



**IDAHO TRANSPORTATION DEPARTMENT – DIVISION OF HIGHWAYS  
EVALUATION AND IMPROVEMENT OF ITD-CONTROLLED MATERIAL SOURCE PROGRAM RESEARCH  
PROJECT  
REQUEST FOR PROPOSALS**

**GENERAL INFORMATION, SUBMISSION OF PROPOSAL, EVALUATIONS, AND AWARD**

**SECTION 1 - GENERAL INFORMATION**

**1.1 Purpose**

The Idaho Transportation Department (ITD) is seeking the services of qualified researchers to conduct a critical evaluation of our existing Materials Source Program that will characterize geographic gaps with consideration of future construction needs and assess the fiscal status of the program. The results will be used to prioritize immediate needs, identify long-term opportunities, and characterize risks for aggregate sources. This evaluation will enable ITD to maintain an equitable bidding environment and ensure that quality aggregate materials are available for ITD projects across the state.

**1.2 Background**

Availability of quality aggregates is essential to maintaining a reliable and durable transportation system. The State Highway System in Idaho is managed across six ITD districts, each responsible for identifying long-range material needs and maintaining a network of quality aggregate material sources. This requires careful consideration of the condition of existing roadway corridors, proximity and quality of available aggregates, and proactive planning for future aggregate availability and price. ITD's Materials Source Program assists the districts with costs associated with purchasing materials sources. This program is funded through a source cost recovery fee applied to material removed from ITD-controlled or -owned sources, as outlined in the [ITD Materials Manual](#), Sections 300.02-05. These fees and related accounting mechanisms require re-evaluation as they have not been updated in nearly two decades. Given the significant rise in aggregate prices—driven in part by Idaho's population growth and the increased demand for land, infrastructure, and construction materials—a comprehensive review of source cost recovery fees is critical to ensure the program's continued effectiveness and sustainability.

**1.3 Project Funding and Duration**

This project will be funded using State Planning and Research (SPR) fund with a maximum budget of \$150,000. The use of SPR funds must comply with [23 CFR 420.121\(j\)](#). The expected duration is twenty (20) months.

**SECTION 2 – SCOPE OF WORK AND DELIVERABLES**

**2.1 Goal**

The overall goal of this project is to independently assess the viability of ITD's existing Materials Source Program and identify opportunities to enhance management of the program. This research will evaluate the program and provide recommendations on:

- 1) the financial health of the program and an update to ITD's current source cost recovery fee
- 2) risks associated with source ownership and control, and
- 3) geographical corridors to prioritize for the acquisition or disposal of material sources.

Through this work, ITD seeks to ensure long-term financial stability and streamline management processes for the aggregate supply system, with special focus on transportation corridors that are at-risk for inadequate material supplies.

## **2.2 Tasks**

A list of tasks is detailed below. In addition to the tasks that follow, consultant and ITD PM are expected to maintain regular contact as needed. Consistent communication is required to make certain that tasks can be effectively accomplished in accordance with the project timeline, and to ensure that issues or setbacks can be promptly addressed if they arise.

### **Task 1: Project Kickoff Meeting**

Host and conduct a kickoff meeting at start of project with ITD Project Manager (PM), Technical Advisory Committee (TAC), and Research Program staff to discuss:

- a) Project tasks and deliverables
- b) Project schedules and timelines
- c) Data and information needs
- d) Data management plan
- e) Staff responsibilities and assignments (as applicable)
- f) Proposed schedule for project meetings
- g) Communication plan and expectations

### **Task 2: Develop Understanding of Current ITD Materials Source Program**

Gain a solid baseline understanding of ITD's Materials Source Program by:

- a) Reviewing and summarizing applicable statutes and regulations
- b) Reviewing past and current practices in the program
- c) Interviewing appropriate contacts for materials source management in each ITD District as well as financial services staff familiar with source recovery fees and use of funding to purchase sources
- d) Compiling information concerning current materials sources including an overview of the location and number of ITD owned or controlled sources in each District.
- e) Determine level of current program funding available

Use the information gained from this task to inform review of best practices in other State DOTs for Task 3 below.

### **Task 3: Review literature and best practices**

Perform a comprehensive review of relevant literature and gather information from other State DOTs to evaluate best practices in aggregate source management, historical and current royalty pricing trends, and the relationship of these fees to historical property values. This review will encompass federal, state, and local commercial suppliers. Compare current ITD source cost recovery fees, practices and procedures with best practices determined through literature review and information gathered from other State DOTs. When this review is completed, the findings will be presented to the project team and will be included as a chapter in the final report.

