



Templates Training
February 13, 2018

Understand what **changed** in the templates,
why the changes were **necessary**, and
how the changes **impact** you

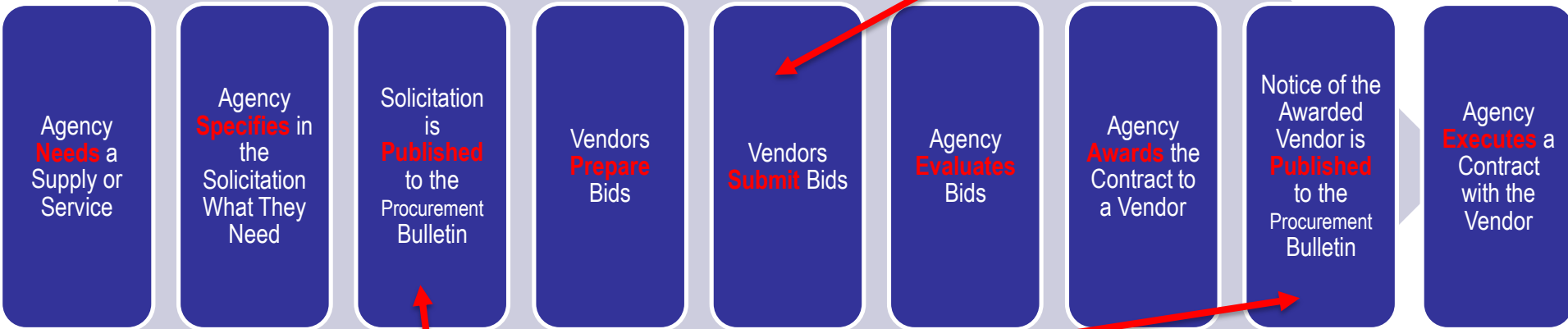
PROCUREMENT TOOLS

Templates:

<https://www.illinois.gov/cpo/general/Pages/SolicitationandContractTemplates.aspx>

Disclosures: IL Procurement Gateway
(**Forms B**) OR complete **Forms A**
<https://ipg.vendorreg.com/>

Solicitation Templates



Publication: IL Procurement Bulletin www.purchase.state.il.us or BidBuy <https://www.bidbuy.illinois.gov/bs/>

