



Ellen H. Daley - Chief Procurement Officer

## **Notice 2026.06 General Services**

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

From: Ellen H. Daley 

Date: May 11, 2026

Subject: Emergency Purchases

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

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This notice is effective immediately.

### **New Emergency Purchase Statement**

Agencies shall use the most recent version of the Emergency Purchase Statement available on the CPO's website. Accompanying this notice is revised version 26.1. The revisions include dedicated sections for the agency to: (1) describe their need for the emergency purchase, (2) explain the conditions and circumstances giving rise to the emergency, and (3) identify the steps the agency took to obtain as much competition as was practicable under the circumstances.

When an agency initially reports that the amount of the emergency purchase is an estimate, or reports an actual amount that later changes, the agency shall report the final total cost of the emergency purchase on the Emergency Purchase Final Cost form.

### **Timely Completion of Emergency Purchase Forms**

Pursuant to 44 Ill. Admin. Code 1.2030(f)(5), the agency shall provide the completed emergency purchase forms to its State Purchasing Officer. The SPO must receive these forms in a timely manner to meet their statutory duty to publish notice of the emergency no later than 5 days after the agency's award and to publish the notice of the final total cost before the 10th day of the next succeeding month after the total cost is determined.

### **One Contractor Per Bid and Emergency Purchase Statement**

A State Purchasing Officer shall publish notice of an emergency purchase in BidBuy at the BID stage. Only one vendor may be identified in each notice. Accordingly, the agency must create a Bid that lists only one vendor on the Bid Tab, and only that vendor may be named in the corresponding Emergency Purchase Statement.

If an emergency necessitates awards to more than one vendor, then each awarded vendor must have their own published notice, BidBuy Bid reference number, and Emergency Purchase Statement.

### **Best Efforts to Include Business Enterprise Program Contractors**

When making best efforts to include contractors certified under the Business Enterprise Program in an agency's emergency procurement process, an agency may undertake activities such as:

- i) Considering whether to divide or unbundle the work, specifications, and requirements into portions that create opportunities for BEP-certified vendors.
- ii) Identifying BEP-certified vendors with certifications in the NIGP codes for the supplies and services needed to address the emergency.
- iii) Determining whether the emergency contract would contain a BEP participation goal if it had been competitively procured.
- iv) Communicating with identified BEP-certified vendors and assessing their willingness and ability to perform the scope of work, specifications, and requirements associated with the emergency.
- v) Avoiding rejection of BEP-certified vendors that the purchasing agency determines can satisfactorily perform some or all the work without sound reasons and documented justification.

For emergency contracts that will be extended and that do not currently include a BEP goal, the purchasing agency may:

- i) Determine whether the extended emergency contract would contain a BEP goal if it had been competitively procured.
- ii) If the extended emergency contract would contain a BEP goal, then require the contractor to meet the BEP goal or demonstrate a good faith effort to meet that goal.
- iii) For emergency contracts that will be extended for more than 12 months, reassess at least every 12 months after execution of the extended contract whether the contract could appropriately include a BEP goal.
- iv) When a BEP goal could apply, encourage the contractor to amend the contract to include a BEP goal and to use BEP-certified vendors.

If there are any questions regarding this notice, please ask your State Purchasing Officer or contact the Chief Procurement Office at (217) 622-1857.

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