

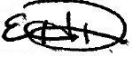


# CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

## Notice 2019.01 General Services

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

From: Ellen H. Daley 

Date: August 9, 2018

Subject: Publishing Notices of Exempt Procurements

CC: Procurement Compliance Monitors  
Procurement Policy Board

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30 ILCS 500/1-10(b) requires state agencies to post information about certain Procurement Code exempt transactions entered on or after October 1, 2017, to the procurement bulletin. BidBuy (<https://www.bidbuy.illinois.gov/bsc/>) is the procurement bulletin that all state agencies shall use to meet this requirement. This Notice takes immediate effect and supersedes previous instruction to post exempt procurements to the bulletin at [www.purchase.state.il.us](http://www.purchase.state.il.us).

To post the required exempt procurements in BidBuy, the agency and State Purchasing Officer shall follow the tasks in the attached BidBuy job aid titled *15 Notices* and as it may be revised in the future. Please note that the agency shall select Type Code "65 – Exempt Notice" when posting the notice.

Best practice requires that an award notice is created for each exempt procurement and published at the time of award. If an agency executes many exempt transactions subject to this requirement, then the agency may request from their State Purchasing Officer to use the *Procurement Code Exempt Contracts V.19.1* form to post multiple awards under one notice.

Download this form at <https://www.illinois.gov/cpo/general/Pages/SolicitationandContractTemplates.aspx>. Under no circumstance will an agency be approved to post these notices on less than a monthly basis.

If there are any questions regarding this notice, please contact your State Purchasing Officer or the Chief Procurement Office at (217) 558-2231.

- End -


## 15 Notices

**GOAL:** Create a Notice to the public that does not allow electronic responses. These can be used for cross-posting purposes, to publish required reports such as exempt reports, event notices, etc.

**WHO:** BP Users



Stage	Tab	Task	Who
<b>BID</b>			
<b>BID</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Documents</li> <li><input checked="" type="checkbox"/> Bid</li> <li><input checked="" type="checkbox"/> New</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Create bid from Scratch</li> <li><input checked="" type="checkbox"/> Continue</li> </ul>	
	<input checked="" type="checkbox"/> General Tab	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Short Description:</b> This should uniquely identify the notice as this is a searchable field. <i>Examples:</i> <ul style="list-style-type: none"> <li>- General Notice – CMS Vendor Training Event July 1, 2018</li> <li>- Exempt Notice – [AGENCY] Exempt Procurement Report – June 1 – June 15, 2018</li> </ul> </li> <li><input checked="" type="checkbox"/> <b>Type Code:</b> <ul style="list-style-type: none"> <li>o 60 – General Notice</li> <li>o 65 – Exempt Notice</li> </ul> </li> <li><input checked="" type="checkbox"/> <u>Uncheck Allow Electronic Responses</u></li> <li><input checked="" type="checkbox"/> Bid Type: Open Bid</li> <li><input checked="" type="checkbox"/> Bid Available Date: Select publication date</li> <li><input checked="" type="checkbox"/> Bid Opening Date: Select date for notice to expire (14 days is used for most Notices)</li> <li><input checked="" type="checkbox"/> Purchase Method: <b>Open Market</b></li> <li><input checked="" type="checkbox"/> Info Contact: Complete</li> <li><input checked="" type="checkbox"/> Bulletin Description: Bulletin Desc: The Agency may enter the Notice information here. Details can also be included on the Items Tab, and/or via the Attachments Tab. Please note that the Bulletin Desc is not editable once it has been approved and moved to ‘Sent’ status.</li> <li><input checked="" type="checkbox"/> SPO Name: Enter</li> <li><input checked="" type="checkbox"/> Save &amp; Continue</li> </ul>	Agency
	<input checked="" type="checkbox"/> Items Tab	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Item Type: <b>Normal</b></li> <li><input checked="" type="checkbox"/> Description: Use textbox to enter a brief description of the Notice, or use textbox to notify recipients that the Notice may be viewed by opening the attached file(s).</li> </ul>	Agency

		<ul style="list-style-type: none"> <li>✓📄 Quantity: 1</li> <li>✓📄 Unit Cost: 0</li> <li>✓📄 NIGP Class: 915</li> <li>✓📄 NIGP Class Item: 02</li> <li>✓📄 Save &amp; Exit</li> <li>✓📄 Save &amp; Continue</li> </ul>	
	✓📄 Address	<ul style="list-style-type: none"> <li>👉 Review and revise as necessary</li> <li>👉 Save &amp; Continue</li> </ul>	Agency
	✓📄 Accounting	👉 Select as Appropriate.	Agency
	✓📄 Attachments	<p>If the Notice requires documents, letterhead or is lengthy, it should be attached to the bid as an attachment.</p> <p>Review and revise as necessary.</p>	Agency
	✓📄 Notes	✓📄 Add as necessary	Agency
	✓📄 Bidders Tab	<ul style="list-style-type: none"> <li>✓📄 Lookup and Add Vendors. <ul style="list-style-type: none"> <li>○ Vendors can be selected by NIGP Code.</li> <li>○ Select ALL vendors for Exempt Notices</li> </ul> </li> <li>✓📄 Save &amp; Exit</li> <li>✓📄 Publish Bid on Web <ul style="list-style-type: none"> <li>○ Unrestricted Bid</li> </ul> </li> <li>✓📄 <b><u>Hide Bid Holders List on Vendor Side</u></b></li> <li>✓📄 Save &amp; Continue</li> <li>✓📄 Send Notification to Selected Vendors</li> </ul>	Agency
	✓📄 Questions	✓📄 <b>Not utilized for Notices.</b>	
	✓📄 Q & A	✓📄 <b>Not utilized for Notices.</b>	
	✓📄 Reminders	✓📄 Add as necessary	Agency
	✓📄 Summary	<ul style="list-style-type: none"> <li>👉 Review all data</li> <li>✓📄 Submit for Approval</li> <li>✓📄 Continue</li> </ul>	Agency
<b>Conduct Approvals</b> 			
	✓📄 Post Notice and Send to Vendors	<ul style="list-style-type: none"> <li>✓📄 Click on Document in the Navigation bar</li> <li>✓📄 Highlight Bids</li> <li>✓📄 Click Ready to Send, and Open the Bid by selecting its number</li> <li>✓📄 Click Send Bid</li> <li>✓📄 Review Vendors to be Notified</li> <li>✓📄 Click OK</li> </ul>	SPO
<b>Create Change Orders</b>		See Change Order Manual	Agency