**Upon completion of Task 3, results will be presented in an in-person or virtual meeting with the project team and Research Program staff. The project team will provide feedback to ensure analysis is comprehensive and adequate, and the consultant will incorporate any feedback for subsequent analysis, if necessary.**

### **Task 4: Characterize geographic gaps**

Determine geographical disparities in currently available sources and identify opportunities for acquiring new material sources.

- a) Identify locations of existing aggregate resources and geographic gaps in currently available materials sources

- b) Gather information on the use of materials sources for ITD construction projects over the last 5-10 years, as feasible with the available information.
- c) Prepare a prioritized list of locations and corridors to focus investigation, acquisition, and development of new ITD controlled materials sources. This list should be accompanied by a spatial representation on a GIS-based map to visually highlight key areas.
- d) Establish whether ITD has fully explored material source procurement opportunities with all federal and state agencies.
- e) Detail the process to acquire lands through a Federal Land Transfer ([Title 23](#)) or lease on State lands under the authority of Idaho Department of Lands.

**Task 5: Examine financial considerations of ITD source cost recovery fee**

Provide a summary of source cost recovery fees collected from ITD projects and where the fees have been spent over the last 20 years, or as far back as retained records allow.

- a) Document ITD’s current accounting and reporting practices for tracking incoming fees and distributing those funds.
- b) Reconcile what projects in each district have contributed source recovery funds and determine available remaining balance to establish available financial reserves.
- c) Determine ITD expenditures for source investigation, acquisition, development, maintenance, and reclamation in each district.

**Task 6: Identify and evaluate risks**

Identify possible risks and evaluate the risks associated with having depleted and un-depleted ITD controlled sources.

- a) List possible risks (e.g., environmental, operational, financial) and evaluate degree of liability
- b) Identify what options are available to reduce risks
- c) Establish methodology to identify and establish costs with final reclamation work (e.g., standardized reclamation and cost estimator - SRCE). Give example in each district.
- d) Provide a user-friendly Excel worksheet to calculate the cost of reclamation.
- e) Evaluate the level of unsecured liabilities that remain for all depleted and un-depleted ITD material sources .
- f) Explore potential uses for depleted material sources (i.e. land exchanges, staging areas).
- g) Create risk register tables.

**Task 7: Summarize financial analysis**

Prepare a summary of financial analysis conducted in Task 5 and provide an assessment of future funding needed for acquiring new aggregate material sources based on the most recent 10-year period of recovery fees and expenditures deficiencies. Use the estimated future funding needs to identify the appropriate level of recovery fees required to support future acquisitions and sustain a viable network of quality material sources.

**Task 8: Provide recommendations for Implementation:**

Based on analysis from Tasks 2-7 above to develop an implementation roadmap for a statewide tracking system that will ensure ITD’s fees are properly adjusted to support the Materials Source Program into the future. The tracking system should monitor key elements such as aggregate availability, revenues, expenditures, and available funding, while ensuring financial transparency. It should also include a process to regularly adjust source recovery fees.

**Task 9: Prepare and Present Final Report**

The consultant will prepare and present a written report that must be reviewed by a qualified peer reviewer. The final report will be developed and written by the consultant team with input and guidance from the ITD PM. The final report will cover all aspects of the project and will summarize information and data found in reports and products created during the preceding project tasks. The information summarized in the report will be presented to the project team after the consultant has provided an initial draft of the final report, allowing at least four weeks for review of the draft. The final report document will incorporate feedback and address any concerns identified by ITD during initial review of

the draft report. The final report must be developed using the [ITD Research Report Template](#) and must follow [ITD Style Manual for Research Reports](#) and formatting requirements as described in deliverables listed below. The Style Manual and Research Report Template can be downloaded from the [ITD Research Program website](#) by selecting the *Resources for Researchers* section from the menu.

## 2.3 Deliverables

The following deliverables are required for this project:

Deliverable 1: The Contractor must initiate a project kick-off meeting, via video or teleconference, with ITD's PM within ten (10) business days after contract award date and provide meeting minutes within seven (7) days following the kick-off meeting.

Deliverable 2: At the completion of each of the Tasks 2-8 as outlined above in Section 2.2, the Contractor must provide working papers and technical documents describing the research performed, methods used, and the resulting findings.

