

A Look at Sole Source Procurements



**Chief Procurement Office
General Services**

*Fiscal Year 2019 Annual Report
Sole Source Procurements*

“Ensuring the public’s trust and confidence in what we buy, from whom, and how we do it is my highest priority.

Our dedicated State Purchasing Officers work with agencies to ensure procurements are lawful and procured efficiently.”

Ellen H. Daley
CPO for General Services

Are Sole Source procurements common?

When evaluating the numbers associated with sole source procurements, caution should be used before drawing conclusions that some numbers are good while others are bad. In other words, if a State agency has a need to which there is only one legitimate supplier, then that sole source contract is appropriate whether the value of it is \$200 thousand or \$2 million.

State agencies under the jurisdiction of the Chief Procurement Officer for General Services (CPO) conduct thousands of procurements each year valued at approximately \$7 billion. In Fiscal Year 2019, the CPO authorized State agencies to award 105 contracts valued at \$125 million by the sole source procurement method. This is a 50.1% decrease in dollar value from Fiscal Year 2018. In comparison to all of the procurements conducted by State agencies, sole source procurements in number and value are not common.

The largest award of \$25 million (20% of total sole source award value) was made by the Department of Innovation and Technology to IBM for an Enterprise License Agreement for FY19. The smallest award had an estimated value of \$96,000 and was made by the Department of Natural Resources to the Lewis and Clark Society of America for concession services at the Lewis and Clark State Historic Site. This vendor promotes and preserves the historic and cultural resources at the Lewis and Clark Historic Site through philanthropic activities and educational programming. The vendor also operates a gift shop at the state park and reinvests 100% of all of their profits back into the site.

\$124,958,368
Value of All Sole Source Contract

	FY19	FY18	FY17
Agencies Awarding Sole Source Contracts	26	29	29
Dollar Value of Sole Source Contracts	\$124,958,368	\$250,594,890	\$196,160,269
Sole Source Contracts Approved	105	103	164
Average Dollar Value of Contracts	\$1,190,079	\$2,432,960	\$1,188,850
Number of Sole Source Contracts Denied	1	0	0

What is a Sole Source procurement?

Section 20-25 of the Illinois Procurement Code (30 ILCS 500/20-25) allows contracts to be awarded without using a competitive method of source selection when there is only one economically feasible source for an item. The Chief Procurement Officer for General Service's (CPO) administrative rules (44 Ill. Adm. Code 1.2025) provide that using a sole source or sole economically feasible source procurement method is permissible when a requirement is available from only a single supplier.

The National Association of State Procurement Officials defines a sole source procurement as "any contract entered into without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements." NASPO. (January 2015). *Non-Competitive / Sole Source Procurement: Seven Questions* Briefing Paper.

To assure the public that there truly is only one single supplier that can meet the State's need and that this non-competitive procurement method is used properly, the CPO ensures that agencies and State Purchasing Officers follow processes that give the public and like vendors the opportunity to object.

Who's who in a Sole Source?

Procurement Policy Board (PPB): provide the Sole Source Justification Form (SSJF) that the State agency uses to request a sole source procurement. This form is also used to document actions taken by the agency, SPO, hearing officer, and CPO. The PPB receives all notices of intent to enter into a sole source contract.

State agency: research the marketplace for multiple potential sources; complete the SSJF; provide justification at a hearing for the sole source procurement.

State Purchasing Officer: agree or disagree with the agency's request to use a sole source method of procurement; publish sole source information to the Procurement Bulletin (BidBuy).

Hearing Officer: conduct the hearing and receive information from interested persons; make a recommendation to the CPO regarding the sole source determination.

Chief Procurement Officer: review the sole source and permit or deny proceeding. The CPO may permit proceeding with prescribed changes to the procurement.

When is it used?

To the general public, the use of the sole source procurement method is a sensitive and often misunderstood means of awarding a State contract. After all, sole source procurements are non-competitive and sometimes characterized derogatorily as “no-bid” contracts. This may lead to the suspicion that the State improperly selected the awarded vendor by excluding competition. This begs the question: When can sole source procurements be conducted? How does the Chief Procurement Officer for General Services (CPO) ensure that this procurement method is used appropriately?

