


## Notice 2025.04

### General Services

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**To:** Agency Directors  
Agency Procurement Officers  
State Purchasing Officers

**From:** Ellen H. Daley 

**Date:** December 2, 2024

**Subject:** State of Illinois Diversity and Inclusion in Procurement (2024) Training

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

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The Illinois Procurement Code requires that, "Each chief procurement officer shall prescribe the program of diversity and inclusion training appropriate for each chief procurement officer's jurisdiction." 30 ILCS 500/50-85.

The annual training is mandatory for those individuals identified under subsection (c) of Section 5-45 of the State Officials and Employees Ethics Act (5 ILCS 430/5-45 c) who have the authority to participate personally and substantially in the award of State contracts, and any other State agency staff with substantial procurement and contracting responsibilities as determined by the chief procurement officer, in consultation with the State agency. 30 ILCS 500/50-85.

Agencies shall be responsible that an agency employee or position identified pursuant to 5 ILCS 430/5-45 (c) complete the annual training and that individuals the CPO determines have substantial procurement and contracting responsibilities complete the annual training. The CPO determined that all individuals with access to the eProcurement system BidBuy have substantial procurement and contracting responsibilities and must complete the

training. Following issuance of this notice, Agency Purchasing Officers will receive a list of their employees that have access to BidBuy. If there are individuals on this list that do not have substantial procurement and contracting responsibilities, the Agency may request their deletion from the system by completing the form and returning it to [StateUser.BidBuy@illinois.gov](mailto:StateUser.BidBuy@illinois.gov). Those removed from the system will not be required to complete the training.

All evaluators of a Request for Proposal or RFP Professional and Artistic (collectively RFP) are required to complete the training. Evaluators who have already submitted their Statement of Compliance, Confidentiality, and Conflict of Interest for an evaluation in progress may continue their evaluation. All other evaluators shall be required to submit proof of completion of the current year's training before receiving technical or commitment to diversity proposals for an RFP. Any person that requires access to BidBuy must complete training prior to submitting the BidBuy State User Registration Form. To accommodate new BidBuy users and evaluators, training will remain available after January 31, 2025.

Once the training window has concluded, the CPO will perform an audit of all BidBuy users to determine that each registered user has completed this training. Agency Directors and Agency Procurement Officers will be notified of the results and any registered user that has not completed training will be given one week from the date of notification to certify completion before their user access is deleted.

The **Diversity and Inclusion in Procurement Training (2024) window begins today, December 2, 2024, and must be completed by January 31, 2025.** This training contains 61 slides and may take up to one hour to complete. You may log-out of the training at any point and restart later.

### **State of Illinois Diversity and Inclusion in Procurement Log-in**

#### **Instructions:**

#### **TRAINING WINDOW [December 2, 2024-January 31, 2025]**

1. Click on <https://onenet.illinois.gov/page.aspx?item=168514>
2. Click on "**Login**".
  - a. Use your **Agency Login ID** & network password.
  - b. If you have problems logging in, please contact the DoIT Service Desk at 217-524-3648.
3. Complete each segment of learning listed on page 2 of the training.
4. Once you have completed the training, the final slide provides a button for you to certify that you have completed the training. You should print a copy of your **Certificate** for your records. This certificate will serve as proof of completion for evaluators and new BidBuy users.

If there are any questions regarding this notice, please ask your State Purchasing Officer or contact the Chief Procurement Office at (217) 558-2231.

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