




CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

Notice 2024.06 General Services

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

From: Ellen H. Daley 

Date: December 7, 2023

Subject: Request for Proposal Template and Commitment to Diversity Guidance

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

This notice is effective January 1, 2024.

Agencies shall use the Request for Proposal (RFP) v.24.3 template, or the most current version on the Chief Procurement Officer for General Services' (CPO-GS) website at <https://cpo-general.illinois.gov/solicitation-and-contract-templates.html>, when publishing an RFP on or after January 1, 2024.

As discussed in Training Tuesday on October 31, 2023, the RFP v.24.3 template has been re-designed to better encourage vendor proposals that not only meet the agency's need but result in high agency satisfaction with the solution. By creating new RFP sections and re-organizing existing ones, this new RFP template allows vendors to confirm that the agency's Scope of Work (SOW) is achievable, to identify & address solution challenges, and to verify the accuracy and intent of the agency's SOW. The new RFP is part of an approach to make the agency a more desirable and better customer to vendors.

Public Act 101-657 created a new commitment to diversity (C2D) category of evaluation when procuring with a Request for Proposal (RFP). Since that time, I created a Diversity, Equity, and Inclusion (DEI) team within my office that provided agencies and vendors with guidance and instruction in evaluating C2D. On November 7, 2023, the DEI team trained agencies on a comprehensive set of new materials to evaluate C2D.

Agencies shall use the C2D evaluation categories and available points described in Section D.4.3. of the RFP v.24.3 template unless their State Purchasing Officer approves a deviation. To support the use of the categories, the DEI team developed tools and information to give agencies and vendors a better understanding of how the C2D categories should be evaluated and what type of activities will earn offerors C2D points. The C2D guidance materials are found at <https://cpo-general.illinois.gov/commitment-to-diversity/c2d-guidance.html>.

If you have questions regarding this notice, please contact your State Purchasing Officer.

- End -