



IDAHO TRANSPORTATION DEPARTMENT – DIVISION OF HIGHWAYS

GIS-BASED SOURCE MANAGEMENT SYSTEM: A DATABASE OF MATERIAL SOURCES IN IDAHO FOR USE ON ITD PROJECTS

REQUEST FOR PROPOSAL 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 30-month study that will modernize the management of aggregate Material Source information. To accomplish this, ITD requires a state-wide, geospatial database documenting all pertinent material source information for state-owned and controlled sources as well as commercial sources on the Qualified Aggregate Material Suppliers (QAMS) list. This database will standardize how statewide aggregate material source data is presented and managed by ITD staff and business partners.

1.2 Background

It is currently estimated that ITD owns or controls more than 1000 aggregate material sources (gravel pits, rock quarries or borrow material sites referenced as “source(s)” or “material(s) source(s)” in [ITD Manuals and Specifications](#)). To streamline project planning and development, this project aims to make statewide aggregate materials source information accessible via ITD’s web-based geospatial data portal, [IPLAN](#). By doing so, ITD staff and business partners will gain efficient access to detailed information on these sources, which will be filterable based on specific needs. The database will act as a repository for records, be easily maintained by ITD staff and will provide information on source status (i.e., active, retired, depleted), aggregate type and use, material quality characteristics (laboratory test data), cultural clearances, reclamation plan, operation plan, location maps, and source plats.

Well-managed construction material sources are essential for ITD to ensure the availability and quality of materials for the engineering, construction, and maintenance of Idaho’s highway infrastructure. A comprehensive geospatial database will help eliminate uncertainty about the quality and quantity of available aggregate in any given ITD controlled source or district. Responsible management of materials sources demands long-term planning for maintenance, investigation, and acquisition of strategically located material sources. This project is vital for ITD to achieve systematic, statewide organization of critical aggregate material resources.

1.3 Project Funding and Duration

The use of State Planning and Research (SPR) funds must comply with [23 CFR 420.121\(j\)](#). The maximum budget for this project is **\$200,000**. The expected project duration is **thirty (30) months**.

SECTION 2 – SCOPE OF WORK AND DELIVERABLES

2.1 Goal

The overall goal of this project is to create a standardized, statewide, GIS database with aggregate material source information for both state-owned/controlled and commercial QAMS aggregate material sources and generate two web-based mapping tools: one for external public use (QAMS-focused) and one for internal ITD use.

2.2 Tasks

A list of tasks is detailed below. In addition to the tasks that follow, the consultant and ITD project manager (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 Kick Off Meeting

Host and conduct a 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) Staff responsibilities and assignments (as applicable)
- e) Proposed schedule for project meetings
- f) Communication plan and expectations

Task 2: Literature Review

Perform a review of applicable literature and practices in other state DOTs. Provide a summary of material source management systems and GIS databases used by other state DOTs, including database structures, data inventories, and accompanying metadata, where available. This summary will also document how other states have implemented similar legacy conversion projects as applied to material sources, including how the databases and products are maintained. Additionally, this summary will identify states that do not maintain sources, explain why they don't, and characterize risks associated with lack of source maintenance. The literature review summary will inform the work listed under Task 3 and should be presented to the project team when it is completed and will comprise a chapter in the final report.

Task 3: Gain understanding of ITD material sources and existing data

- a) Meet with Headquarters staff and District Office materials source managers to identify and list active state-owned and commercial aggregate material sources in each district and review applicable information to determine data that will be housed in the database. Estimate 250 total sources. If timeline and funding allow, include retired or depleted sources. Data will include:
 - i. Legacy documentation (deeds, leases, plats, cultural clearances, environmental documentation, permits, mine operation plans, reclamation plans, reports/investigations, agreements, etc.)
 - ii. Aggregate material test data such as abrasion, durability, soundness, soil classification, gradations, sand equivalent, cleanness value, alkali silica reactivity, specific gravity, absorption, R-value, organic content, friable, light weight particles, etc. This will also include project-specific aggregate material use information where such records pairing aggregate sources to construction projects exist.

Task 4: Develop a database design to host and maintain aggregate material source data

- a) Work with ITD PM and District GIS Analysts to define tabular database structure and attributes that will meet department needs
- b) Establish compatibility with ITD's current GIS environment
- c) Provide comprehensive and descriptive documentation of database design

The plan developed in Task 4 will be presented in an in-person or virtual meeting with the ITD Technical Advisory Committee and Research Program staff. The project team will provide feedback to ensure the proposed database design is suitable, and the consultant will incorporate any feedback in subsequent analysis, if necessary.

Task 5: Prepare data and populate aggregate material source database

- a) Convert and migrate existing data into a GIS database from all six ITD Districts, including:
 - i. Existing digital (CAD) files
 - ii. Lab and field test data
 - iii. Scan, georectify, and extract features from hardcopies of legacy land documents and files
 - iv. Convert tabular legacy database, and existing systems of record to GIS
 - v. Integrate existing digital photography and orthomosaic imagery
- b) Thoroughly document workflow and data sources
- c) Provide documentation of metadata for all data sources
- d) Must be compliant with Federal Geographic Data Committee (FGDC) standards

Task 6: Develop application to incorporate lab and field data

- a) Create a custom data collection application, built on ArcGIS Field Maps, that will accommodate point, line, and polygon feature classes.
- b) Create a smart form using ArcGIS Survey123, Field Maps, or other relevant ESRI software to support field data entry (source identifier, ownership, location, boundaries, stockpiles, inspection date, etc.).
- c) Develop a routine to automate integration of lab and field data into database.
- d) Allow for users to update data to record which aggregate material sources are used on specific construction projects.
- e) Develop Standard Operation Procedures (SOPs) for updating lab and field data for district source managers to update and assist in the database maintenance.

