




CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

Notice 2023.02 General Services

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

From: Ellen H. Daley 

Date: July 18, 2022

Subject: Late Execution Waiver After 5/13/2022

CC: Office of the Comptroller
Procurement Policy Board
Commission on Equity and Inclusion
Procurement Compliance Monitors

This Notice is effective immediately and applies to contracts executed on or after May 13, 2022. 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. Public Act 102-783 provides that the Chief Procurement Officer for General Services (CPO) may approve a waiver 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 its State Purchasing Officer the revised Late Execution Attestation of Facts form, the Illinois Comptroller's Late Execution Waiver Approval (LEWA) form, and the executed contract. The Late Execution Attestation of Facts form shall be completed in full and signed by the Agency Procurement Officer or chief fiscal officer.

Once the CPO-GS has approved and signed the LEWA form, the CPO-GS will return the LEWA to the agency. The CPO-GS will email the LEWA to agencies that submit their documents electronically and by regular mail or messenger for other agencies. Agencies shall use the Late Execution Attestation of Facts form and the LEWA ("LEW Approval CPO Version") located on the CPO's website at <https://www2.illinois.gov/cpo/general/Pages/SolicitationandContractTemplates.aspx>.

For contracts that were executed before May 13, 2022, please follow CPO Notice 2020.04.

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

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