




# CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

## Notice 2022.07 General Services

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

From: Ellen H. Daley 

Date: January 10, 2022

Subject: Emergency Extension Timeline

CC: Procurement Compliance Monitors  
Procurement Policy Board

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This notice is effective immediately.

Upon request by a State Purchasing Officer (SPO), an agency submitting a request for an emergency purchase extension hearing shall include a timeline detailing when a competitively procured contract will replace the emergency contract. Submission of a timeline shall not be required if the emergency contract, inclusive of extensions, resolves the emergency.

At a minimum and depending upon the stage of the competitive procurement, the timeline shall include:

### Invitation for Bid

- solicitation publication date
- bid opening or offer closing date
- award publication date
- contract execution date
- transition timeframe if incumbent is not selected

### Request for Proposal

- solicitation publication date
- bid opening or offer closing date
- evaluation committee kick-off meeting
- evaluation period
- demonstration or presentation schedule (if applicable)
- price opening
- best and final offer (BAFO)
- award publication date
- contract execution date
- transition timeframe if incumbent is not selected



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Section 20-30(a) of the Procurement Code provides that “the term of the emergency purchase shall be limited to the time reasonably needed for a competitive procurement, not to exceed 90 calendar days.” While an emergency contract may be extended, the goal is to obtain any needed items from a competitively procured contract. The requirement to submit and adhere to a timeline to conduct a competitive procurement should reduce the frequency and duration of emergency purchase extensions.

The agency shall inform its SPO of the competitive procurement’s progress. If the agency anticipates a problem in meeting any of the milestones, then the agency shall inform the SPO and revise the timeline accordingly in consultation with the SPO. The timeline shall be placed into the procurement file.

If the agency fails to adhere to timeline milestones, the Chief Procurement Officer may notify the head of the agency.

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

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