Contract Template

4 Solicitation Template **Types**:

1. IFB
2. RFP
3. P and A RFP Professional and Artistic RFP
4. ITRP IFB Information Technology Resource Provider

4 Contract Template **Types**:

1. Stand Alone Contract
2. BOA under \$50K
3. BOA over \$50K
4. BOA for Orders Against Master

Disclosure Template **Formats:**

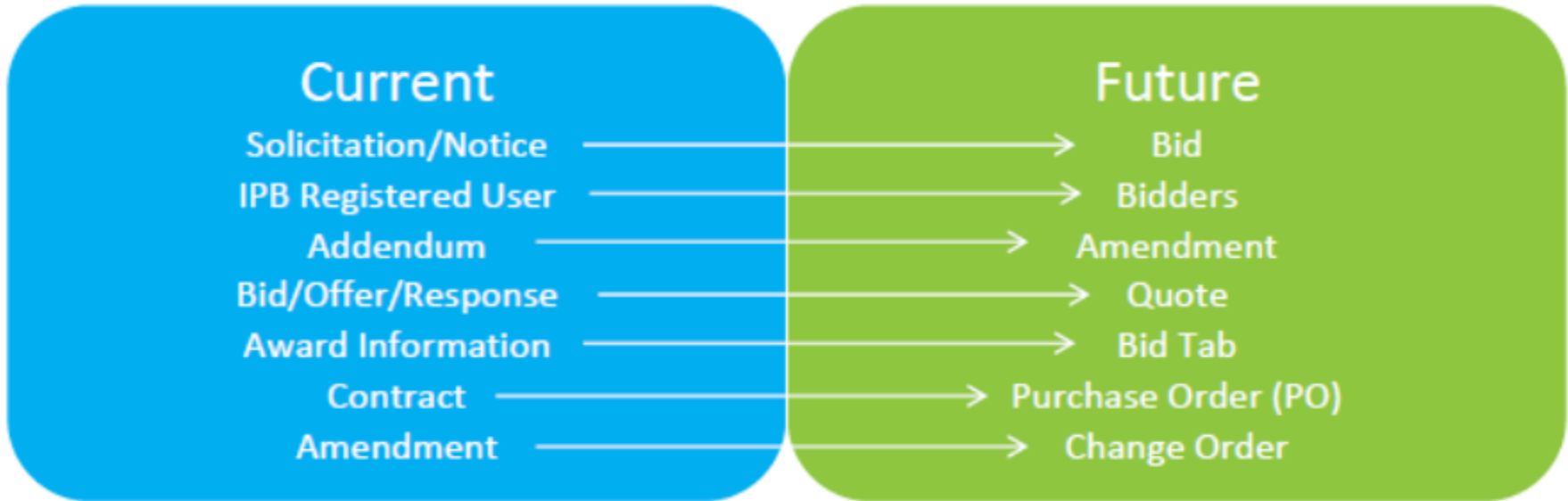
Forms A

IL Procurement Gateway *and* Forms B

Non-BidBuy Changes:

1. Removed reference to “University”
2. Removed reference to other CPO administrative rules
3. Changed Authorized to Transact Business or Conduct Affairs in the IFB and Forms A (30 ILCS 500/20-43)
4. Added Expatriated Entities contract term (30 ILCS 500/50-17)
5. Added statutory citations

Terms Crosswalk



What changed?

12,789

5 Sections to the IFB:

- 1) Brief Description – 1
- 2) Instructions and General Information – 14
- 3) Offer to the State – 0
- 4) Exceptions – 0
- 5) Contract – 6

Section 2 of the IFB: Instructions and General Information


14 Sections with  instructions

- A.1 PROCESS CHANGES RESULTING FROM BIDBUY
- A.2 CONFLICT BETWEEN INFORMATION ON PAPER AND BIDBUY
- A.3 HOW TO ENTER INFORMATION
- A.4 PUBLISHED PROCUREMENT INFORMATION
- A.5 SOLICITATION CONTACT
- A.6 BIDDER QUESTIONS AND AGENCY RESPONSE
- A.7 REQUIRED MEETINGS
- A.8 BID DUE DATE, TIME, AND ADDRESS FOR SUBMISISON OF BIDS
- A.9 ORGANIZATION REQUIRED
- A.11 SECURITY
- A.17 PUBLIC RECORDS AND REQUESTS FOR CONFIDENTIAL TREATMENT
- A.21 INVOICING ADDRESS
- A.24 BEP PARTICIPATION AND UTILIZATION PLAN
- A.25 VETERAN SMALL BUSINESS PARTICIPATION AND UTILIZATION PLAN

A.1 PROCESS CHANGES RESULTING FROM BIDBUY



“Use of BidBuy to submit a bid is completely voluntary. **The State continues to accept bids submitted entirely on paper.**

If a Bidder chooses to enter information via BidBuy, special attention must be paid to the instructions that follow this symbol “”.

These instructions are specific to BidBuy and augment the preceding information. They indicate that the BidBuy instruction or process may be different than when submitting information on paper.

Bidders shall read the entire contents of this document and direct any questions to the Solicitation Contact found in A.5.”

A.2 CONFLICT BETWEEN INFORMATION ON PAPER AND BIDBUY



“If the **State** provides information on paper that is different or in conflict with the information the State provides in BidBuy, then the **information on paper** is presumed to represent the State’s intent.

If the **Bidder** provides information on paper that is different or in conflict with the information the Bidder provides in BidBuy, then the **information on paper** shall represent the Bidder’s intended submission.”

A.3 HOW TO ENTER INFORMATION



“If the State allows **electronic quotes**, then the Bidder may submit some information via BidBuy by following the prompts and instructions contained within BidBuy.”

