



# **State Procurement in Idaho**

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# Objectives

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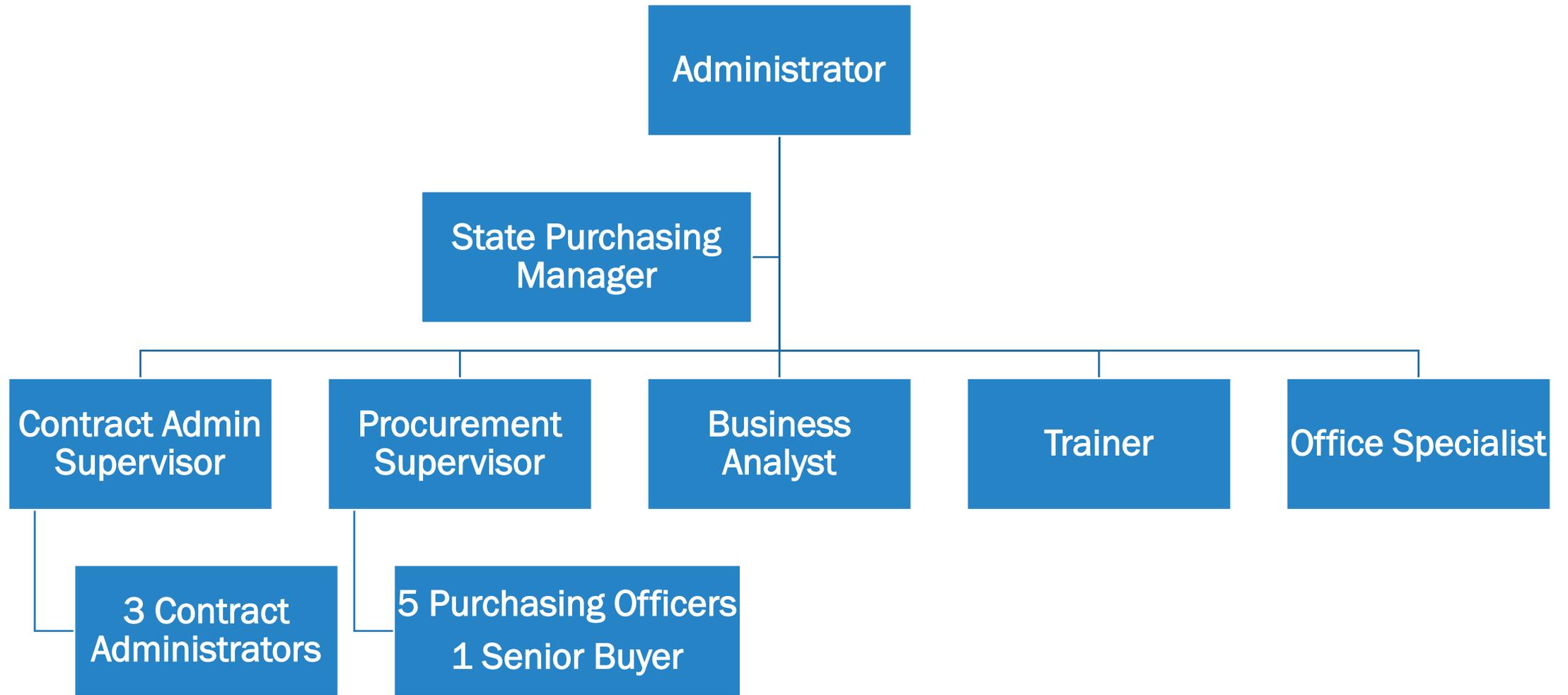
- Introduction to DOP
- Applicability of statutes and rules
- Dollar thresholds
- Statewide contracts
- Authority, roles & responsibilities
- Miscellaneous tips and reminders





# **Introduction to DOP**







## **VISION**

We are the best central procurement office in the US: we solve problems and get things done.

## **MISSION**

Our mission is to help agencies meet their missions, for the benefit of the public, through strategic procurement of goods and services.



