



**C.L. "Butch" OTTER**  
Governor  
**ROBERT L. GEDDES**  
Director  
**SARAH HILDERBRAND**  
Administrator

# State of Idaho

## Department of Administration

### Division of Purchasing

650 West State Street B-15 (83702)  
P. O. Box 83720  
Boise, ID 83720-0075  
Telephone (208) 327-7465  
Fax: 208-327-7320  
<http://purchasing.idaho.gov>

## **POLICY DIRECTIVE NO. 17-01** **EFFECTIVE MAY 2, 2017**

Pursuant to Idaho Division of Purchasing Rule 42.09 (IDAPA 38.05.01.42.09), a determination has been made that competitive solicitation procedures are impractical, disadvantageous, and unreasonable when applied to the purchase of:

Test Kits and Test Supplies (and related consumables) for which the approved method of testing (or set of specifications), required to produce valid results, is determined by federal regulation; and for which there is only one supplier (no resellers).

The conditions applicable to the exemption are as follows:

1. Individual contracts executed by DHW may not exceed three (3) years without additional written authorization from the Administrator.
2. DHW will maintain a fully documented file for each contract executed under this Policy Directive, documenting the applicable federal regulation and confirmation of single source availability (in addition to the documentation routinely kept with all contract files).
3. DHW shall, upon request of the Administrator, provide an accounting of moneys spent pursuant to the exemption.

Other State Agencies (e.g. Juvenile Corrections, Department of Corrections, etc.) with a similar need, applicable federal requirements and a single available supplier, may apply in writing to the Administrator for extension of this determination for the purchase of Test Kits, Test Supplies and related consumables.

This exemption shall be effective until this policy directive is revised, rescinded or replaced.

A handwritten signature in blue ink, appearing to read "S. Hilderbrand".

Sarah Hilderbrand, Administrator