




Notice 2023.09

General Services

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

From: Ellen H. Daley 

Date: February 6, 2023

Subject: Solicitation Templates and Disclosure Forms

CC: Procurement Compliance Monitors
Procurement Policy Board
Commission on Equity and Inclusion

This notice is effective immediately.

To reduce confusion about the contents of Forms A and Forms B, the names of the disclosure forms have changed to be more descriptive. Forms A is now named “Vendor Disclosure” and Forms B is now “IPG Active Registered Vendor Disclosure.”

Public Act 102-721 amended several sections of the Procurement of Domestic Products Act (30 ILCS 517/) and Procurement Code (30 ILCS 500/) requiring updates to Chief Procurement Officer for General Services’ (CPO-GS) solicitation templates and disclosure forms. Invitations for Bid (IFB), Requests for Proposal (RFP), and Professional and Artistic Requests for Proposal (P&A RFP) procurements initiated on or after 2/6/2023 shall use the updated templates and forms. All IFBs, RFPs, and P&A RFPs published on or after 3/1/2023 shall use the new templates and forms located on the CPO’s website at:

<https://cpo-general.illinois.gov/solicitation-and-contract-templates.html>.

New Solicitation and Contract Templates

- Invitation for Bid
- Request for Proposal
- Professional and Artistic Request for Proposal
- Request for Information – Real Property Lease
- Stand Alone Contract Template
- BOA Over \$50,000
- BOA Under \$50,000



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New Disclosure Forms

- Vendor Disclosure (formerly named Forms A)
- IPG Active Registered Vendor Disclosure (formerly named Forms B)
- Financial Disclosures and Conflicts of Interest

Amendments Reflected in the new Templates and Forms

Procurement of Domestic Products Act amendments:

- Section 10(a)(2) requires purchase of a product manufactured in the United States unless the agency determines that the price of the US-manufactured product is 12% or more than the price of available and comparable products manufactured outside of the United States.
- Section 10(b) requires preference be given to a bidder or offeror that certifies it will provide products manufactured in Illinois if there is a tie between two bidders or offerors who have certified they will provide products manufactured in the United States.

Procurement Code amendments include:

- Section 1-15.108 defines “subcontractor” to mean a person or entity having a contract with a total value that exceeds the small purchase maximum established in Section 20-20.
- Section 20-20(d) requires that all small purchases with an annual value that exceeds \$50,000 shall be accompanied by Standard Illinois Certifications.
- Section 20-120(a) says subcontractor information shall be disclosed in a State contract when the annual value of the subcontract exceeds the small purchase maximum established by Section 20-20.
- Section 35-40(a) says subcontractor information shall be disclosed in a contract for professional and artistic services when the annual value of the subcontract exceeds the small purchase maximum established by Section 20-20.
- Section 50-11(a) provides debt delinquency cures for bidders, offerors, contractors, subcontractors, and vendors applying for the Illinois Procurement Gateway. A person or affiliate must cure the debt delinquency within 7 calendar days.
- Section 50-35 requires that financial disclosure shall accompany bids and offers when the annual value exceeds the small purchase threshold established by Section 20-20.
- Section 50-90 requires that all contracts with a value that exceeds \$50,000 annually shall be accompanied by Standard Illinois Certifications.



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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.

- End -