# **Applicability of Statutes and Rules**

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# How Do We Procure This?

How we procure things in Idaho depends on who we are and what we're purchasing.

STATE OF IDAHO				
STATE AGENCIES			CONSTITUTIONAL OFFICERS AND EXEMPT STATE AGENCIES	POLITICAL SUBDIVISIONS
All goods and services	Construction (public works)	Highways	All property	All property
Division of Purchasing (DOP)	Division of Public Works (DPW)	Idaho Transportation Department (ITD)	Each office responsible for its own purchasing (DPW still responsible for construction)	Each political subdivision responsible for its own purchasing*

\* In some cases, a state agency may purchase on behalf of political subdivisions (e.g., Office of the State Board of Education sometimes purchases on behalf of school districts)

# Focus for Today

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# Applicable Statutes & Rules

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- State Procurement Act:  
Idaho Code title 67, chapter 92
- DOP Administrative Rules:  
IDAPA 38.05.01
- Other miscellaneous sections within  
Idaho Code chapter 67



# Dollar Thresholds

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# Small Dollar

Total Value < informal threshold

No competition required

# Informal

Goods/software:  
\$15k - \$150k  
Services: \$25k - \$150k

Request for Quotes (RFQ)

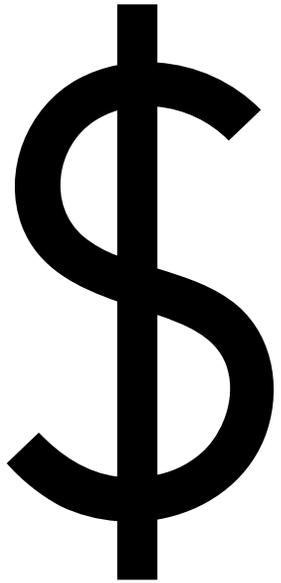
# Formal

> \$150k

Invitation to Bid (ITB)  
Request for Proposals (RFP)

# Total Cost

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The acquisition cost of property, including all components, options, and add-ons available under the contract, related services, and, in the case of ongoing services, the cost of the full term of the contract, including all authorized renewals. Unless a different term is provided in the contract, the term used for purposes of total cost is five (5) years.



# Statewide Contracts

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# What are Statewide Contracts?

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- “Open contracts” (aka statewide contract) defined in State Procurement Act
- Contract issued by DOP, as a result of a competitive solicitation, that requires contractor to extend pricing, terms, and conditions to all public agencies in Idaho
- May be a competitive solicitation issued by DOP or by another public entity (participation through a cooperative contracting organization)



