

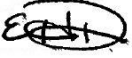


# CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

## Notice 2019.07 General Services

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

From: Ellen H. Daley 

Date: January 22, 2019

Subject: Publishing Sensitive Information on BidBuy

CC: Procurement Compliance Monitors  
Procurement Policy Board

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This notice is effective immediately.

It is the policy of the Chief Procurement Office for General Services to collect personally identifiable information as necessary from contractors and potential contractors only in furtherance of a procurement or contracting function. Only State employees who are required to use or handle documents that contain Social Security Numbers or other personally identifiable information as part of their duties shall have access to such information.

The unauthorized use of information that can uniquely identify an individual or a business can lead to identity theft, blackmail, or fraud. In the course of procuring and contracting for supplies and services, State agencies and the Chief Procurement Office for General Services collects, maintains, and controls confidential and sensitive information from individuals and businesses. It is the highest priority for the Chief Procurement Office for General Services to maintain the trust of the vendor community by implementing policies and practices that protect vendor information that may be improperly used to commit fraud.

The Illinois Identity Protection Act (5 ILCS 179/) and Illinois Personal Information Privacy Act (815 ILCS 530/) prohibit the public disclosure of an individual's Social Security Number (SSN) in conjunction with other personally identifying information on BidBuy. To implement this prohibition and further deter fraud, beginning with the issuance of this notice, State agencies shall not only ensure that the documents they request their State Purchasing Officer to publish do not contain SSNs, but also do not contain Employer Identification Numbers (EIN) and handwritten signatures of vendors. It is especially important that State agencies shall not enter a vendor's bid into BidBuy without marking all attachments containing SSNs, EINs, and handwritten signatures as Confidential.

Additionally, neither a State Purchasing Officer nor State agency shall publish any SSNs, EINs, or vendors' handwritten signatures on BidBuy. Beginning with the issuance of this notice, when documents containing EINs or handwritten signatures must be published on BidBuy, the EIN or signature must be redacted before publication.



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SPOs shall ensure that all affected files in a vendor's bid are marked Confidential prior to awarding a bid. Likewise, State agencies publishing master contracts shall ensure that the master contract does not contain SSNs, EINs, or handwritten signatures of the contractor.

The following documents request SSNs, EINs, or handwritten signatures from vendors. This identifying information should be redacted from the published document or the document should be marked Confidential, which will keep it from public view. This list may not be the only procurement-related documents that contain these identifiers.

- Contract signature page
- Offer to the State of Illinois signature page
- Forms A Financial Disclosures and Conflicts of Interest signature page
- Forms B signature page
- Taxpayer Identification Number form

If there are any questions regarding this notice, or if you would like additional training in the protection and proper handling of information that contains SSNs, EINs, or handwritten signatures, please ask your State Purchasing Officer or contact the Chief Procurement Office at (217) 558-2231.

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