Deliverable 3: The Contractor must host and conduct project status meetings with ITD's PM via video or teleconference. Status meetings will occur at a frequency suitable for the complexity and duration of the project as mutually determined by the ITD TAC and the contract research team. These meetings are designed to cover the progress of all working papers or technical documents being written. Meeting minutes must be taken and supplied to the ITD PM within seven (7) days after the meeting.

Deliverable 4: The Contractor must provide ITD's PM with monthly project summary reports, using the ITD Form 0771, available at: <https://apps.itd.idaho.gov/Apps/FormFinder2DMZ/>.

Deliverable 5: The Contractor must meet with ITD PM before drafting and presenting the final report, to discuss project findings, conclusions, and recommendations. Meeting minutes must be taken and supplied to the ITD PM within seven (7) days after the meeting.

Deliverable 6: The Contractor must produce sections in the draft and final reports addressing the tasks listed above. Include, risk register tables, accounting summaries, and GIS maps outlining corridors and points of interest.

Deliverable 7: The Contractor must provide a final report that includes a summary of deficiencies in ITD's source recovery fees. Include recommendations to establish a consistent, justifiable increase with time. Give guidance to ITD stakeholders at the district(s) and HQ to evaluate how to effectively administer the current and future Materials Source Program funds.

Report will be developed using ITD's Research Report Template and must be consistent with ITD's [Research Program Style Manual for Research Reports](#), available in the Resources for Research section found on the [ITD Research Program Website](#). Final report products submitted to ITD must meet federal accessibility requirements as described in [Section 508 of the U.S. Rehabilitation Act of 1973](#). The Research Report Template and Style Manual provide formatting guidelines and instructions for meeting Section 508 accessibility requirements. The Contractor must host and conduct a presentation, via video or teleconference, with ITD's PM to discuss the final findings and recommendations.

- a) Draft final report – A written report is required for each ITD-supported research project. The draft report must be prepared using ITD's Research Report template. The style guide and template are available in the "Resources for Researchers" section of the Research program website.
- b) Final report – The final report should be professionally done and comparable in quality to a published journal article or dissertation. The report must be written to be understandable to both the technical staff involved in the project (e.g., engineers, planners) and other likely readers (e.g., department management, board members, legislators).

## SECTION 3 – SUBMISSION RESPONSE

### 3.1 Submission Contact

Proposals must be submitted electronically to the following:

Name: Amanda Laib, Interim Research Program Manager

Email: [research@itd.idaho.gov](mailto:research@itd.idaho.gov)

### 3.2 Submission Response Deadline

Contractor response must be submitted no later than **December 20<sup>th</sup>, 2024 by 5:00 PM (MST)**.

Submissions must be submitted to the Submission Contact listed above in order for your submission to be evaluated.

### 3.3 Inquiries

Questions regarding this request must be submitted to the Submission Contact listed above. Questions must be submitted no later than **November 18<sup>th</sup>, 2024 by 5:00 PM (MST)**.

Responses to all questions will be compiled into one (1) list once the questions submission date has expired. Questions and responses will be posted on the Research Program webpage along with other solicitation information no later than **December 3<sup>rd</sup>, 2024 by 5:00 PM (MST)**.

### 3.4 Response Content

Response must be submitted as a PDF, using size 11 font or larger, not to exceed ten (10) pages (excluding cover page, table of content and resumes for proposed team members) and must be organized to include the following:

- 1 Cover Page - must include the following information:
  - a) Project Title: **(Evaluation and Improvement of ITD-Controlled Material Source Program)**
  - b) "Submitted by" section including name, institution, address, phone, fax, and e-mail address
  - c) "Submitted to" section indicating the proposal is being submitted to the Idaho Transportation Department, Research Program
  - d) Proposal Date
- 2 Business Information - Provide a profile of your business, university department or research center, including business history, description of current service area, and customer base. Include unique entity identification number for the proposed principal investigator that is needed for ITD to conduct a suspension and disbarment check prior to entering into an agreement. Provide current contact information for a minimum of three (3) references from customers who have received the same or similar service for previous projects relating to similar work.
- 3 Problem Statement - Concisely express your understanding of the problem(s) presented in this solicitation. Do not just restate language in the research request, but instead articulate your own understanding of, and insight into, the problem(s).
- 4 Research Approach/Work Plan - Describe the work that will be performed to complete the tasks and deliverables. Include each of the tasks listed in **Section 2 – Scope of Work and Deliverables** and describe in detail how each task will be performed. Identify any additional tasks you feel are needed and explain any deviations from the tasks required by ITD. Identify any obstacles you see to achieving the objectives and how you would propose overcoming them.

