




# CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

## MEMORANDUM

To: Agency APOs, agency procurement staff  
From: Ellen H. Daley   
Date: 3/16/2020  
Subject: COVID-19 Emergency Telecommuting Plan  
CC: Executive Ethics Commission  
Procurement Policy Board

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The Executive Ethics Commission enacted its Emergency Telecommuting Plan allowing the Chief Procurement Officer's (CPO) staff to work remotely during this COVID-19 health crisis. This means that your State Purchasing Officer (SPO) and the CPO's support staff will not be coming into the office until further notice.

The good news is that BidBuy is cloud-based and accessible from any device with an internet connection. All SPOs have state-issued cell phones and laptops or home PCs enabling them to continue to review, approve, and revise transactions and advise state procurement staff. They are available to their agencies during work hours whenever possible; if there are times they cannot be there for you there is a back-up person designated to provide support.

CPO support staff will continue to work as well. The easiest way to reach any of us is email but you can also call **217-622-1857**. CPO staff is also using Microsoft Teams which shows their availability in the app.

Solicitation due dates and pre-submission conferences may need to be delayed or even cancelled. Consult with your SPO to alert your vendors and make the necessary adjustments. Sole source and emergency extension hearings will be conducted virtually using Webex. Current contracts that expire in the near term may need to be extended to meet the agency's needs. Please work with your SPO to determine the best course of action.

The BidBuy support team is continuing to answer phones and emails and staff continue to vet Illinois Procurement Gateway vendor applications. Trainings will continue as long as there is participation, and our monthly BidBuy training will occur as planned via Webex this Thursday.

Please know that we are working and readily available to discuss any questions or issues that you might have. Do not hesitate to reach out to us by phone or email.