# Mandatory Use

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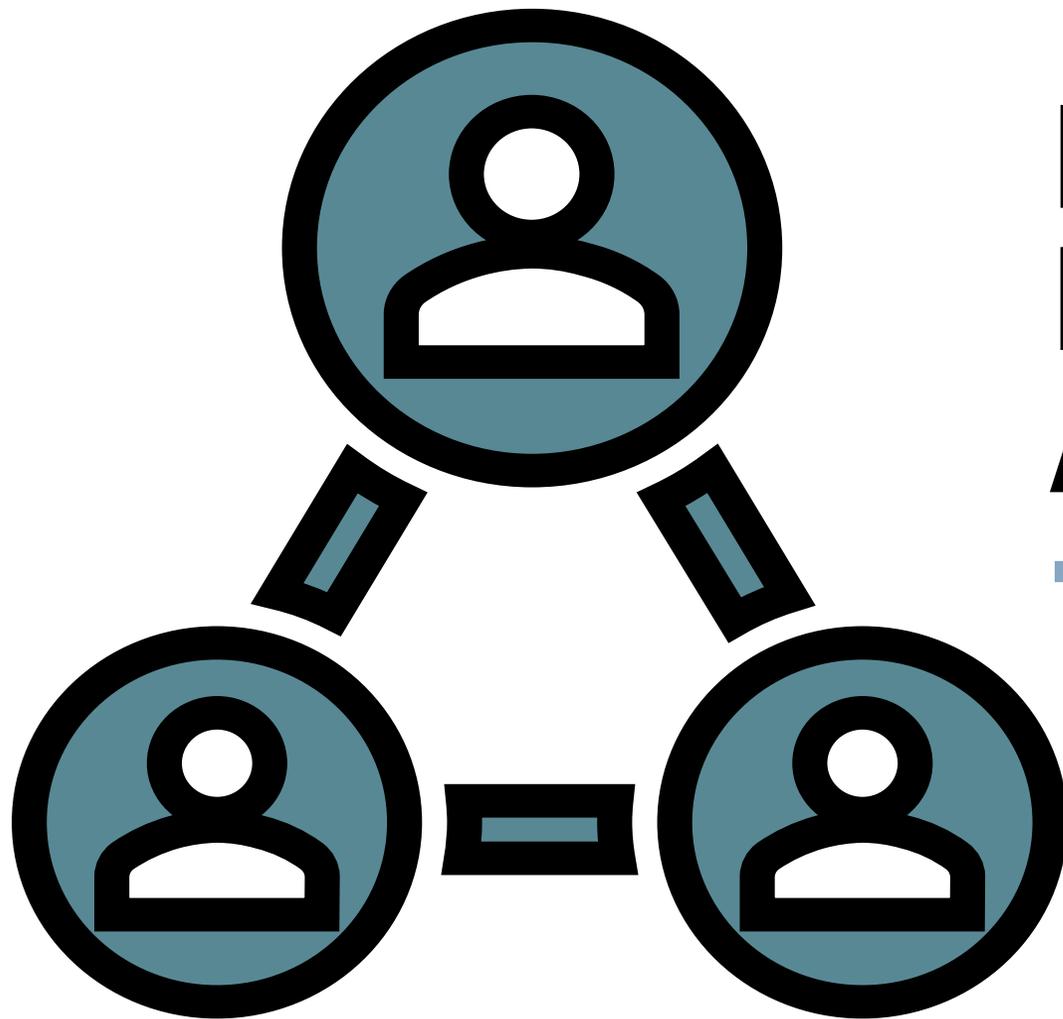
- Open contracts are mandatory use for state agencies (optional for exempt agencies and political subdivisions)
- If property is available from an open contract, the agency must purchase from the open contract
- Agencies may request an exemption from this requirement (these are reported to the legislature each year)



- Agencies often ask why they are required to purchase from a statewide contract when they can find “the same thing” for less
- Consider:
  - Quality
  - Terms & Conditions
  - Aggregate savings to the State
  - Cost of time to shop around
- If something is truly cost prohibitive or does not meet business needs, DOP will consider approving an exemption

## **How Much Does a Chair Cost?**

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# Delegated Purchasing Authority

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# Default Authority

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- Small purchases
- Professional Service Agreements
- Purchases authorized by an exemption
- Purchases from a statewide contract



# Delegated Purchasing Authority

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- In addition to default agency authority, the DOP Administrator may grant delegated purchasing authority (DPA) to an agency
- DPA allows the agency to make purchases up to the specified dollar threshold using authorized solicitation processes
- DPA does NOT allow the agency to grant itself exemptions or otherwise deviate from standard process



# Miscellaneous Tips & Reminders

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# Keep in Mind...

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- The agency must have money appropriated and available *before* a contract is issued
- The state's default policy is to only pay *after* goods/services have been received (with some exceptions)
- There are additional requirements when you're spending federal funds



# Don't Forget...

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- Competition is always the preferred method of acquiring property (it helps us get best solutions, cost, terms and conditions)
- Exemptions are available for unique situations
- Loop in purchasing staff EARLY!
- When in doubt, contact DOP!  
[DOPHelpDesk@adm.idaho.gov](mailto:DOPHelpDesk@adm.idaho.gov)





**Questions?**

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# Thank you!

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[www.purchasing.Idaho.gov](http://www.purchasing.Idaho.gov)