



CHIEF PROCUREMENT OFFICE
Matt Brown, General Services

Notice 2013.06

General Services

To: State Purchasing Officers, Procurement Compliance Monitors, Agency Purchasing Staff,
CMS BOSS

From:

Matt Brown

MB

Date: December 21, 2012

Subject: Solicitation templates

CC: Procurement Policy Board

This CPO Notice is effective January 1, 2013.

The CPO's Office has implemented 15 new templates and forms to be used on all procurements beginning January 1, 2013. The templates include:

- Invitation for Bid
- Invitation for Bid with Business Enterprise Program goal
- Request for Proposal
- Request for Proposal with Business Enterprise Program goal
- Request for Proposal-Professional & Artistic Services
- Renewal with Disclosures
- Renewal without Disclosures
- Contract Amendment with Disclosures
- Contract Amendment without Disclosures
- Contract (stand-alone)
- Basic Ordering Agreement over \$25,000
- Basic Ordering Agreement under \$25,000
- Standard Certifications
- Standard Business Terms and Conditions
- Financial Disclosures and Conflicts of Interest



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Implementation Timeline

For any procurement that has not been started as of today, regardless of the expected publication date, agencies are required to use the new templates and forms.

For any procurement already in process and with the solicitation expected to be published prior to January 31, 2012, agencies may use the new templates if they choose, or may continue to use the previous templates.

For any procurement already in process and with the solicitation expected to be published after January 31, 2013, agencies are required to use the new templates and forms.

The templates are available electronically at the CPO's website at <http://www2.illinois.gov/cpo/general/Pages/PublicationsReports.aspx> and on the ICPR website at <https://cms.partner.illinois.gov/icpr/Forms/Documents/Forms/Contracts.aspx>.

If there are any questions regarding this notice, please contact Joe Kim at the Chief Procurement Office for General Services at (217) 558-2231.

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