




CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

Notice 2018.08 General Services

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

From: Ellen H. Daley 

Date: June 4, 2018

Subject: Real Property and Capital Improvement Leasing Procurements

CC: Procurement Compliance Monitors
Procurement Policy Board

The Chief Procurement Office for General Services (CPO-GS), in order to oversee the conduct of leasing procurements in a transparent, responsible and lawful manner, requires the following:

BidBuy

The Department of Central Management Services Bureau of Property Management (BOPM) must enter all procurements for the leasing of real property and capital improvements that are in process into BidBuy. "In process" means the Request for Information has been advertised. Any subsequent procurement actions shall be completed in BidBuy. The official procurement files for these procurements shall reside in BidBuy.

Outreach

The BOPM shall document all outreach efforts to notify potential respondents of the procurement opportunity. The documentation shall be retained in the procurement file.

Request for Information (RFI)

RFIs shall clearly define the minimum criteria required for a response to be considered. Minimum criteria must include, but not be limited to, these statutory requirements:

- 1. the type of property to be leased;*
- 2. the proposed uses of the property;*
- 3. the duration of the lease;*
- 4. the preferred location of the property; and*
- 5. a general description of the configuration desired.*

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Evaluation

If a respondent proposes a property that must be altered to meet the minimum criteria, the pricing submitted in the response must reflect those alterations. The State Purchasing Officer (SPO) may waive a minimum criterion if no respondent is able to meet it and the SPO determines it is in the best interest of the State.

The SPO shall be involved with the review of responses and discussions with respondents, if necessary to clarify the State's needs or to determine the respondents that meet the minimum criteria set forth in the RFI. The SPO shall make a written determination identifying those responses that meet the minimum criteria and include the written determination in the procurement file. Please use the *SPO Determination of Qualifying Responses* form found on the [CPO-GS website](#). No further procurement activity shall occur until this determination is completed by the SPO.

The BOPM shall identify unqualified respondents and document the rationale for this determination on the *Non-Responsive Form* also found on the [CPO-GS website](#). The BOPM shall notify respondents determined non-responsive at the time of disqualification.

Negotiations

Negotiations shall be entered into with all qualified respondents for the purpose of securing a lease that is in the best interest of the State. A written report of the negotiations shall be retained in the lease files and shall include the reasons for the final selection. 30 ILCS 500/40-20(d). The SPO shall be included in all written communication between the BOPM and qualified respondents. The SPO should participate in verbal communications when possible. Verbal communication between BOPM and qualified respondents shall be committed to writing and included in the procurement file.

Award

The SPO shall publish the Notice of Award upon successful completion of lease negotiations and this publication shall trigger the Procurement Policy Board review period.

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