical, disadvantageous or unreasonable.*

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

  
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Sarah Hilderbrand, Administrator

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