However, because sole source is an exception to the preferred practice of competitive solicitation using Invitation for Bids or Requests for Proposals, the CPO requires State agencies to follow strict procedures to ensure the appropriateness and necessity of the sole source procurement method. These procedures are designed to thoroughly vet the State agency’s request that the sole source method is appropriate under the circumstances.



The Illinois State Board of Education awarded a \$250,000 sole source contract to Plickers. Plickers developed unique web technology to greatly lower the cost of formative assessments in a classroom environment.

When only one responsible and economically feasible source for a supply or service exists, and no other supply or service will satisfy the State’s requirements, a sole source procurement is used.

How do you know there's only one supplier?

Prior to award of the 105 sole source contracts, the Chief Procurement Officer for General Services (CPO) ensured that each contract received the highest level of scrutiny and was justified as either being available from a single supplier, or only one supplier is deemed economically feasible.

All requests to use the sole source procurement method must follow procedures prescribed in law and by the CPO. These procedures ensure the openness and legitimacy of sole source awards, and often lead to doing a competitive procurement instead or a narrowing of the request to only the pieces that justify being sole sourced.

1. The State agency identifies a need and researches options to fulfill the need.
2. The State agency believes the need qualifies as a sole source and submits a Sole Source Justification Form to their State Purchasing Officer (SPO).
3. The SPO discusses the request and agrees or disagrees with the State agency's request. If the SPO disagrees with justification, then the SPO works with the State agency on procurement method alternatives.
4. If the SPO agrees with the justification, then the SPO publishes for at least 14 days to the Procurement Bulletin (BidBuy) that the State agency intends to make a sole source award.
5. The publication of the intent to award the sole source includes the date and time for a public hearing for anyone to listen to, question, and challenge the reasons justifying the sole source. The Procurement Policy Board also receives this notice.
6. If no one requests a public hearing at least 5 days prior to the hearing date, then the CPO cancels the hearing date and permits the State agency to make the award.
7. If a public hearing is held, the hearing officer provides minutes of the hearing and a written recommendation to the CPO-GS to proceed or not proceed to award. The CPO-GS then decides to allow the sole source to proceed or not proceed.
8. The SPO publishes the CPO's decision to award or not award the sole source to the Procurement Bulletin.

“The CPO discourages sole source contracts lasting longer than one year. This policy forces agencies to review their own needs and the marketplace frequently. Since the marketplace is dynamic, new technologies and vendors present an opportunity for the State to conduct a competitive procurement.”

Kylie Carter
Senior State Purchasing Officer

How does Illinois compare?

CPO Daley is Illinois' representative to the National Association of State Procurement Officials (NASPO). NASPO regularly compares procurement practices and policies across all 50 states. In 2014, NASPO studied 41 states' sole source practices (<http://www.naspo.org/solesourceprocurement/index.html>). Here's how Illinois compares.

- Sole source procurements are not permitted without justifications in most states. The CPO requires extensive justification and public hearing.
- Criteria to allow sole sources procurement are established in statute for most states. The Illinois Procurement Code and CPO' rules and policies establish criteria.
- When processing a sole source procurement, 50 percent of respondents require that some form of public notification (i.e. "intent to sole source") be published. The CPO requires publication of an intent to sole source, and an award notice.
- Only 15 responding jurisdictions limit the length of a sole source procurement contract. The CPO limits sole source contract terms to one year without further justification.
- 26 states' central procurement offices maintain a record listing all sole source contracts. Only 5 of the 26 states submit a copy of this record to their legislature. The CPO tracks and reports annually all sole source procurements.
- Final approval for sole source procurements in most states resides with the Chief Procurement Official. The CPO provides final approval in Illinois.

