



# CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

## Notice 2019.09 General Services

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

From: Ellen H. Daley 

Date: February 28, 2019

Subject: Statement of Compliance, Confidentiality, and Conflict of Interest

CC: Procurement Compliance Monitors  
Procurement Policy Board

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Ensuring the impartiality, fairness, and confidentiality in the evaluation process of Request for Proposals is the highest priority for State agencies and the Chief Procurement Officer for General Services. Compromising the integrity of the process, whether real or perceived, may cause an unfair outcome, protest, or cancellation of the procurement. It may also cause mistrust and a lack of confidence in the State's procurement oversight.

Members of an evaluation committee pursuant to 44 Ill. Adm. Code 1.2015(f)(2) and any subject matter expert or consultant assisting with a Request for Proposal who is not a State employee must sign the "Statement of Compliance, Confidentiality, and Conflict of Interest."

Section 50-45 of the Procurement Code makes State employees, chief procurement officers, State purchasing officers, and others subject to immediate dismissal if they willfully use or allow the use of specifications, competitive solicitation documents, proprietary competitive information, contracts, or selection information to compromise the fairness or integrity of the procurement or contract process. These individuals are not required to sign the Statement of Compliance, Confidentiality, and Conflict of Interest form, unless they are serving as a member of the evaluation committee.

Agencies shall use the most recently published Statement of Compliance, Confidentiality, and Conflict of Interest form located on the CPO's website at

<https://www2.illinois.gov/cpo/general/Pages/SolicitationandContractTemplates.aspx>.

This CPO Notice is effective immediately.

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

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