



**CHIEF PROCUREMENT OFFICE**  
Matt Brown, General Services

## **Notice 2013.10**

### **General Services**

To: State Purchasing Officers, Agency Purchasing Staff, CMS BOSS

From:

Matt Brown

*MB*

Date: April 24, 2013

Subject: Procurement File Checklists

CC: Procurement Policy Board, Procurement Compliance Monitors

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This CPO Notice is effective immediately.

Section 20-155(b) of the Code provides:

“A procurement file shall be maintained for all contracts, regardless of the method of procurement. The procurement file shall contain the basis on which the award is made, all submitted bids and proposals, all evaluation materials, score sheets and all other documentation related to or prepared in conjunction with evaluation, negotiation, and the award process. The procurement file shall contain a written determination, signed by the chief procurement officer or State purchasing officer, setting forth the reasoning for the contract award decision. The procurement file shall not include trade secrets or other competitively sensitive, confidential, or proprietary information. The procurement file shall be open to public inspection within 7 business days following award of the contract.” 30 ILCS 500/20-155(b).

Procurement files are maintained by or under the jurisdiction of the Chief Procurement Officer (CPO). 44 ILL. ADMIN. CODE §1.2080(b). Each agency, under the direction of the State Purchasing Officer (SPO), is responsible for maintaining in the procurement or associated contract file all substantive documents and records of communications that pertain to the procurement and the resulting contract. 44 ILL. ADMIN. CODE §1.2080(c).

While best practice is to have procurement files maintained in one central location, that decision lies with the agency and SPO. Subject to the provisions of the Code, the



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procurement file must be available for public inspection within 7 business days following contract award.

Checklists are provided for solicitations, small purchases, emergency contracts, sole source contracts, renewals and orders against master contracts. The checklists are to be used to warrant compliance with the Code on information that is required to be in the procurement file. The checklists attached to this Notice provide the minimum required documentation for a procurement file. In consultation with the State Purchasing Officer, agencies may include additional documents to the procurement file to meet the needs of their agency.

For questions related to this notice, please contact the CPO's Office at 217-558-2231.

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