FY19 Sole Source Procurements by Agency

Agency BidBuy Reference Number	Description	Estimated Cost
Organization: 406AGR Agriculture		
19-406AGR-PROC4-B-3722	Sole Source - National Restaurant Show	106,902.70
19-406AGR-PROC4-B-7915	AGR - ISF/DSF -Pari-Mutuel Harness Racing Sole Source	202,538.00
		309,440.70
Organization: 416CMS Central Management Services		
19-416CMS-BOSS4-B-5531	JPMC SS PLASTIC TRAY INSERTS APPROVED BRAND	217,591.84
19-416CMS-BOSS4-B-3391	Training for Internal Auditing	123,000.00
		340,591.84
Organization: 418DCFS Children and Family Services		
19-418DCFS-PROCU-B-8756	Sole Source: Northwestern Univ.Trauma/ Behavioral Health Research and CANS Project	2,992,965.96
19-418DCFS-PROCU-B-4003	Sole Source: Accreditation Services	122,173.00
19-418DCFS-PROCU-B-4906	DCFS PO19-290, Special Master Services Sole Source	200,000.00
19-418DCFS-PROCU-B-5358	DCFS Sole Source Immersion Site Consultation CWPPG	490,720.00
19-418DCFS-PROCU-B-8573	DCFS Sole Source Univ of Chicago Chapin Hall Research for Older Adolescents	2,236,615.14
		6,042,474.10
Organization: 420DCEO Commerce and Economic Opportunity		
19-420DCEO-STRTC-B-4568	Sole Source - Illinois Association of Community Action Agencies Assistance	271,800.00
19-420DCEO-STRTC-B-4234	Dun & Bradstreet subscriptions D&B Market Insight data and DNBI data information - Sole Source	329,112.00
		600,912.00
Organization: 422DNR Natural Resources		
19-422DNR-REALT-B-3441	Black Hawk State Historic Site Concession Services	384,000.00
19-422DNR-REALT-B-3965	Lowden State Park Lorado Taft Eternal Indian Statue Concrete Restoration Project	439,550.00
19-422DNR-REALT-B-3230	David Davis Mansion State Historic Site Concession Services	0.00
19-422DNR-REALT-B-3211	Lincoln Log Cabin State Historic Site	0.00
19-422DNR-REALT-B-6313	Lincoln New Salem Museum Book Store & Souvenir Shop Concession	930,000.00
19-422DNR-RESCO-B-5110	North American Waterfowl Management Plan	100,000.00
19-422DNR-REALT-B-3400	Lewis and Clark State Historic Site Concession Services	96,000.00
		1,949,550.00

FY19 Sole Source Procurements by Agency

Organization: 426DOC Corrections

19-426DOC-ADULT-B-4616	Legal Publications for Offenders	7,519,548.00
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Organization: 427DES Employment Security

19-427DES-ECOIN-B-4695	Administrative Data Research Facility FY19-DL	300,000.00
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Organization: 444DHS Human Services

19-444DHS-PROCU-B-2482	DRS Personal Assistant Training (2nd Notice)	351,300.00
19-444DHS-DEVDI-B-2684	Sole Source - Court Monitor Ligas Consent Decree	173,500.00
19-444DHS-PROCU-B-3208	Sole Source - Opioid Strategic Plan	610,000.00
19-444DHS-PROCU-B-3988	FY19 Sole Source DHS SS INCOME/EMPLOYMENT VERIFICATION	2,400,000.00
19-444DHS-MIS44-B-6658	IDHS SS TALX increase	2,700,000.00
19-444DHS-MIS44-B-6594	IDHS Sole Source OCAPS med machines	704,376.02
19-444DHS-MENTH-B-6359	DHS SS Williams Consent Decree Court Monitor	285,475.00
19-444DHS-MENTH-B-6307	DHS SS Colbert Consent Decree Court Monitor	209,650.00
19-444DHS-MIS44-B-8764	19 SS DD Health Risk Screening	120,000.00
19-444DHS-MENTH-B-3814	DHS-SS-develop supportive housing-CSH	180,000.00
19-444DHS-MENTH-B-6660	DHS SS Develop Supportive Housing-CSH	270,000.00
19-444DHS-DEVDI-B-4696	Sole Source - CQL	363,828.56
19-444DHS-CENOF-B-6762	DHS SS FY20 Statewide Independent Living	236,528.00
19-444DHS-MIS44-B-4697	FY18-19 DHS Sole Source Logicoy PMP Amendment	1,200,000.00
19-444DHS-PROCU-B-3133	Proprietary Software for BDDS	530,640.00
19-444DHS-REHAB-B-6631	DHS Micropact FY20 Sole Source	1,500,000.00
19-444DHS-PROCU-B-4074	DHS SS - Postage	6,760,000.00
19-444DHS-PROCU-B-3199	DHS SS Maternal Infant and Early Childhood Home Visiting (MIECHV) Data Systems js	600,000.00
19-444DHS-CENOF-B-2279	IATP AT ACT	1,029,791.00
19-444DHS-CENOF-B-6880	DHS SS Central Office Illinois Assistive Tech AT ACT	1,006,550.00

