ITC GRANT PROCUREMENT RULES

1.11 Bids/Procurement
All bids must be thoroughly documented, retained on file with the grantee, and made available to the ITC Grant Program Manager upon request, including but not limited to contracts and bidding documentation. **It is the Grantee's responsibility to follow these procurement guidelines and spot audits will be performed to ensure compliance with the below on a quarterly basis.** Cumulative values include all potential renewals and MUST be considered in the below matrix for compliance.

1.11.1 Procurement of $5,000 or Less
Single procurements with an annual cumulative value of $5,000 or less may be obtained as the grantee sees fit in accordance with its own internal processes and considers the best value for ITC Grant funds. A record must be maintained of how the goods or services were procured.

1.11.2 Procurement of $5,001 - $25,000
Single procurements with an annual cumulative value of $5,001 to $25,000 can be obtained through an informal solicitation called a Request for Quotes (RFQ). An RFQ includes obtaining quotes from at least 3 qualified vendors with a significant Idaho presence. Quotes may be taken in writing, obtained verbally over the phone or in person, or obtained from a vendor's website with published pricing. Document the procurement file with the details about how the quote was obtained. Include who you spoke with, the date and the price quoted, or screen prints of the pricing and services or goods offered. All procurement documents shall be kept on file by the grantee and provided to the Department or Auditor upon request. Services obtained through RFQ must be re-bid at least every 5 years.

1.11.3 Procurement of $25,001 and Up
Procurements with an annual cumulative value of $25,001 must be obtained through a formal solicitation process called a Request for Proposal (RFP). The RFP process includes publication and notice of the RFP, written responses from Vendors which are evaluated by at least 3 qualified evaluators. Documentation of the procurement must be retained on file by the grantee and available for review upon request. Services obtained through RFP must be re-bid at least every 5 years.

1.11.4 Contract Renewals
Annual renewal of the subcontract can be made if option years are included in the original subcontract and if proper procurement procedures were initially adhered to. Subcontract renewal is authorized annually for up to four (4) years beyond the initial subcontract year.

1.11.5 Sole Source Procurement
Sole Source means there is only one vendor who is qualified to perform the work or there is only one source for the purchase of goods. Instances of Sole Source are extremely rare and there is almost always more than one vendor that can perform the scope of work. If there is only one possible vendor available to bid on the project, an explanation of why the vendor qualifies as a Sole Source is required. Grantees required to have written approval from the ITC Grant Administrator prior to executing a Sole Source contract.

1.11.6 Exemption Request
The ITC Grant Administrator may exempt an acquisition from competitive procurement if the administrator determines that bidding is impractical, disadvantageous, or unreasonable under the circumstances. Examples include but are not limited to special market conditions; property requiring special contracting procedures due to uniqueness; and services for which competitive solicitation procedures are impractical. Exemption requests must be submitted formally to the ITC Grant Program Manager and approved in writing by the ITC Grant Administrator. Exemptions must be in place prior to the purchase of goods and services.

To request an exemption, complete an Exemption Request Form available on the ITC website.