




## CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

# Notice 2020.04 General Services

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

From: Ellen H. Daley 

Date: September 9, 2019

Subject: Late Execution Waiver Requests

CC: Procurement Compliance Monitors  
Procurement Policy Board

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Pursuant to Section 20-80(d) of the Procurement Code, agencies shall not request the Illinois Comptroller to pay for supplies or services unless the contract is reduced to writing and signed by all necessary parties prior to receipt of supplies or rendering of services. The Chief Procurement Officer for General Services (CPO) may request a waiver from the Illinois Comptroller and Illinois Treasurer from this requirement by explaining the circumstances and reasons why the contract could not be reduced to writing prior to performance.

To expedite the review of a late execution waiver request, the requesting agency shall submit to their State Purchasing Officer the new Late Execution Attestation of Facts form, the Illinois Comptroller's Late Execution Waiver Request form, and the executed contract and all required attachments. The Late Execution Attestation of Facts form shall be completed in full and signed by the Agency Procurement Officer or chief fiscal officer.

All requests for a late execution waiver shall be submitted in these electronic formats:

- Late Execution Waiver Request in Word
- Late Execution Attestation of Facts in fillable PDF
- Executed contract and all required attachments in PDF

When completing the Late Execution Waiver Request form and requesting an exception to the requirements of 30 ILCS 500/20-80(d), write "See attached" in the lines that follow the request.



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The CPO will attach the Late Execution Attestation of Facts with the waiver request to explain why the agency requests the exception.

Agencies shall use the most recently published Late Execution Attestation of Facts 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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