21,231,638.58



The Office of the State Fire Marshall conducted a sole source procurement to award a \$150,000 contract to the Illinois Firefighters Memorial Foundation. The Foundation maintains the Illinois Fallen Firefighter Memorial, holds an annual memorial commemoration and Medal of Honor ceremony, and provides scholarships to children and spouses of firefighters killed in the line of duty.

FY19 Sole Source Procurements by Agency

Organization: 448DOIT Innovation and Technology

19-448DOIT-INFOT-B-283	Adaptiva Software and Maintenance	800,000.00
19-448DOIT-TELEC-B-354	FY19 Subscription-MREN Internet 2 (SS)	109,800.00
19-448DOIT-TELEC-B-768	TANGOE Telecom Expense Management System	500,000.00
19-448DOIT-INFOT-B-1049	IBM Software Premium Support for WebSphere TX (SS)	180,158.00
19-448DOIT-ADMIN-B-7728	Unified Data Governance Quick Start DFM Services	150,000.00
19-448DOIT-INFOT-B-628	Pitney Bowes Software Maintenance FY19	313,884.64
19-448DOIT-INFOT-B-8401	Sole Source Pitney Bowes FY 19 Reinstatement	347,200.00
19-448DOIT-INFOT-B-8646	Kofax Software Maintenance for HFS - FY20	106,960.11
19-448DOIT-INFOT-B-4329	Office 365 Project Migration	300,000.00
19-448DOIT-INFOT-B-1915	IBM Enterprise License Agreement (ELA) FY19 SS	25,000,000.00
19-448DOIT-INFOT-B-7047	JPMC IBM Enterprise Content Management (ECM) Accelerated Value Program (SS)	330,000.00
19-448DOIT-INFOT-B-595	Xerox Production Printer Maintenance FY18-FY20	2,103,792.00
19-448DOIT-INFOT-B-1201	Computer Associates Enterprise Licensing Agreement (ELA) (SS)	3,515,501.52
19-448DOIT-SEC44-B-515	Entrust Onsite PKI Technician	248,630.00
19-448DOIT-SEC44-B-653	Entrust Software, Support and Maintenance	1,256,375.00
19-448DOIT-INFOT-B-1493	LRS Software Maintenance - FY19	190,422.40
19-448DOIT-TELEC-B-5161	Equinix Contract 36 months : peering, power, cabinets, cross connects (SEFS)	1,080,000.00
19-448DOIT-TELEC-B-4692	Nextalk/Textnet TTY Communication Services	110,000.00
19-448DOIT-INFOT-B-824	ASG Software Maintenance FY19 Sole Source	559,570.42
		37,202,294.09

Organization: 458LOT Lottery

19-458LOT-LOTTE-B-3150	Private Manager Transition Services	175,000.00
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Organization: 478HFS Healthcare and Family Services

