




CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

Amended CPO Notice 2024-05

General Services

To: Agency Procurement Staff Abraham Lincoln
Presidential Library and Museum
State Purchasing Officers

From: Ellen H. Daley, CPO-GS 

Date: December 7, 2023

Subject: Alternate method of evaluation and award

CC: Procurement Policy Board
Compliance Monitor

The Abraham Lincoln Presidential Library and Museum (ALPLM) states that the ALPLM is a popular and unique event venue in Springfield, IL. It further states that clients routinely rent space within the ALPLM campus to hold meetings, conferences, weddings, etc. Additionally, ALPLM states that it hosts a number of internal events for the public or other target audiences like membership events, annual history conference, etc. Many of the events held at ALPLM include catering services ranging from simple arrangements like water and coffee to full-scale plated dinners with servers and bar service.

ALPLM desires to earn revenue from catering services held at the ALPLM campus. Historically, ALPLM had an exclusive catering vendor to provide catering services to fulfill all catering needs for events at ALPLM. ALPLM attempted to conduct a new competitive procurement for an exclusive caterer. Only one proposal was received, and it was deemed nonresponsive for the absence of a BEP utilization plan. In discussions with other expected vendors, ALPLM learned that other vendors did not bid because they were unwilling to commit to be able to service all catering needs due to capacity constraints. Additionally, many prospective clients have opted not to use ALPLM for their event because of a lack of options for caterers. Based on these factors, ALPLM requested to have a preferred catering list with multiple caterers available.

In accordance with 44 ILL. ADMIN. CODE 1.525 (c) I issue this Notice to allow the ALPLM to conduct a procurement that aligns closely with a concessions version of the multiple award with set rate procurement method described in 44 Ill. Adm. Code 1.2036(b)(5), except that final selection for individual rental events would be at the discretion of the rental client rather than random and equitable distribution of work.



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For ALPLM-sponsored events with catering, the following language shall be included in the draft RFP submitted to the SPO:

ALPLM will adopt a policy for ALPLM-sponsored events whereby ALPLM will seek to distribute catering as evenly as feasible among the vendors on the preferred caterers list, depending on the needs of the specific events and availability of vendors for such events.

Under this type of procurement, ALPLM will identify various types of catering events (i.e. beverages only, buffet-style lunch, plated dinner, etc.). Vendors will identify which types of catering they can provide. ALPLM may award and enter into contracts with each responsive and responsible vendor that submits a proposal. Thereafter, catering vendors shall be placed on the ALPLM Preferred Caterers list for the applicable catering types. Clients shall be provided with contact information and menus for each of the caterers on the list for their event type and clients will communicate directly with the caterers to make their selection. Pursuant to the contracts each caterer will be required to pay 18% of its gross receipts from the engagement to ALPLM. The contracts shall include a 3 year term with 3 years of renewal options. Further, ALPLM shall work with its State Purchasing Officer to publish the same opportunity every year to allow new vendors to apply to the list on the State's e-procurement system. Failure to offer the opportunity for new caterers to become eligible for contracts may lead to cancellation of existing contract for these services. ALPLM shall consult with the Commission on Equity and Inclusion regarding Business Enterprise Program participation.