The research plan should be complete and logically organized. It should clearly articulate the researcher's approach to the problem and how the work done will contribute to accomplishment of the project tasks and deliverables. The response should include discussion of applicable principles and theories, the type and range of data needed, the data analysis methods to be employed, and how possible recommendations will be identified and developed.

- 5 Research History - Explain types of research performed, and provide samples if allowed and not confidential, with same or similar to the scope of this project. This may include previous publications as attachments or links to web-hosted documents.
- 6 Project Management and Communications Approach - Describe project management strategy including steps that will be used to 1) monitor project schedule and budget, and 2) ensure that regular communication occurs with ITD's PM throughout the project. Include your company's escalation process, with points of contact, in the event ITD will need to escalate concerns during the contract.
- 7 Schedule - Identify the estimated start and completion dates for the project, as well as the completion dates for each task and deliverable. Each proposal should include a Gantt chart depicting the schedule for completing each task and deliverable. The schedule must indicate the number of months allocated to each task and deliverable.

Be sure to build sufficient time into your time schedule to complete the work outlined in your proposal. It is very important to ITD's Research Program that projects be completed on time. **As a result, the project should be completed within (20) months from the award date of the contract; this includes the kickoff meeting.**

Example of a schedule below:

Task	Month											
	1	2	3	4	5	6	7	8	9	10	11	12
1 Literature Review	■			■			■					
2 Field Survey		■	■	■								
3 Lab Study			■	■	■							
4 Develop Database						■	■					
5 Develop Recommendations						■	■					
6 Prepare Draft Final Report							■	■				
7 Peer Review of Draft Report								■				
8 Editorial Review of Draft Report								■				
9 Make Peer Review/Editorial Changes and Submit to ITD									■			
10 ITD Initial Review of Report Draft										■		
11 Revise Draft and Resubmit for Final Review											■	
12 Make Any Final Changes and Submit Final Report												■

- 8 Staffing - Include the following information:
  - a) Identify all members of the proposed research team and describe their role in the project.
  - b) Explain how team members' past academic, professional, and research experience relate to the work they will perform.
  - c) Provide information about other commitments the principal investigator(s) and research team will have during the project. This information must be sufficiently detailed to allow assessment of the researchers' experience, projects completed, and ability to complete the work within the required time schedule.
  - d) Identify the individuals who will perform quality control work on the project, including:
    - i. An independent peer reviewer with sufficient expertise to assess the adequacy of the work performed and the conclusions reached by the project team, and
    - ii. A report editor responsible for ensuring project reports are clearly and concisely written and are prepared in accordance with ITD Research Program guidelines as described in the [ITD Style Manual for Research Reports](#).
  - e) Provide a detailed breakdown of each team member's involvement in each task and deliverable.

Example of a detailed breakdown below:

Name Of Person	Role in Study	Hourly Rate	Task (Hours)												Total
			1	2	3	4	5	6	7	8	9	10	11	12	
Researcher A	Principal Investigator	\$ 75.00	10	40		40	40	40			20	20	10	10	230
Researcher B	Co-Principal Investigator	\$ 60.00	10		40	40	40	40			20	20	10	10	230
Subcontractor A	Statistical Analysis	\$ 35.00	25	200		100	40	100			40	20	10	10	545
Subcontractor B	Role description	\$ 50.00	25		200	100	40	100			40	20	10	10	545
Peer Reviewer	Technical Review	\$ 50.00								40					40
Report Editor	Report Editing	\$ 25.00									40				40
Etc.	Role description	\$ 25.00	10						10						30
<b>Total Hours</b>			<b>80</b>	<b>240</b>	<b>240</b>	<b>280</b>	<b>160</b>	<b>290</b>	<b>40</b>	<b>40</b>	<b>120</b>	<b>80</b>	<b>40</b>	<b>50</b>	<b>1660</b>

- 9 Required ITD Involvement - Describe any assistance required from ITD, such as:
  - a) Data collection
  - b) Access to ITD records or databases
  
- 10 Budget - Provide a quote of the costs for the work outlined in your proposal using the format provided in the table below. **The total cost for the project must not exceed \$150,000.** This range is ITD’s estimate of the level of funding necessary to complete the work. Contractor should set the scope and depth of the study accordingly. The maximum budget includes all project costs. Fixed fees and overhead costs should be included in the proposed budget.
  - a) The determination of fixed fees is project specific and will account for the size, complexity, duration, and degree of risk involved in the work and does not vary as direct labor costs vary. Fixed fees for research projects average between 10 and 12 percent of direct labor and indirect costs. The negotiated fixed fee must not exceed 15 percent of the total direct labor and indirect costs. A [Fixed Fee Rate Calculation Worksheet](#) is located on the ITD Consultant Services web page for calculating and negotiating a fixed fee.
  - b) Public universities outside of Idaho are limited to the federally approved overhead rate for their institutions. Idaho Universities are limited to charging 20 percent overhead per [Idaho State Board of Education policy \(see item 3\)](#).

