



“Serving Idaho citizens through quality services to their governmental agencies”

DIRECTORY OF SERVICES

The Idaho Department of Administration provides responsive, cost effective, and timely support services to Idaho’s policy makers, public agencies, and state employees as they serve Idaho citizens. Our team is dedicated to meeting customer needs by making available business management and administrative services that improve the productivity and quality of Idaho government within the following management functions: Risk Management, Liability and Property Insurance; Group Insurance/Employee Benefits Program; Administrative Rules; Procurement and Contract Administration; Postal Services; Quick Copy Services; Federal Surplus Property; Design/Construction Management; Facilities Services; Statewide Leasing; Second Injury Fund; Voice/Data Network and Internet/Intranet Coordination; Information Technology Policy, Research, and Development; and Cyber Security.

ADMINISTRATIVE RULES

Internet: adminrules.idaho.gov

This office coordinates the promulgation and publication of all state agency administrative rules; provides centralized access to all agency rules; and prescribes a standardized format, style, and numbering. On-going training and assistance is also available. For questions contact **Dennis Stevenson** at 332-1820 or dennis.stevenson@adm.idaho.gov.

COPY SERVICES

Internet: copycenter.idaho.gov

The Quick Copy Center, located at 550 West State Street in Boise (basement of the parking structure), is able to provide net-worked photocopying services for your agency along with full distribution of copy documents to agency customers via our postal operations. . If needed, we can offer your agency workshops and assistance in the procurement of printed materials. Contact **John Elliott** or **David Holman** at 332-1941 or copycenter@adm.idaho.gov.

FACILITY LEASING

Internet: leasing.idaho.gov

For assistance in locating office space, lease analysis, and lease preparation contact **Linda Miller** at the Division of Public Works at 332-1929 or linda.miller@adm.idaho.gov.

FACILITY PLANNING, DESIGN, AND CONSTRUCTION

Internet: dpw.idaho.gov

The Division of Public Works can help with your agency’s state building and renovation projects, as well as provide technical review of project plans and specifications. The Division also supervises the bidding process of building and renovation projects. Contact **Barry Miller** at 332-1916 or barry.miller@adm.idaho.gov with any design or construction questions.

FACILITIES SERVICES

Internet: cms.idaho.gov

The Facilities Services program at the Division of Public Works is available to help with Capitol Mall facility needs, environmental control, conference room rental, custodial services, security, grounds keeping, and Capitol Mall parking. For work requests, visit cms.idaho.gov/maintenance. For parking, contact us at 332-1932 or visit cms.idaho.gov/parking. For conference room rental, contact us at 332-1900 or visit cms.idaho.gov/conference_rooms.

Idaho Falls State Office Building

Agencies located in this building can place a work order at cms.idaho.gov/maintenance for facility maintenance needs.

Lewiston State Office Building

Agencies located in this building can place a work order at cms.idaho.gov/maintenance for facility maintenance needs.

FEDERAL SURPLUS PROPERTY

Internet: fsp.idaho.gov

Agencies interested in acquiring surplus federal properties for state or local governmental operations or for use by eligible non-profit groups, contact **Sam Sibert** at 332-1625 or sam.sibert@adm.idaho.gov.

PROVIDING BUSINESS SOLUTIONS FOR IDAHO STATE GOVERNMENT**GROUP INSURANCE**

Internet: oqi.idaho.gov

The Office of Group Insurance sponsors and administers all group medical, dental, life, disability and Flexible Spending Account insurance contracts and policies for the employees of the State of Idaho and their dependents. To ask questions or obtain information about your benefit coverage, contact the Office of Group Insurance at 332-1860 (Local) 800-531-0597 (Toll-Free, Long Distance) or by email at oqi@adm.idaho.gov.

Group Insurance Advisory Committee

Internet: oqi.idaho.gov/giac

T: 332-1865

ENTERPRISE INFORMATION TECHNOLOGY SERVICES

Internet: cio.idaho.gov

This group of professionals maintains the state portal, manages email services, assists with web page development, provides hosting for agency website and online applications, and supports small agencies. It coordinates statewide voice and data network; Internet access; provides wide-area and local-area network support; develops and implements statewide IT security strategies; and coordinates incident response. Contact the **Office of the CIO Service Desk** at 332-1500 or servicedesk@cio.idaho.gov.

INFORMATION TECHNOLOGY PLANNING

Internet: ita.idaho.gov

The Idaho Technology Authority (ITA) was created by statute in 2013 to respond to advances in information technology and telecommunications. The ITA works collaboratively with state agencies in long-range IT planning, development, and procurement of IT services on a statewide basis. This includes development of major IT plans, including the overall State of Idaho IT Strategic Plan, e-Government, and Risk Assessment methodologies/procedures agencies will use in implementing large-scale IT projects. Contact **Greg Zickau** at 332-1875 or greg.zickau@cio.idaho.gov.

POSTAL SERVICES

Internet: postal.idaho.gov

This service team provides U.S. Postal Service-bound and inter-agency mail pickup daily in the Capitol Mall, Boise, and Meridian areas. The group also handles ground- and air-freight. Incidental services offered include presorting, folding, inserting, metering, certified and registered mail, and bar coding. Contact **Bryan Howard** at 332-1950 or bryan.howard@adm.idaho.gov.

RISK MANAGEMENT PROGRAM

Internet: adm.idaho.gov/risk

The Risk Management Program acts as the property and casualty insurance manager for the State of Idaho's exposures by placing and maintaining its self-funded and commercially insured coverages, adjusting claims arising from those exposures, and acting as consultants to state agencies to assist in minimizing loss. For questions about coverages, procedures, or claims, contact the Risk Management Program at 332-1869 or riskmanagement@adm.idaho.gov.

