

Idaho State UNIVERSITY

Office of Purchasing Services
921 South 8th Avenue, Stop 8110 • Pocatello, Idaho 83209-8110

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To: ISU Departments using State of Idaho Open Contracts

From: David Buck
Director of Purchasing Services

The 2016 State Legislature passed legislation, effective July 1, 2016, creating the "State Procurement Act" (Idaho Code 67-9201 through 67-9234) based on recommendations proposed by the Purchasing Laws Interim Committee (2015). The result is greater flexibility when using Open (State) Contracts, which allows ISU to do more business with local vendors.

The new law allows Institutions of Higher Education to use non-contracted vendors (i.e., local vendors) when "...the property to be acquired may be procured at equal or less expense..." than the contracted vendor. Documentation of the "equal or less expense" is required for each transaction.

When the value of a single, one time acquisition is less than \$10,000, the P-Card holder or end-user should include documentation (written quote, print of web page, etc.) showing a comparison of the contract amount to the non-contract amount. Be sure to include shipping and any other costs when calculating "amount".

P-Card

When using a P-Card this comparative documentation is to be retained with the original receipt.

Requisition/Purchase Order

When using a Requisition to create a Purchase Order, send the comparative documentation via PDF to the Purchasing department (buyers@isu.edu) with the requisition number written on the top of the first page. Include all contact information for your recommended vendor.

When the value of the acquisition is \$10,000 or greater (one time or cumulative annually); create a Requisition, complete the "Request for Exemption from Using Open (State) Contract" form found on the Purchasing website www.isu.edu/purch and send all requested documentation to the Purchasing department as explained above. Include all contact information for your recommended vendor. When approved, a solicitation will be created as required by Idaho Statute and sent to multiple vendors. Your recommended vendor will be contacted as well and given an opportunity to participate in the solicitation.

To obtain pricing for items available on Open (State) Contracts see the State of Idaho Purchasing website: http://purchasing.idaho.gov/statewide_contracts.html. State Contracts are updated on a regular basis. Be sure to check the website for the most current information. Questions regarding this procedure may be directed to the Buyers in the Purchasing department, x3111.