




CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

Notice 2020.03 General Services

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

From: Ellen H. Daley 

Date: August 29, 2019

Subject: Pre-Submission Conference Sign-in

CC: Procurement Compliance Monitors
Procurement Policy Board

Pre-submission conferences serve an important role in facilitating communication and understanding during a procurement and in ensuring the openness and fairness of the procurement process. To officially record attendee information at both mandatory and non-mandatory pre-submission conferences, agencies shall use the Pre-Submission Conference Sign-in Form. A vendor's representation on this form evidences compliance with a solicitation that requires mandatory attendance at the conference.

Requiring mandatory attendance at a pre-submission vendor conference may limit competition and be unduly restrictive. Therefore, a solicitation shall specify mandatory attendance only when the State Purchasing Officer agrees with the agency that the information to be communicated at the conference is necessary for vendors to prepare a competitive bid or proposal.

If there is a reason to limit who may attend a mandatory pre-submission conference, that reason shall be clearly explained in the REQUIRED MEETINGS section of the Invitation for Bid or Request for Proposal. Please note that this section will be renamed PRE-SUBMISSION CONFERENCE in the next version of the IFB and RFP templates. For example, an agency may limit conference participation to only potential prime contractors.

Completed Pre-Submission Conference Sign-in Forms shall become part of the procurement file and be attached at the Bid Tab. Agencies shall use the most recently published Pre-Submission Conference Sign-in Form located on the CPO's website at <https://www2.illinois.gov/cpo/general/Pages/SolicitationandContractTemplates.aspx>.

This CPO Notice is effective immediately.



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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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