Risk Management Advisory Committee

Internet: adm.idaho.gov/risk/rmac

T: 332-1871

PURCHASING AND PROCUREMENT TRAINING

Internet: purchasing.idaho.gov

The Division of Purchasing is able to support your agency in its purchasing requirements through the lease or purchase of goods, services, parts, supplies, and equipment. For purchasing questions, please contact **Sarah Hilderbrand**, Division Administrator, at 332-1612 or sarah.hilderbrand@adm.idaho.gov.

The Division has procurement training available for state agencies, commissions, self-governing boards and other public agencies. Additionally, the Division can provide assistance in developing rules and procedures for procurement, as well as specific training for individual agency needs. If you have procurement training needs, contact **Bonnie Sletten** at 332-1606 or bonnie.sletten@adm.idaho.gov.

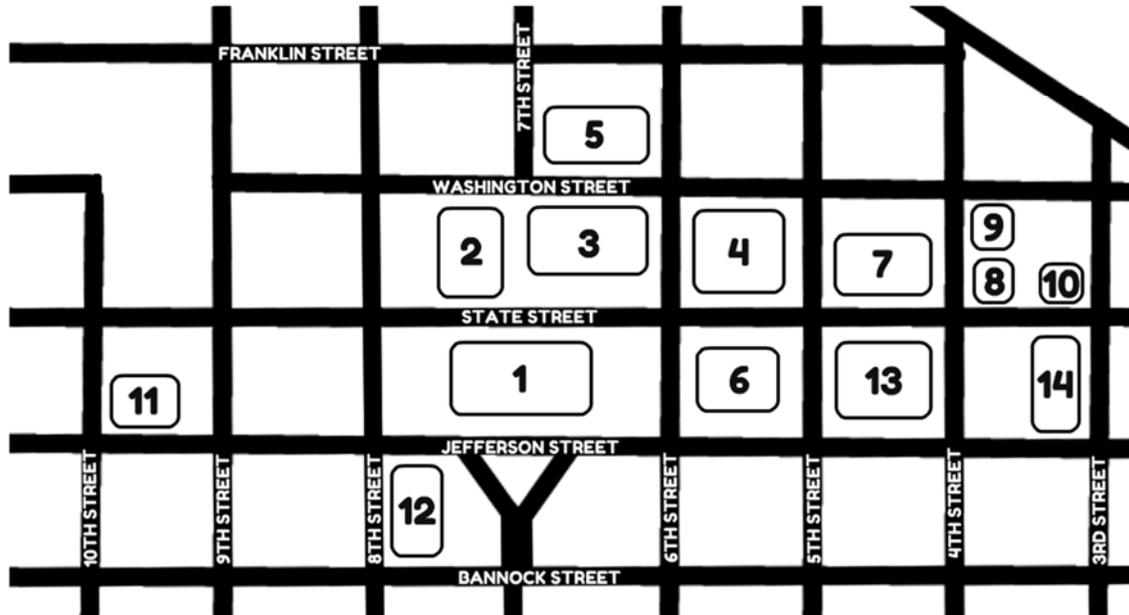
SMALL AGENCY SUPPORT

Small State agencies that do not have in-house financial, human resources, information technology, or facilities management expertise are able to contract with the Department of Administration. Contact **Keith Reynolds**, Chief Fiscal Officer, at 332-1812 or keith.reynolds@adm.idaho.gov.

For questions regarding issues not addressed in our *Directory of Services*, contact **Diane Blume** at 332-1826 or diane.blume@adm.idaho.gov. To find out more about the Idaho Department of Administration, or to contact anyone on our Department team, please visit us at adm.idaho.gov.

We welcome any comments, suggestions, or ideas on ways we can improve our services to better meet your needs.

Idaho State Capitol Mall



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|-------------------------------|---|-------------------------------|
| 1. State Capitol Bldg | 6. Capitol Annex Bldg | 11. 954 Jefferson Bldg |
| 2. J. R. Williams Bldg | 7. Pete T. Cenarrusa Bldg | 12. Borah Bldg |
| 3. Len B. Jordan Bldg | 8. Division of Public Works Bldg | 13. Supreme Court Bldg |
| 4. Parking Garage | 9. Blind Commission Bldg | 14. State Library Bldg |
| 5. Parking Garage | 10. Alexander House | |

TDD and TTY Listings

TDD/TTY – Telecommunications device for the deaf.
Services for the hearing/speech impaired.

UNIVERSAL SERVICE711

IDAHO TELECOMMUNICATIONS RELAY SERVICE

For All Other TDD Communications

Voice TDD Relay800-377-1363

TDD Voice Relay800-377-3529

EDUCATION, STATE BOARD OF

College of Southern Idaho – TDD Counseling..... 734-9929

Idaho Educational Services for the Deaf and the Blind – Voice and TTY..... 934-4457

GOVERNOR, OFFICE OF

TDD/TTY or Voice..... 334-2100

HEALTH AND WELFARE, DEPARTMENT OF

Office of the Director, Boise – TDD 334-4921

Region IV, Boise – TDD..... 334-0901

State Hospital North, Orofino – TTY..... 476-4511

State Hospital South, Blackfoot – TDD 785-8423

SECRETARY OF STATE, OFFICE OF

Election Information – TTY and TDD 334-2366

TRANSPORTATION, IDAHO DEPARTMENT OF

TDD 334-4458