




# CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

## Notice 2024.01 General Services

To: Agency Procurement Staff  
Central Management Services Bureau of Strategic Sourcing  
State Purchasing Officers

From: Ellen H. Daley 

Date: September 14, 2023

Subject: Release Off Master Contracts

CC: Procurement Compliance Monitors  
Procurement Policy Board  
Commission on Equity and Inclusion

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This notice is effective immediately.

On January 9, 2013, the Chief Procurement Officer for General Services (CPO) issued a memorandum, "Orders Against Master Contracts," authorizing an agency to place an order for equipment and commodities against a Department of Central Management Services (CMS) master contract or an agency specific master contract without obtaining approval from their State Purchasing Officer (SPO). The memo served as the CPO's blanket approval for the procurement and required placement of the memo into the procurement file.

With BidBuy, SPOs are the final approvers of an agency's Requisition (REQ) for all orders against master contracts greater than \$10,000, except for contracts providing equipment and commodities. This notice represents my blanket approval of orders against master contracts for equipment and commodities.

An agency relying on this notice as approval of a qualifying order against a master contract shall write "Pursuant to CPO Notice 2024.01, the CPO approves this procurement" in the Notes tab in REQ, or shall attach this notice in the Attachments tab in REQ.

In collaboration with CMS' process to provide agencies with blanket approvals for orders against CMS master contracts, as explained in the CMS memorandum (Exhibit A), I have designated my approval to the CMS Agency Purchasing Officer to approve an agency's order for services under the conditions detailed in the memo.


If there are any questions regarding this notice, please ask your State Purchasing Officer or contact the Chief Procurement Office at (217) 558-2231.

- End -



## MEMORANDUM

TO: Agency Purchasing Officers

FROM: Ron Wilson, BOSS Deputy Director 

DATE: September 13, 2023

SUBJECT: Joint Purchase Master Contract blanket releases

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This memorandum outlines the requirements for State agencies to request blanket releases against Central Management Services (CMS) joint purchase master contracts for equipment, commodities, and defined services, excluding punchouts. It is being issued by agreement with the Chief Procurement Office for General Services (CPO-GS) and in conjunction with CPO Notice 2024.01.

State agencies may request a blanket release for no more than six (6) months at a time. Blanket release terms must not exceed the duration of the contract term.

Blanket releases may be requested for any equipment and/or commodity contract. Blanket releases may also be requested for certain service contracts provided that a description of services or a scope of work is not required for the services to be properly rendered. Examples include waste removal, document shredding and temporary staffing.

Following creation of a Release Requisition (Req) in BidBuy, and prior to submission for approval, the requesting agency must complete and attach the Blanket Release Approval Request form. This form may be used in lieu of the Procurement Justification form (PJF). After the Req has been submitted for approval, the relevant Portfolio Manager (PM) or designee at BOSS will review the request form when it is received in queue to determine whether a blanket release is appropriate based on the provided detail. Additional clarifying information and/or an updated form may be requested from the agency. The PM will present their proposed determination to the CMS Agency Purchasing Officer (APO) for a final CMS determination. A copy of the final determination will be attached by the PM to the agency Req, and if approved, a Reminder will be added to the Purchaser listed on the General tab to post final costs based on the requested timeframe. Once complete, the Req will either be approved to the next level in queue or returned based on the decision.

At least monthly through the duration of the blanket release the agency will complete a Change Order on the PO to update the relevant line-item detail and attach supporting documentation, such as a spreadsheet which includes quantity, line-item description, unit cost, freight (if applicable), and line-item total, to identify the actual spend during the time of the blanket release. If the PO was not utilized, the agency will reduce the line-item cost to \$0. CMS BOSS may monitor POs to ensure this step is being completed timely. If it is determined that agencies are not complying with the process, approval for blanket releases may be revoked.

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