



CHIEF PROCUREMENT OFFICE

Matt Brown, General Services

Notice 2015.05 General Services

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

From: Matt Brown *MB*

Date: January 16, 2015

Subject: Solicitation and Contract Templates

CC: Procurement Policy Board
Procurement Compliance Monitors

This CPO Notice is effective February 1, 2015.

The Chief Procurement Office is issuing twelve (12) new solicitation and contract templates as V.15.2. These forms replace all previous versions. The templates are found on the CPO's website at <http://www2.illinois.gov/cpo/general/Pages/SolicitationandContractTemplates.aspx>. The forms are:

- Invitation for Bid
- Request for Proposal
- P&A Request for Proposal
- Stand Alone Contract
- Contract Amendment
- Contract Renewal
- Basic Order Agreement Under \$50,000
- Basic Order Agreement Over \$50,000
- Basic Order Agreement for Orders Against Master Contracts
- Standard Certifications
- Financial Disclosures and Conflicts of Interest

These templates may be used now, but must be used for solicitations published and contracts executed on or after February 1, 2015, unless the State Purchasing Officer grants an exception for solicitations in progress.

With the launch of the Illinois Procurement Gateway and introduction of Forms A and Forms B in June 2014, the process for evaluating vendor responsiveness and assembling contracts changed. Bidders or offerors must submit either the paper Financial Disclosure and Conflicts of Interest form and Standard Certifications found in Forms A, or they may submit Forms B if they have a valid registration in the Illinois Procurement Gateway.

Accompanying this Notice is a chart that shows which documents must accompany solicitations and be a part of contracts. If there are any questions regarding this Notice, please contact Joe Kim in the Chief Procurement Office at (217) 558-2231 or joe.kim@illinois.gov.