




Notice 2024.04 General Services

To: Agency Directors
Agency Procurement Officers
State Purchasing Officers

From: Ellen H. Daley 

Date: October 24, 2023

Subject: Diversity and Inclusion in Procurement Training

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

The Illinois Procurement Code requires that, “Each chief procurement officer shall prescribe the program of diversity and inclusion training appropriate for each chief procurement officer’s jurisdiction.” 30 ILCS 500/50-85.

The annual training is mandatory for those individuals identified under subsection (c) of Section 5-45 of the State Officials and Employees Ethics Act (5 ILCS 430/5-45 c) who have the authority to participate personally and substantially in the award of State contracts, and any other State agency staff with substantial procurement and contracting responsibilities as determined by the chief procurement officer, in consultation with the State agency. 30 ILCS 500/50-85.

Agencies shall be responsible that an agency employee or position that the CPO determines has substantial procurement and contracting responsibilities complete the annual training. The CPO determined that all individuals with access to the eProcurement system BidBuy have substantial procurement and contracting responsibilities and must complete the training. Following issuance of this notice, Agency Purchasing Officers will receive a list of their employees that have access to BidBuy. If there are individuals on this list that do not have substantial procurement and contracting responsibilities, the Agency may request their deletion from the system by completing the form and returning it to StateUser.BidBuy@illinois.gov. Those removed from the system will not be required to complete the training.

Starting November 7, 2023, all evaluators of a Request for Proposal or RFP Professional and Artistic (collectively RFP) are required to complete the training. All evaluators shall be required to submit proof of completion of the current year’s training before receiving technical or commitment to diversity proposals for an RFP. Any person that requires access to BidBuy must complete training prior to submitting the BidBuy State User Registration Form. To accommodate new BidBuy users and evaluators, training will remain available after December 21.



CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

The **Diversity and Inclusion in Procurement Training window begins today, October 24, 2023, and must be completed by December 21, 2023.** This training contains about 66 slides and may take up to one hour to complete. You may stop the training at any point and restart at a later time.

Diversity and Inclusion in Procurement Log-in Instructions:

TRAINING WINDOW [October 24, 2023 – December 21, 2023]

1. Click on [http://OneNetTraining: Diversity and Inclusion in Procurement \(illinois.gov\)](http://OneNetTraining: Diversity and Inclusion in Procurement (illinois.gov))
2. Click on “**Login**”.
 - a. Use your **Agency Login ID** & network password.
 - b. If you have problems logging in, please send an email to CPOGS.DEI@Illinois.gov.
3. Complete each segment of learning listed on the **Diversity and Inclusion in Procurement** course page.
4. Once you have completed the **Policy Acceptance and Acknowledgement** you should print a copy of your **Certificate** for your records. This certificate will serve as proof of completion for evaluators and new BidBuy users.

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

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