Example of a quote:

	Hourly Rate	Benefit Percentage	Task Number												Total
			1	2	3	4	5	6	7	8	9	10	11	12	
<b>Salaries and Benefits</b>															
Researcher A															
Researcher B															
Researcher C															
Editor															
Etc.															
<b>Total Salaries and Benefits:</b>															
<b>Other Costs</b>															
Flights															
Parking															
Rental Car															
Rental Car Gas															
Meals															
Lodging															
Lodging Tax															
Subcontractor Expenses															
Peer Review Costs															
Materials and Supplies															
Other Direct Expenses															
<b>Total Other Costs:</b>															
<b>Total Direct Costs:</b>															
<b>Percent</b>															
<b>Overhead:</b>	Applied to direct labor at:														
<b>Fixed Fee:</b>	Applied to overhead and director labor at:														
<b>Total Budget:</b>															

## **SECTION 4 – PROPOSAL REVIEW AND SELECTION**

### **4.1 Response Evaluation**

Proposals will be evaluated by ITD technical review team comprised of staff knowledgeable in the background and content of the project topic. Selection will be made in consideration of general criteria based on the vendor’s response to the Scope of Work and as follows:

- a) The expertise, and technical capabilities of team members to perform the proposed work, resources including any specialized services available to perform the work within the specified project timeline, and record of past performance, including references, quality of work, and contract administration
- b) The research approach and methodology detailed in the proposal to meet the project tasks and deliverables
- c) Proposed project management and communications approach
- d) Thorough budget and cost estimate that is within project budget constraint

Evaluation criteria will be weighted as shown below:

<b>Evaluation Criteria</b>	<b>Weight</b>
Experience and Qualifications	35%
Proposed Research Approach	35%
Project Management and Communications Strategy	10%
Budget and Cost Estimate	20%
<b>Total</b>	<b>100%</b>

The scores from the technical evaluation will be summed and the proposals will be ranked according to their total scores. Technical reviewers are required to refrain from discussing proposals with other review team members prior to determination of final score. The contract will be awarded to the responsive and responsible proposer with the highest score.

Proposal review is expected to take approximately three weeks following the date of the submission deadline. The technical review team expects that proposers will be notified of selection for this project within six to eight weeks following the proposal submission deadline.

ITD reserves the right to reject any and all proposals submitted. It may negotiate with the proposer to address specific weaknesses in the proposal submitted.

## **SECTION 5 – AWARD**

### **5.1 ITD Contract Award Agreements**

The result of this request will be awarded as a Standard Contract Agreement if a private consultant is selected or as a Memorandum of Agreement (MOA) if the contract is awarded to a public university.

### **5.2 Term**

The resulting Contract shall commence on the date of the final signature provided by the Submission Contact listed above. The anticipated term of this contract will be for 20 months unless extended by mutual agreement between the parties or terminated earlier, in writing, in accordance with the Contract Agreement or MOA.



## SECTION 6 – TERMS AND CONDITIONS

### **6.1 State of Idaho Standard Contract Terms and Conditions**

For terms and conditions including insurance requirements, please see [State of Idaho Standard Contract Terms and Conditions](#). Any requested modifications to the Standard Contract Terms and Conditions should be identified in the proposal.

### **6.2 Insurance**

Within 5 days of notification of award (or such other time as designated by the Purchasing Activity), the apparent successful Bidder or Offeror will provide certificates of insurance required herein and will maintain the insurance during the life of the Contract. There are no provisions for exceptions to this requirement. Failure to provide the certificates of insurance within the five (5) business day period may be cause for your Bid or Proposal to be declared non-responsive or for your Contract to be cancelled.

**(Attachment 1 – Insurance Requirements)**

### **6.3 Administrative Fees**

Administrative fee detailed in [State of Idaho Standard Contract Terms and Conditions](#) does not apply under the resulting contract agreement.