A.4 PUBLISHED PROCUREMENT INFORMATION



“The Chief Procurement Office for General Services publishes procurement information, including solicitations, awards, and amendments, to the Illinois Procurement Bulletin (IPB) sites at either www.purchase.state.il.us

Or

<https://bidbuy.illinois.gov>, but not to both sites.

Bidders are encouraged to register and monitor both sites. The State anticipates that it will cease use of www.purchase.state.il.us for the publication of solicitations, awards, and general notices by 2019.”

A.5 SOLICITATION CONTACT



“Each solicitation published in BidBuy contains the Solicitation Contact’s name and phone number appearing as the **“Info Contact”**.”

A.6 BIDDER QUESTIONS AND AGENCY RESPONSE



If allowed by the State, Bidders may submit questions to the State via BidBuy in the **Q&A tab**. All questions, other than questions raised at the Bidder Conference/Site Visit, pertaining to this solicitation must be submitted in writing no later than the date in the paragraph above.

A.7 REQUIRED MEETINGS



The State may publish information about required meetings in BidBuy.

If checked, see the published Bid Solicitation in BidBuy.

A.8 BID DUE DATE, TIME, AND ADDRESS FOR SUBMISISON OF BIDS



Each solicitation published in BidBuy contains the Bid Due Date and Time appearing as the “Bid Opening Date”.



If checked, see the published Bid Solicitation in BidBuy.



A.9 ORGANIZATION REQUIRED

If the State allows electronic quotes, the Bidder may submit via BidBuy the following forms and others by uploading them in the Attachment tab.

- Offer to the State
- Contract
- Redacted copy of Bid (if applicable)
- Exceptions to Solicitation Contract Terms and Conditions (if applicable)
- References (if applicable)
- Standard Certifications
- Forms A (if applicable)
- Forms B (if applicable)
- Letter of Intent (if applicable)
- BEP Utilization Plan (if applicable)
- Veteran Small Business Utilization Plan (if applicable)
- Bid bond (if applicable)

If the Bidder submits their Bid entirely via BidBuy, then the **Bidder must complete, sign, and upload all required documents**, such as the Contract, BEP Utilization Plan if applicable, and either Forms A or Forms B

How does it impact procurement?

A.11 SECURITY



“If the State allows electronic quotes, the Bidder may submit bonds via BidBuy by attaching documentation in the **Attachments** tab.”

A.17 PUBLIC RECORDS AND REQUESTS FOR CONFIDENTIAL TREATMENT



“If the State allows electronic quotes, then when submitting a redacted copy of the Bid via BidBuy, the Bidder shall include “**Redacted**” in the file name.

When attaching the **unredacted** version, the Bidder shall include “Unredacted” in the file name and **check the Confidential box** on the Attachments tab which ensures that BidBuy does not display the unredacted document to the public.”

A.21 INVOICING ADDRESS



Each Bid Solicitation in BidBuy contains the Invoicing Address appearing as the “Bill-to Address”.



If checked, see the published Bid Solicitation in BidBuy.

How does it impact procurement?

A.24 BEP PARTICIPATION AND UTILIZATION PLAN



“Each Bid Solicitation in BidBuy indicates if there is a Minorities, Women, and Persons with Disabilities Utilization goal.”

How does it impact procurement?

A.25 VETERAN SMALL BUSINESS PARTICIPATION AND UTILIZATION PLAN



“Each Bid Solicitation in BidBuy indicates if there is a Veteran Small Business Utilization goal.”



Contact Us

Questions? Ask Us. We're Good at Those.

Questions about BidBuy?

Email: il.bidbuy@illinois.gov

Phone: 866-455-2897

Self-Service Tutorials: Pathway to Procurement

<https://www.illinois.gov/cpo/PathwayToProcurement/Pages/BidBuy.aspx>

Questions about this Session or Templates?

Email: joe.kim@Illinois.gov



Questions?