

Idaho Department of Correction 	Policy	Title: Procurement and Contract Management		Page: 1 of 2
		Control Number: 147	Version: 2.0	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

Revision Summary

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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