



CHIEF PROCUREMENT OFFICE

Matt Brown, General Services

Notice 2014.11 General Services

To: State Purchasing Officers
Agency Procurement Staff
CMS Bureau of Strategic Sourcing

From: Matt Brown *MB*

Date: June 3, 2014

Subject: Illinois Procurement Gateway and other Procurement Enhancements

CC: Procurement Policy Board
Procurement Compliance Monitors

This CPO Notice is effective immediately and amends the attachments to CPO Notice 2013.10.

The Chief Procurement Office is strongly committed to making state procurement easier and more accessible for vendors. Section 15-35 of the Illinois Procurement Code authorizes the Chief Procurement Officers to launch and operate a vendor portal. The vendor portal, called the Illinois Procurement Gateway (IPG), is a substantial effort at remaking how vendors respond to solicitations. The IPG minimizes the amount of paperwork that vendors must provide with each solicitation response, standardizes the State's review of vendor disclosures, and provides the public with greater transparency into companies interested in obtaining state contracts.

Launching the IPG is accompanied by a number of corollary and ancillary procurement system enhancements. A description of each enhancement and their timeline for implementation follows.

Illinois Procurement Gateway (IPG)

- The website for the IPG is <https://ipg.vendorreg.com>. On May 12, 2014, registration in the IPG became available. Beginning June 4, 2014, agencies must use the IPG database when searching for vendors qualified in the Small Business Set-Aside Program, in addition to the Sell2Illinois database.
- State personnel requesting access to the password protected sections of the IPG must complete the IPG Request for Access form attached to this CPO Notice.
- Beginning July 1, 2014, agencies must begin accepting vendor offers that contain IPG registration numbers as a substitute for corresponding disclosures and certifications in paper form.
- State personnel questions regarding the IPG should be directed to the agency's State Purchasing Officer.

Solicitation Templates V.14.1

- Beginning July 1, 2014, agencies must publish solicitations using V.14.1 to accommodate vendors that choose to use their IPG registration numbers; vendors responding to solicitations may use a valid IPG registration number and a completed FORMS B in lieu of the corresponding paperwork. The templates may be found at: <http://www2.illinois.gov/cpo/general/Pages/DoingBusinesswithStateAgencies.aspx>.



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- Beginning July 1, 2014, agencies must use the updated Procurement File Checklists for solicitations, small purchases, emergency contracts, sole source contracts, renewals, orders against master contracts, and State Use. The checklists determine 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. The checklists may be found at: <http://www2.illinois.gov/cpo/general/Pages/DoingBusinesswithStateAgencies.aspx>. These checklists replace the related attachments to CPO Notice 2013.10.

NIGP Codes

- The NIGP Code is a standard taxonomy used by the majority of state government purchasing departments. Compared to the current classification codes, the NIGP Code allows better matching of the items being sought by the State and the items available from vendors. The 5-digit NIGP Code contains more than four times the descriptions than the current classification codes.
- Beginning July 1, 2014, agencies will publish solicitations in the Illinois Procurement Bulletin (IPB) using 5-digit NIGP Codes to identify the supplies and/or services being procured; the current classification codes will not be available for selection in Illinois Source after July 1, 2014.
- Beginning July 1, 2014, vendors will no longer receive email notification from the IPB unless they update their registration by selecting 5-digit NIGP Codes. General notices have been published to the IPB advising vendors of the change over to NIGP class codes.
- Vendors registering in the Illinois Procurement Gateway will identify the goods and services that they sell using 5-digit NIGP Codes.

Illinois Procurement Bulletin (IPB)

- Beginning June 2, 2014, agencies and vendors seeking assistance with the IPB will contact the Chief Procurement Office at webmaster@purchase.state.il.us or 1-217-299-0634.
- State personnel requesting access to the IPB must complete the IPB Request for Access form attached to this CPO Notice.
- Beginning July 1, 2014, agencies will only have the option in Illinois Source of selecting NIGP Codes when creating solicitations.
- Beginning July 1, 2014, registered IPB users will only receive email notifications for NIGP Codes that they have selected in their IPB profile.

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

Attachment

IPG Request for Access Form

IPB Request for Access Form