




CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

Notice 2023.10 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: Emergency Extension, Change Orders, Local Food, Farms, and Jobs Act Reporting

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

This notice is effective immediately.

This notice is issued pursuant to Public Act 102-1119 which amends the Procurement Code (30 ILCS 500/), the Criminal Code of 2012 (720 ILCS 5/), and the Local Food, Farms, and Jobs Act (30 ILCS 595/).

Emergency Extension

Section 15-25(c) of the Procurement Code as amended requires that notice of an extension of an emergency contract must be posted on BidBuy no later than 7 calendar days after the extension contract is executed.

Section 20-30 as amended provides that an emergency contract may be extended beyond 90 calendar days with the approval of the chief procurement officer. Prior to execution of the extension contract, the chief procurement officer shall receive written justification for the extension. The duration of the extension shall be limited to the scope of the emergency.

Any agency seeking to extend an emergency contract shall complete and submit to their State Purchasing Officer (SPO) the "Emergency Purchase Extension Approval" form. To provide the Chief Procurement Officer for General Services (CPO-GS) an adequate amount of time to review the request, please submit the form at least 14 calendar days prior to expiration of the emergency contract. A request submitted inside of 14 days runs a greater risk of being denied solely on the basis of time.



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Change Orders

Section 33E-9 of the Criminal Code of 2012 as amended changes when the Criminal Code applies to change orders. The amendment increases the total dollar amount from \$10,000 to \$25,000 and the total number of days from 30 to 180 days when the Section applies.

Agencies shall continue to follow the CPO-GS' procedures for conducting change orders when either the cost of the contract increases or decreases by a total of \$25,000 or more, or the time of completion increases or decreases by 180 days or more.

Local Food, Farms, and Jobs Act Reporting

The Local Food, Farms, and Jobs Act (30 ILCS 595/) establishes the goal that 20% of all food and food products purchased by State agencies and State-owned facilities shall be local farm or food products. "Local farm or food products" are defined as products grown in Illinois, or processed and packaged in Illinois, using at least one ingredient grown in Illinois.

Section 10(e) of the Local Food, Farms, and Jobs Act requires State agencies that purchase food or food products to publish on BidBuy on January 1, 2024, and each January 1 thereafter, notice of their purchases of local farm or food products for the immediately preceding fiscal year.

All State agencies and State-owned facilities that purchase food and food products shall publish a General Notice on BidBuy titled "FY23 Local Food, Farms, and Jobs Act Report" that includes:

- total dollar value of food and food products purchased for Fiscal Year 2023 and
- total dollar value of "local farm or food products" purchased in in Fiscal Year 2023.

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 -