## Attachment 1 – Insurance Requirements

Within 5 days of notification of award (or such other time as designated by the Purchasing Activity), the apparent successful Bidder or Offeror will provide certificates of insurance required herein and will maintain the insurance during the life of the Contract. There are no provisions for exceptions to this requirement. Failure to provide the certificates of insurance within the 5 business day period may be cause for your Bid or Proposal to be declared non-responsive or for your Contract to be cancelled.

Contractor shall carry liability and property damage insurance that will protect it and the State of Idaho from claims for damages for bodily injury, including accidental death, as well as for claims for property damages, which may arise from operations under the Contract whether such operations be by themselves or by anyone directly or indirectly employed by either of them

Contractor shall not commence work under the Contract until it obtains all insurance required under this provision and furnishes a certificate or other form showing proof of current coverage to the State. All insurance policies and certificates must be signed copies. After work commences, the Contractor will keep in force all required insurance until the Contract is terminated.

1. Commercial General and Umbrella Liability Insurance. Contractor shall maintain Commercial General Liability (CGL) and, if necessary, Commercial Umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to the Contract.
2. CGL insurance shall be written on ISO occurrence form CG 00 01 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
3. Commercial Automobile and Commercial Umbrella Liability Insurance. Contractor shall maintain Commercial Automobile Liability and, if necessary, Commercial Umbrella Liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos).
4. Bidder or Offeror may request a waiver from providing Commercial Automobile and Commercial Umbrella Liability Insurance in its Bid or Proposal if the Bidder or Offeror will not use any owned, hired or non-owned vehicles to conduct business under the Contract, if it is awarded the Contract, and the State of Idaho will consider the request. If the Bidder or Offeror submits a request to waive the provision of Commercial Automobile and Commercial Umbrella Liability Insurance after the due date and time for receipt of Bids or Proposals, the State of Idaho may not consider the request.
5. Workers Compensation Insurance and Employer's Liability. Contractor shall maintain workers compensation and employer's liability. The employer's liability shall have limits not less than \$500,000 each accident for bodily insurance by accident or \$500,000 each employee for bodily injury by disease.
6. Contractor must provide either a certificate of workers compensation insurance issued by a surety licensed to write workers compensation insurance in the State of Idaho, as evidence that the Contractor has in effect a current Idaho workers compensation insurance policy, or an extraterritorial certificate approved by the Idaho Industrial Commission from a state that has a current reciprocity agreement with the Idaho Industrial Commission.
7. State of Idaho as Additional Insured: The liability insurance coverage required for performance of the Contract shall include the State of Idaho, the (agency) and its divisions, officers and employees as additional insured, but only with respect to the Contractor's activities to be performed under the Contract.

8. The Contractor must provide proof of the State of Idaho, the (agency) and its divisions, officers and employees being additional insured by providing endorsements to the liability insurance policies showing the State of Idaho, the (agency) and its divisions, officers and employees as additional insured. The endorsements must also show the policy numbers and the policy effective dates.
9. If a liability insurance policy provides for automatically endorsing additional insured when required by contract, then, in that case, the Contractor must provide proof of the State of Idaho, the (agency) and its divisions, officers and employees being additional insured by providing copies of the policy pages that clearly identify the blanket endorsement.
10. Notice of Cancellation or Change: Contractor shall ensure that should any of the above described policies be cancelled before the expiration date thereof, or if there is a material change, potential exhaustion of aggregate limits or intent not to renew insurance coverage(s), that written notice will be delivered to the Division of Purchasing (if the Contract was issued by the Division) or to the Purchasing Activity (contracting state agency) in accordance with the policy provisions.
11. Contractor shall further ensure that all policies of insurance are endorsed to read that any failure to comply with the reporting provisions of this insurance, except for the potential exhaustion of aggregate limits, shall not affect the coverage(s) provided to the State of Idaho, and its divisions, officers and employees.
12. Acceptable Insurers and Deductibles: Insurance coverage required under the Contract shall be obtained from insurers rated A-VII or better in the latest Bests Rating Guide and in good standing and authorized to transact business in Idaho. The Contractor shall be financially responsible for all deductibles, self-insured retention's and/or self-insurance included hereunder. The coverage provided by such policy will be primary to any coverage of the State on or related to the Contract and shall provide that the insurance afforded applies separately to each insured against whom a claim is made, except with respect to the limitation of liability.
13. Waiver of Subrogation: All policies shall contain waivers of subrogation. The Contractor waives all rights against the State and its officers, employees, and agents for recovery of damages to the extent these damages are covered by the required policies. Policies may contain deductibles, but such deductibles will not be deducted from any damages due to the State.