



Chief Procurement Office Notice

To: Agency Procurement Staff
University Procurement Staff
State Purchasing Officers

From: Ellen H. Daley, CPO for General Services
Bridget McHatton, CPO for Public Institutions of Higher Education
Ken Morris, CPO for the Capital Development Board

Date: 7/27/2026

Subject: Illinois Procurement Gateway Access and Revocation

CC: Procurement Policy Board
Commission on Equity and Inclusion

The Chief Procurement Officers for the Capital Development Board, General Services, and Higher Education (collectively the “CPOs”) issue this joint notice to be effective immediately.

Vendors seeking or holding State contracts use the Illinois Procurement Gateway (IPG) to provide confidential and sensitive information about their firms, which may include social security numbers. Access to the password-protected content of the IPG is limited to State employees who require this information to perform procurement and contract related duties. To request access to the IPG, agencies and universities shall use the current version of the Illinois Procurement Gateway Request for Access for State Employees form which is available on each CPO’s website. Only when approved by a Chief Procurement Officer or their designee will access be granted.

Agencies and universities shall notify their State Purchasing Officer when requesting IPG access for non-State individuals, including independent contractors and interns. These requests shall be submitted on the IPG Request for Access for Non-State Individuals form and must include a revocation date.

Agencies and universities shall promptly notify the IPG at eec.ipg@illinois.gov when their employee or non-State individual no longer requires access to the IPG, including when duties change or the individual separates from the agency’s or university’s employment or contractual relationship.

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

- End -