

IDFG Commission

License Vendor Selection & Bonding Briefing

- **Background:**
 - The Commission set rules for the Selection of Vendors (IDAPA 13.01.20) and also for Vendor operating, discontinuing and suspension (IDAPA 13.01.19). These were established/updated in March of 1997 in response to the conversion to the computerized licensing system for the 1996 calendar year.
 - Vendor applications, selection, and support are the responsibility of the License Operations Manager, who is located at IDFG headquarters in Boise as part of the Admin Bureau. This person is also responsible for the licensing system (IWILDS) and monitors the contract with our license vendor, Active Networks.
- **Vendor Selection and requirements:**
 - The number of active vendors cannot exceed 475. (13.01.20.103)
 - Vendors are classified into one of 6 categories for record keeping, approval, and statistical purposes. Vendor applications that are in a lower classification are given priority in approval; (*e.g. Class 1 are sporting goods stores, Class 2 are stores with a sporting goods department, Class 3 specialize in a single aspect of hunting or fishing, etc.*) (13.01.20.100)
 - The application/criteria to become a vendor include:
 - Copy of the current credit rating; (13.01.20.101.03.b)
 - No unsettled debts; (13.01.20.102.03)
 - Surety Bond for \$10,000 if in business for less than 3 (three) years; (13.01.20.102.04)
 - The requirement for a bond can be reviewed by IDFG and removed upon request of the vendor after two years of service as a vendor. (13.01.19.112.02)
 - Permanent place of business; (13.01.20.102.06)
 - No IDFG violations (other than infractions) within the past 5 (five) years of the owner (or the store manager, if a corporation); (13.01.20.102.12)
 - Shall have been established in business for at least 1 (one) year (may be waived if vendorship is in a remote area); (13.01.20.102.16)
 - Employees and IDFG Commissioners may not be vendors. (13.01.20.104)
 - Once the vendorship has been approved, there is a minimum license sales volume to keep the vendorship: (13.01.19.122.04)
 - For an incorporated city, the vendor must sell at least 300 licenses during the first year, and at least 625 licenses during the second and subsequent years;
 - For all other areas, the minimum are 125 licenses for the first year, and 225 licenses for the second and subsequent years.
 - If minimums are not met, the vendorship is cancelled at the end of the calendar year; unless the License Operations Manager determines the service is necessary for the function of the Dept.
 - In compensation for selling licenses, vendors receive \$1.00 from the \$1.75 commission fee added to the price of each license, tag, permit, and controlled hunt application. The other \$0.75 goes to IDFG to defray the cost of the licensing system.
 - In addition to the \$1.00 commission, vendors have the benefit of drawing customers in as a “one-stop shop” with the added value of IDFG licenses. Assuming the customer will purchase items in addition to a license/tag/permit, there is a net gain for the vendor in revenue.
 - Each vendor must provide their own Internet Service Provider for the system, and is responsible for all costs for that internet connection. (13.01.19.159)