19-478HFS-MEDPR-B-2866	N.B Consent Decree Expert Services	273,777.00
19-478HFS-MEDPR-B-8132	N.B. Consent Decree Expert Services	273,474.00
19-478HFS-INFOS-B-3644	HFS Corticon Maintenance Sole Source	425,118.83
19-478HFS-PERSA-B-8208	Postage Pitney Bowes - Sole Source	6,624,000.00
19-478HFS-MEDPR-B-7251	Enterprise Data Warehouse Amendment 16	15,670,720.00
		23,267,089.83

FY19 Sole Source Procurements by Agency

Organization: 482DPH Public Health

19-482DPH-POLPL-B-8645	Small Hospital Improvement Program-DM	688,228.00
19-482DPH-HLTHP-B-2720	MagNaPure Purchase Roche	134,143.00
19-482DPH-FINAN-B-1226	Opioid Overdose Surveillance Sole Source	131,561.00
19-482DPH-HLTHP-B-4777	BioMerieux Service & Commodities - Sole Source	116,386.10
		1,070,318.10

Organization: 492DOR Revenue

19-492DOR-ADMIN-B-4167	FAST Enterprises Amendment	4,082,750.00
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Organization: 493ISP Illinois State Police

19-493ISP-ADMIN-B-5397	ACA_Conducted_Electrical_Weapons_ARN	613,723.00
19-493ISP-ADMIN-B-1579	FSB FOID/CCL Printing Supplies	350,000.00
		963,723.00

Organization: 494DOT Transportation

19-494DOT-FINAD-B-8146	Sole Source Replacement Cobalt 60 in VACIS X-Ray Trucks	131,422.00
19-494DOT-FINAD-B-5564	CMMS Resource with Sole Source Condition	214,240.00
19-494DOT-FINAD-B-3892	D1 SS Trimble GPS Equipment and Total Robotic Station	287,057.00
19-494DOT-FINAD-B-8378	D3 Trimble R10 and Accessories	115,647.72
19-494DOT-FINAD-B-5746	Sole Source TIRTL Traffic Counter	97,590.00
19-494DOT-FINAD-B-3015	Performance-Based Funding Tool and Process	350,000.00
		1,195,956.72

Organization: 546CJIA Criminal Justice Information Authority

19-546CJIA-CJIA5-B-2185	INFONet Support	176,457.00
19-546CJIA-CJIA5-B-1075	Illinois Coalition Against Domestic Violence	210,000.00
19-546CJIA-CJIA5-B-1072	Illinois Coalition Against Sexual Assault	210,000.00
19-546CJIA-CJIA5-B-1074	Childrens Advocacy Center	123,000.00
		719,457.00

Organization: 551HDA Housing Development Authority

19-551HDA-INFOT-B-8260	Mitas Maintenance and Support and Imaging 2019-2020 Sole Source	109,000.00
19-551HDA-LEGAL-B-2595	CAMRA 2018-2019 Sole Source	162,310.50
		271,310.50

Organization: 557THA Toll Highway Authority

19-557THA-ENGPL-B-6250	Renewal 12-0171 Wetland Mitigation	327,423.65
19-557THA-PROCU-B-7984	Sole Source - Building Automation Services	224,640.00
19-557THA-BUSSY-B-2703	Sole Source -Toll Technology Revenue Enhancements	10,000,000.00
		10,552,063.65

FY19 Sole Source Procurements by Agency

Organization: 560IFA Illinois Finance Authority

19-560IFA-IFA56-B-5782	IFA - Sole Source Acacia Amendment - TF	132,000.00
19-560IFA-IFA56-B-6424	IFA - Sole Source Sycamore Contract - TF	132,000.00
		264,000.00

Organization: 563WCC Worker's Compensation Commission

19-563WCC-WCC56-B-2298	Sole Source- WCRI CompScope Reports, 19th Edition	195,000.00
19-563WCC-WCC56-B-6600	Sole Source- PMO Services for Digital Transformation Project	1,182,650.00
		1,377,650.00