Task 7: Create maps and mapmaking workflow for staff

- a) Produce two ArcGIS online web-based maps to visualize the data in the database.
- b) Create internal map to identify current and historical material sources, stockpile locations, access roads, laboratory data, test pits, and other data elements identified as essential for ITD business needs.
- c) Build upon an existing internal ArcGIS Online map to create external map to identify active commercial QAMS sources.
- d) Hard copy wall maps of material source locations with symbology for each district.
- e) Create three layouts (8 ½" by 11", 11" by 17" and 34" by 44") in ArcGIS Online web maps and ArcGIS Pro backend.
- f) Document process to create additional maps as needed for district use.

Task 8: Develop training materials and provide training on the use and maintenance of the database to department staff

Task 9: Provide recommendations for ongoing use and maintenance

Use results from Tasks 2- 8 above to develop recommendations for ITD to implement outcomes of research.

- a) Develop a plan for long term maintenance of the database, including an estimate of staffing resources needed for future data entry and system maintenance.
- b) Determine which information can or should be provided on external site.
- c) Make recommendations for current and future use.
- d) Develop Standard Operation Procedures (SOPs) to update lab and field data for district source managers to update and assist in the database maintenance

Task 10: 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 two 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 also 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: The Contractor must provide working papers and technical documents as requested to document the research performed, methods used, and the resulting findings for the tasks outlined in Section 2.2 above.

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 review and discuss the status of project tasks and deliverables as recorded in any working papers, technical documents, or progress reports. 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 a maintainable statewide Aggregate Materials Sources GIS Database to be used for ITD projects, along with a public facing Qualified Aggregate Material Suppliers list. The geodatabase must be accessible through ITD's IPLAN web-based portal.

Deliverable 7: The Contractor must also produce hardcopy maps displaying data as defined by each district's own business needs. Not to exceed 3 maps per district.

Deliverable 8: The Contractor will provide thorough documentation of database structure and design workflow including metadata schema.

Deliverable 9: The Contractor will deliver training to ITD staff and provide training materials that include instructions for generating maps, and using, updating, and maintaining the database.

Deliverable 10: The Contractor must provide a final report that includes a summary of the literature review, and description of the work conducted under each task listed above. This includes but is not limited to documentation of design and structure of database and any accompanying applications, an inventory and description of all data compiled into the database.

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 Researchers* 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

3.2 Submission Response Deadline

Contractor response must be submitted no later than **December 20th, 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

See our [FAQ document](#) for answers to general RFP questions. Questions regarding this request must be submitted to the Submission Contact listed above. Questions must be submitted no later than **November 18th, 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 3rd, 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:

- 8 Cover Page - must include the following information:
Project Title (**GIS-based Source Management System: A Database of Material Sources in Idaho for Use on ITD Projects**)
"Submitted by" section including name, institution, address, phone, fax, and e-mail address

“Submitted to” section indicating the proposal is being submitted to the Idaho Transportation Department, Research Program
Proposal Date

- 9 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 principle 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.
- 10 Problem Statement - Concisely express your understanding of the problem 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.
- 11 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 develop
- 12 Research History - Describe the types of research conducted, providing examples where permissible and non-confidential. If applicable, include relevant previous publications as attachments or links to online documents, ensuring they align with the scope of this project.
- 13 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.
- 14 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. **The project must be complete within thirty (30) months from the award date of the contract; this includes the kick-off 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												■

15 Staffing - Include the following information:

Identify all members of the proposed research team and describe their role in the project. Explain how team members’ past academic, professional, and research experience relate to the work they will perform.

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.

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](#).

Provide a detailed breakdown of each team member’s involvement in each task and deliverable.

Example of a detailed breakdown:

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						10	30
Total Hours			80	240	240	280	160	290	40	40	120	80	40	50	1660

16 Required ITD Involvement - Describe any assistance required from ITD, such as data collection and access to ITD records or databases.

17 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 \$200,000.** This 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		
Salaries and Benefits																
Researcher A																
Researcher B																
Researcher C																
Editor																
Etc.																
Total Salaries and Benefits:																
Other Costs																
Flights																
Parking																
Rental Car																
Rental Car Gas																
Meals																
Lodging																
Lodging Tax																
Subcontractor Expenses																
Peer Review Costs																
Materials and Supplies																
Other Direct Expenses																
Total Other Costs:																
Total Direct Costs:																
													Percent			
Overhead:	Applied to direct labor at:															
Fixed Fee:	Applied to overhead and director labor at:															
Total Budget:																

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:

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

The scores from the technical evaluation will be summed and the proposals will be ranked according 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 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 30 months unless extended by mutual agreement between the parties or terminated earlier, in writing, in accordance with the PSA 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.