

Procurement Protocol Decisions

“The department shall use the same laws, rules and policies in issuing and awarding such contract as would an executive branch agency in which an appointed director reports directly to the governor.” –Section 33-1627, Idaho Code (Senate Bill 1184)



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Procurement Protocol Decisions

Are we only going to visit schools, or are we going to allow vendor visits within a defined protocol?

Decision: **School visits** in October. No **vendor site visits/presentations**. After RFI, vendor site visits/presentations may be considered and conducted by the appropriate RFI review committee if further clarification or demonstrations are needed. They may also be considered during the RFP process. This process shall be governed by Section 33-1627, Idaho Code (Senate Bill 1184).



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Are the school site visit protocols sufficient?

Decision:

1. Will add language about vendor interaction at school site visit. Vendor sales executives should not be present at school site visits. Vendor help line/technical assistance personnel permissible at school site visits. Vendors shall not provide any marketing materials, cover any costs associated with the site visit, or be provided a forum to discuss their particular products or services.
2. Pre-conference calls will occur with site to discuss protocol before the visit. Pre-conference call will help outline expectations and protocol.
3. All site visits must be structured the same.



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How should committee members respond to direct vendor contact?

Decision: Refer all vendors to:

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