Organization: 586SBE State Board of Education

19-586SBE-CHFED-B-3907	Illinois Science Assessment (ISA) Short Term Technology Vendor Sole Source - CRF	2,000,000.00
19-586SBE-STATE-B-8575	SBE: Education Commission of the States Membership - Sole Source - Jp	120,800.00
19-586SBE-CHFOP-B-2918	Sole Source - Assessment Technology for Classrooms - CD	250,000.00
19-586SBE-CHFED-B-4636	SBE: Sole Source - Pyramid Model Consortium - CRF	585,000.00
19-586SBE-CHFED-B-5393	SBE: Facilitation of Technical Advisory Committee Sole Source - CRF	250,000.00
19-586SBE-CHFED-B-6159	SBE: Sole Source - INCCRRA - Sp	200,000.00
19-586SBE-CHFED-B-6788	SBE: Sole Source - INCCRRA (Gateway to Opportunity Scholarship Program) - Sp	500,000.00
		3,905,800.00

Organization: 587BOE Board of Elections

19-587BOE-ADMIN-B-5313	2020 Redistricting Project - Phase 2	300,000.00
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Organization: 588IEMA Emergency Management Agency

19-588IEMA-MGMTA-B-3086	EMA - RMS Maintenance Support	103,200.00
19-588IEMA-RADSA-B-4975	EMA - Kerr McGee West Chicago Thorium Project	175,000.00
		278,200.00

Organization: 592SFM State Fire Marshall

19-592SFM-AMIN5-B-7621	Sole Source Firefighter Memorial Foundation	150,000.00
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Organization: 684ICCB Illinois Community College Board

19-684ICCB-ILCOM-B-1571	High School Equivalency website hosting, scoring and data	238,600.00
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Organization: 691ISAC Illinois Student Assistance Commission

19-691ISAC-INFOT-B-2715	NSCH Student Tracker	350,000.00
19-691ISAC-IDAPP-B-5050	Student Loan Servicing	300,000.00
		650,000.00

FY19 TOTALS: \$250,594,890

Fiscal Year 2018 Sole Sources		
Agency	Dollar Value Contracts FY18	# Contracts FY18
AGING	\$258,923	1
AGRICULTURE	\$187,831	3
ABRAHAM LINCOLN LIB AND MUS	\$492,500	1
CAPITAL DEVELOPMENT BOARD	\$524,630	1
CENTRAL MGMT SERVICES	\$7,988,656	6
CHILDREN AND FAMILY SERVICES	\$4,853,485	2
COMMERCE AND ECONOMIC OPP	\$325,306	1
CORRECTIONS	\$195,800	1
CPO GENERAL SERVICES	\$574,996	2
CRIMINAL JUSTICE INFO AUTHORITY	\$543,000	3
EMERGENCY MGMT AGENCY	\$450,000	2
EMPLOYMENT SECURITY	\$0	0
ENVIRONMENTAL PROT AGENCY	\$0	1
FINANCE AUTHORITY	\$165,000	1
FINANCIAL AND PROF REGULATION	\$3,300,000	1
HEALTHCARE & FAMILY SERVICES	\$75,871,277	7
HISTORIC PRESERV AGENCY	\$0	0
HOUSING DEV AUTHORITY	\$151,350	1
HUMAN SERVICES	\$1,545,000	5
INSURANCE	\$0	1
JUVENILE JUSTICE	\$0	0
LOTTERY	\$4,000,000	2
MATH AND SCIENCE ACADEMY	\$0	0
MILITARY AFFAIRS	\$0	0
NATURAL RESOURCES	\$5,500,000	1
PRISONER REVIEW BOARD	\$210,000	1
PUBLIC HEALTH	\$2,199,473	10
REVENUE	\$14,500,000	1
STATE BOARD OF EDUCATION	\$25,806,700	8
STATE FIRE MARSHALL	\$0	0
STATE POLICE	\$409,598	2
STUDENT ASSISTANCE COMMISSION	\$0	0
TOLL HIGHWAY AUTHORITY	\$61,202,513	6
TRANSPORT (NON-CONSTRUCTION)	\$2,295,185	4
VETERAN'S AFFAIRS	\$0	0
WORKER'S COMP COMM	\$609,700	2
INNOVATION AND TECHNOLOGY	\$36,433,968	34
FY 18 TOTALS:	\$250,594,890	103

\$1,190,079

Average Sole Source Contract Value

The 10 largest of the 105 sole source awards total \$84.8 million and constitute 67.9% of the \$124.9 million total award value.

