



State of Illinois  
Unified Procurement Program  
Release off a Multiple Award  
Master Contract  
Process Manual  
V 24.1

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The information contained in this document is a general guideline for the processing of joint and cooperative purchasing procurements. State of Illinois procurements must be conducted in accordance with applicable statutes and rules, including the Governmental Joint Purchasing Act and the Illinois Procurement Code. For any questions, please contact your State Purchasing Officer (SPO) or the Unified Procurement Program (UPP).

## Introduction

The Chief Procurement Officer for General Services (CPO-GS) administers a joint and cooperative purchasing program branded as the **Unified Procurement Program (UPP)**. UPP offers governmental units and qualified not-for-profit agencies the opportunity to save time and money when purchasing many supplies and services.

For all agencies subject to the jurisdiction of the CPO-GS, procurement activity will occur in BidBuy. BidBuy is the State of Illinois' new web based, eProcurement system, designed to streamline procurement processes and offer expanded services. Once fully implemented, BidBuy will replace the Illinois Procurement Bulletin (IPB) for General Services, as the notification system for procurement opportunities; the Remedy System for creating Procurement Business Cases (PBCs); links directly to the Illinois Procurement Gateway (IPG); and reports information to the PPB Clearinghouse as necessary. Further, the State will integrate BidBuy with SAP.

This manual details the process agencies subject to the jurisdiction of the CPO-GS must use to place a release off a multiple award master contract.

## Multiple Award Master Contract

The CPO-GS may participate in a procurement with a cooperative purchasing entity. The cooperative purchasing entity's competitive procurement may result in multiple vendors being awarded a contract. The CPO-GS may successfully negotiate State of Illinois master contracts with these awarded vendors, which result in multiple cooperative master contracts. Because there are multiple vendors who may meet an agency's need, secondary competition is required before an agency may place an order with a selected vendor in BidBuy.

## Preparing to Place a Release off a Multiple Award Master Contract

The Requesting Agency shall:

- Complete the Multiple Award Master Contract Request for Quote to request a quote from all vendors with a joint purchase master contract.
  - Prepare specifications for the Requesting Agency's need. If brand name specifications are used, the requirements of 44 Ill. Adm. Code 1.2050 must be met.
- Send the completed Multiple Award Master Contract Request for Quote to all vendors with a joint purchase master contract.
  - Primary contact information for each vendor is in each CPO-GS master contract.
  - Allow vendors a minimum of 3 days to respond but may be longer due to complexity of the requirements.
- Evaluate the responses received from each vendor.
- Complete the Request to Release off a Multiple Award Contract form through the agency signature.
  - Requesting Agency must include the BidBuy REQ number.
  - Confirm with the selected vendor all the Items required from the selected vendor's pricing book in their Master Blanket Purchase Order (MBPO).

*Note: Forms and documents for this program can be found at:*

<https://cpo-general.illinois.gov/joint-purchasing-forms-and-templates.html>

## BidBuy

Follow the process detailed in Job Aid JPMC Release off of a Multiple Award Master Contract V 23.1.

Documents referenced in the UPP Process Manual and the BidBuy Process Manual that relate to a release off multiple award master contract that are completed outside of BidBuy provide the reasons for selection of the vendor and must be included in the procurement file in BidBuy.