



C.L. "Butch" Otter, Governor

Jeffery Sayer, Director

## PROGRAM NOTICE

### Idaho Regional Travel and Convention Grant Program

Notice Number: ITC-2014-01

Title: Change to subcontracting, mandatory review, clauses, and term of subcontracts

Effective Date: Immediate

The Department of Commerce - Division of Tourism is concerned only that subcontracts are procured in the proper manner. (ie obtaining quotes and bids from qualified vendors in the proper manner). Therefore the following changes are made to the subcontract section of the grantee handbook:

- 1. Mandatory Review Not Required.** A mandatory review by the grant analyst of grantee subcontracts is not required. The grants analyst may provide a courtesy review of the subcontract upon request, however the courtesy review is not a legal opinion and is not a substitution for the grantee seeking it's own legal counsel.
- 2. Mandatory Clauses Not Required.** The mandatory state of Idaho clauses indicated in the grantee handbook are not required and must not be included in future subcontracts.
- 3. Repeat Purchasing.** Subcontract renewal is authorized annually for up to *four (4)* years beyond the initial subcontract term. This provides the grantee a total of 5 years of subcontracting with the same vendor before a new bid or quote is required.
- 4. Other Changes.** Other changes which clarify the process, but do not change the process, are made throughout section 12.2 Bids/Subcontracting.

Refer to the attached redlines to review the above changes in detail. All other conditions in the grantee handbook remain unchanged. The revised version of the handbook is available online at <http://commerce.idaho.gov/tourism-resources/itc-grant-program/handbook-forms-and-logos>.

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