


Idaho Department of Correction  	<b>Policy</b>	Title: <b>Procurement and Contract Management</b>		Page: 1 of 2
		Control Number: <b>147</b>	Version: <b>2.0</b>	Adopted: 05-20-2011

**Henry Atencio, deputy director, approved this document on 04/15/2016.**

**Open to the public:** ☒ Yes ☐ No

Redacted version available: ☐ Yes ☐ No

<b>Revision Summary</b>
Revision date (04/15/2016) version 2.0: Title changed from Contract Management; to add addition of procurement and contract development

## **BOARD OF CORRECTION IDAPA RULE NUMBER**

None

## **POLICY STATEMENT**

It is the policy of the Board of Correction that the Idaho Department of Correction (IDOC) shall establish authority, responsibilities, and procedures for the oversight, procurement, development, and administration of contracted goods and services.

## **PURPOSE**

The purpose of this policy is to communicate the Board's philosophy in regards to the procurement of goods and services and the development, overseeing and administration of contracts.

## **SCOPE**

This policy applies to all procedures created under the authority of this policy and to all employees and contractors of the IDOC.

## **RESPONSIBILITY**

The director of the IDOC and the chief of the management services division are responsible for (1) overseeing the implementation of this policy, and (2) the development and implementation of standard operating procedure (SOP) that provides guidance in the following areas, at a minimum:

- Contract administration;
- Contract oversight;
- Procurement
- Performance and closeout responsibilities and timeframes;

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- Monitoring and reporting;
- Payment verification and approval;
- Escalation;
- Quality assurance; and
- Remedy and cure.

## REFERENCES

None

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