

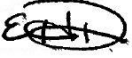


CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

Notice 2019.05 General Services

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

From: Ellen H. Daley 

Date: December 17, 2018

Subject: Non-Responsive and Not Responsible Determinations

CC: Procurement Compliance Monitors
Procurement Policy Board

This CPO Notice is effective immediately.

This Notice is effective immediately and rescinds CPO Notice 2012.08. By issuance of this notice, the Chief Procurement Officer (CPO) is requiring State Purchasing Officers (SPO) to approve any request by an agency to find a bidder or offeror non-responsive or not responsible.

Responsive

A responsive bidder or offeror is a person who submits a bid or offer that conforms in all material aspects to the invitation for bid (IFB) or request for proposal (RFP) respectively. 30 ILCS 500/1-15.85 to 500/1-15.86. Bids and offers shall be evaluated based on the requirements set forth in the IFB and RFP.

Responsible

A responsible bidder or offeror is a person who has the capability in all respects to perform fully the contract requirements and the integrity and reliability that will assure good faith performance. A responsible bidder or offeror shall not include a business or other entity that does not exist as a legal entity at the time a bid or offer is submitted for the State contract. 30 ILCS 500/1-15.80.

Determination of Non-Responsiveness or Not Responsible

Any request by an agency to declare a bidder or offeror non-responsive or not responsible shall be made in writing to the State Purchasing Officer (SPO) using the most current version of the *Request for and Determination of Non-Responsiveness or Not Responsible* form located on the Chief Procurement Officer for General Service's website.

The required form must be dated and signed by an agency head or designee. The SPO shall approve or disapprove in writing of the request for a determination of non-responsiveness or not responsible. The signed



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determination form and all supporting documents shall be made part of the procurement file. The agency shall notify in writing any vendor determined non-responsive or not responsible and the reason(s) for the determination.

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

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