



## **Notice 2016.02**

### **General Services**

To: Agency Procurement Staff  
Central Management Services Bureau of Strategic Sourcing  
State Purchasing Officers

From: Ellen H. Daley *EHD*

Date: August 19, 2016

Subject: PBC Utilization

CC: Procurement Compliance Monitors  
Procurement Policy Board

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Most state agencies use Remedy Procurement Business Case (PBC) to identify, track, and justify procurements. Using a common system to enter, store, and review procurement information greatly enhances the transparency, accountability, and efficiency of the purchasing process. The Chief Procurement Office's use of PBC will improve procurement planning, execution time, and better organization of information.

Beginning August 24, 2015, State Purchasing Officers (SPO) will document their comments and approval of the four procurement steps (as appropriate) for procurements valued at \$10,000 and greater in PBC. The SPO's use of PBC replaces all documentation and approvals that presently occur in the SPO Determination (SPOD) form. The SPO will ensure that in-progress SPODs will be attached to the corresponding PBC and all remaining SPO approvals for such procurements shall occur in PBC.

To realize the benefits of PBC utilization, the Agency Procurement Officer shall ensure notification of the SPO via email whenever SPO action is required at one of the four approval steps. Including and engaging the SPO prior to these approval points yields the best outcomes in many procurement activities.

In state agencies that do not use PBC, SPOs will continue to use the SPOD.

#### **Effective Date**

This CPO Notice is effective August 24, 2015.

If there are any questions regarding this Notice, contact Joe Kim in the Chief Procurement Office at (217) 558-2231.