

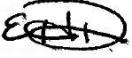


CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

Notice 2019.03 General Services

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

From: Ellen H. Daley 

Date: October 18, 2018

Subject: CPO Notices – Rescissions and Amendments

CC: Procurement Compliance Monitors
Procurement Policy Board

I issue this notice to rescind or amend several past CPO Notices. CPO Notices which are rescinded are no longer authoritative. These notices will be maintained on the CPO's website for historical reference but shall not be cited to nor relied upon as authority. CPO Notices which are amended shall include the amended copy and meaning into the original notice. Copy and meaning from the original notice that conflicts with the amendment is no longer my policy nor authoritative.

Vendor Delinquent Debt

CPO Notice 2012.06 is amended with the following. Contract Award or Contract Selection is any procurement subject to the Illinois Procurement Code with total anticipated payments in excess of \$20,000.

Solicitation and Contract Templates

CPO Notices 2013.06, 2015.05, and 2018.06 are rescinded. The CPO has sole authority to develop and distribute uniform documents for the solicitation, review, and acceptance of all bids, offers, and responses and the award of contracts. 30 ILCS 500/20-155(a). Additionally, the general form of contracts shall be determined by the CPO. 30 ILCS 500/20-55.

Agencies shall use the most recently published solicitation and contract templates on the CPO's website at <https://www2.illinois.gov/cpo/general/Pages/SolicitationandContractTemplates.aspx>. These templates shall be used unless the SPO grants an exception. When the CPO makes a material change to a solicitation or contract template, the CPO's office shall communicate via email to Agency Purchasing Officers and SPOs the cause for the change and shall put the amended templates onto the CPO's website with instructions for use.



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State Use

CPO Notice 2014.09 is amended with the following. The CPO no longer uses the SPO Determination Form (SPODF). Documentation of procurement actions that occurred on the SPODF shall occur in BidBuy.

Cross-Posting to the Illinois Procurement Bulletin (IPB)

CPO Notice 2018.03 is amended with the following. The CPO has determined that the number of responses to solicitations and the number of registered vendors in BidBuy is sufficient to ensure competition. Agencies are no longer required to cross-post BidBuy solicitations in the IPB after October 31, 2018.

Joint Purchasing

CPO Notice 2018.04 is amended with the following. Agencies shall use the most recently published procurement file checklists and solicitation and contract templates on the CPO's website at <https://www2.illinois.gov/cpo/general/Pages/UnifiedProcurementProgram.aspx>.

The CPO no longer uses the SPO Determination Form (SPODF). Documentation of procurement actions that occurred on the SPODF shall occur in BidBuy.

BidBuy

CPO Notice 2018.10 is amended with the following. Agencies procuring supplies and services valued at \$2,000 and greater, including agencies designated to conduct small purchase below \$10,000, shall use BidBuy. BidBuy is not required to be used to conduct small purchases less than \$2,000.

Rescission of CPO Notices

Please be advised that the following CPO Notices are rescinded and no longer authoritative:

- 2013.09 – Continuing Disclosures for Multi-Year Contractors and Subcontractors
- 2013.10 – Procurement File Checklist
- 2013.11 – Court Reporting Set-Aside for Small Business
- 2014.11 – Illinois Procurement Gateway and other Procurement Enhancements
- 2015.01 – Small Business Set Aside – NIGP Codes
- 2015.02 – Small Business Contracts Act
- 2015.03 – Illinois Correctional Industries – Approved Commodity List and Purchasing Procedures
- 2015.07 – Contract Performed Outside of the United States
- 2015.08 – Small Purchase Thresholds – FY 2016 CPI Adjustment
- 2016.02 – PBC Utilization
- 2016.03 – Small Business Set-Aside Program and Revisions of the Small Purchase Process and Procedures



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- 2016.04 – Small Business Contracts Act Agency Plan
- 2016.05 – Illinois Correctional Industries – Approved Commodity List and Purchasing Procedures
- 2016.06 – Continuing Disclosures for Multi-Year Contractors and Subcontractors
- 2017.01 – Small Purchase Thresholds – FY 2017 CPI Adjustment
- 2017.02 – Small Business Contracts Act Agency Plan
- 2017.03 – Small Purchase Threshold
- 2017.05 – Continuing Disclosures for Multi-Year Contractors and Subcontractors
- 2018.02 – Small Business Contracting

Effective Date

This CPO Notice is effective immediately.

If there are any questions regarding this notice, contact the Chief Procurement Office at (217) 558-2231.

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