




# Notice 2025.02

## General Services

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

From: Ellen H. Daley 

Date: August 19, 2024

Subject: Contract template and Invitation for Bid Vendor Instructions and Requirements

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

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This notice is effective immediately.

Agencies shall use the Invitation for Bid Vendor Instructions and Requirements v.25.1 and Contract template v.25.1, or the most current versions 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 Invitation For Bid (IFB) on or after October 1, 2024.

Agencies are encouraged to use the new vendor instructions and contract template when publishing an IFB prior to October 1 if convenient.

Important changes to the templates will be discussed in Training Tuesday on August 20, 2024, at 9AM.

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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