




Ellen H. Daley - Chief Procurement Officer

Notice 2025.05 General Services

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

From: Ellen H. Daley 

Date: January 6, 2025

Subject: Supply Contract Piggyback

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

This notice is effective January 6, 2025.

The purpose of permitting a governmental unit to procure from a State agency's active supply contract is to speed up procurement.

Effective January 1, 2025, Section 2(a-15) of the Governmental Joint Purchasing Act (GJPA) (30 ILCS 525/) provides that the Chief Procurement Officer (CPO) may authorize any State governmental unit to purchase or lease supplies under a contract procured by a State agency. Governmental unit is defined by Section 1 of the GJPA and includes local units of government in Illinois, like cities, counties, and municipalities, and State agencies.

Consultation with Agency Holding the Contract

Pursuant to Section 2(a-15) of the GJPA, the CPO shall consult with the State agency holding the supply contract prior to authorizing the procurement. To expedite this consultation, the CPO is allowing an agency to give a blanket approval or blanket denial in lieu of being consulted each time a request is made.

Each agency shall complete the *Agency Consultation for Supply Contracts* form and return it to their State Purchasing Officer (SPO) by January 31, 2025. The form accompanies the issuance of this notice. The decision by the agency to provide blanket approval or denial, to consult each time on the details of the request, or to use a combination of both may be changed at any time by notifying the SPO.



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OFFICE - GENERAL SERVICES

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When a blanket approval or denial is not provided, the SPO shall notify the agency when a request to use the agency's supply contract is received. The SPO shall provide the agency with the requester, the BidBuy reference number, and other pertinent details.

Requesting Agency's Procurement

The following conditions shall be met when the requesting agency seeks to use another State agency's supply contract:

- The request shall be submitted to the SPO using the *CPO Approval for Supply Contract Piggyback* form. This form is located on the CPO's website at <https://cpo-general.illinois.gov/joint-purchasing-forms-and-templates.html>.
- The other agency's contract is active. An active contract has a termination date that has not passed and has not been fully performed. The CPO will not authorize a procurement of supplies from an expired contract.
- The request is for supplies and does not include services. Supplies have the meaning set forth in Section 1-15.110 of the Procurement Code. Services have the meaning in Section 1-15.90.
- The contract award shall be published in BidBuy.

Requesting Agency's Contract

The following conditions shall be met when the requesting agency writes their contract for supplies with the vendor:

- The requesting agency shall have their own contract with the vendor.
- The requesting agency's contract termination date shall not exceed the termination date or complete performance of the other agency's contract.
- The requesting agency's contract shall include current and vetted financial disclosures and Standard Illinois Certifications.

Reporting

Pursuant to Section 2(a-15) of the GJPA, the requesting agency shall report to the CPO the dollar value of supplies purchased from the contract each year. By August 1, the requesting agency shall report the dollar value of their purchases made from July 1 of the preceding year through June 30 of the reporting year. Reporting may occur any time prior to August 1.



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Purchasing a Supply or Service Available on Multiple Contracts

Section 4 of the GJPA provides that "a governmental unit may purchase a supply or service that is available on contracts from multiple contractors if the governmental unit determines that the selected contract best meets the governmental unit's needs."

When an agency determines that the same supply or service is or may be available to them on more than one contract from different vendors, the agency shall follow the process detailed in the Release Off Master job aid.

To promote transparency, the agency shall document their determination to use the selected contractor by completing the *Selection from Multiple Contracts* form. This form shall be included in the procurement file and is located on the CPO's website at <https://cpo-general.illinois.gov/joint-purchasing-forms-and-templates.html>.

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

- End -