- 1) Innovation and Technology award of \$25,000,000 to IBM
- 2) Healthcare and Family Services award of \$15,670,720 to Optum Government Solutions
- 3) Toll Highway Authority award of \$10,000,000 to Accenture
- 4) Corrections award of \$7,519,548 to West Publishing
- 5) Human Services award of \$6,760,000 to Pitney Bowes
- 6) Healthcare and Family Services award of \$6,624,000 to Pitney Bowes
- 7) Revenue award of \$4,082,750 to Fast Enterprises
- 8) Innovation and Technology award of \$3,515,501 to Computer Associates, Inc.
- 9) Children and Family Services award of \$2,992,965 to Northwestern University
- 10) Human Services award of \$2,700,000 to Equifax Workforce Solutions

How important are public hearings?

Public hearings provide any interested person with the opportunity to hear directly from the State agency claiming that a vendor is justified as a sole source. While a public hearing is scheduled for every sole source procurement, the hearing will be canceled if no one notifies the Chief Procurement Office for General Services that they will attend. This practice of cancelling hearings if not requested saves thousands of staff hours each year.

In Fiscal Year 2019, 3 of 105 potential hearings were requested. After two of the hearings, the CPO approved of the sole source and permitted the agency to enter a contract. However, in one of the hearings where the Emergency Management Agency sought a \$200,000 sole economically feasible source contract with the Illinois Broadcaster's Association for non-commercial service announcements, the CPO denied the sole source believing that the standard for justifying a sole source was not met.

What Justifies a Sole Source Procurement?

No substitutions available	Patented
Specific characteristics limit to one supplier	Radio or TV broadcast rights
Supplier's unique capability	Time is of the essence and only one supplier can meet needs within timeframe
Proprietary technology	Grant requires contract with designated supplier
Copyrighted	

Procurement Questions?

Chief Procurement Office for General Services (CPO-GS)

Ellen Daley is the Chief Procurement Officer for General Services. She is the ultimate authority and regulator of procurement for 60 state agencies, boards, and commissions. She has a fiduciary duty to the taxpayers and is statutorily mandated to ensure the lawfulness of each transaction subject to the Procurement Code. She leads a handpicked team of procurement experts.

401 South Spring Street Suite 712

Springfield, Illinois 62706

T: 217.558.2231

www.cpoqs.illinois.gov

BidBuy

BidBuy is the Illinois Procurement Bulletin for General Services and where vendors will find procurement opportunities and notices of contract awards. In BidBuy, vendors may bid electronically for many solicitations.

www.bidbuy.illinois.gov

T: 888.455.2897

E: il.bidbuy@illinois.gov

Illinois Procurement Gateway (IPG)

Why should vendors submit mounds of paperwork each time they bid for a state contract? The IPG allows vendors to submit annually the certifications and disclosures required for bidding through an online website. The best part is that the CPO-GS will assist vendors understand what's required and approve the vendor's administrative information before they ever bid.

<https://ipg.vendorreq.com>

T: 217.782.1270

E: ipg@illinois.gov

Unified Procurement Program (UPP)

This is the CPOs' joint and cooperative purchasing program. Through UPP, the CPO-GS participates with other states to provide favorable contract prices and terms to state agencies, local units of government, and non-profit agencies.

<https://www2.illinois.gov/cpo/general/Pages/UnifiedProcurementProgram.aspx>

E: cpo.upp@illinois.gov

Small Business Set-Aside Program (SBSP)

The CPO-GS sets-aside contracts that are only available to Illinois small businesses. In FY 2018, Illinois small businesses received \$256.7 million in payments through SBSP.

<https://www.facebook.com/StateOfIllinoisSmallBusinessSetAsideProgram>

E: eec.smallbusiness@illinois.gov