

Division of Purchasing

Overview

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State of Idaho
Division of Purchasing

- Private vs. Public

Procurement

- Do's
- Don'ts
- Process Integrity
- Procurement Methods
- Timelines



Public vs. Private Procurement

Public Procurement

Constitution

Statutes

Rules

Policies and Procedures

Consistency

Private Procurement

Contract (common) Law

Statutory Law (e.g. UCC)

Negotiations

Mutual Benefit



DO's

- Think outside the box – don't be constrained by “as is” and concentrate on the “to be”
- Think strategically (3-5 years out)
- Identify information gaps
- Think in terms of outcomes
- Think about flexibility
- Send all inquiries to me



DON'Ts

- Discuss with this with vendors
- Share information regarding this with others
- Hesitate to ask questions
- Hold back
- Have preconceived notions
- Answer questions about the procurement



PROCESS INTEGRITY

- Must be open, fair and transparent
- Defensible



PROCUREMENT METHODS

- Scope of Work
- Request for Information
 - Fills information gaps
 - Identifies what the vendors can provide
 - Provides different ideas
- Request for Proposals
 - Allows us to get solutions
 - Examine factors other than cost (in addition to cost)



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TIMELINES

- Request for Information – Up to 45 days
- Request for Proposal – Up to 6 months
- Negotiating with existing suppliers – Up to 30 days



QUESTIONS

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