




## Notice 2017.03 General Services

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

From: Ellen H. Daley 

Date: December 6, 2016

Subject: Small Purchase Threshold

CC: Procurement Compliance Monitors  
Procurement Policy Board

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Chief Procurement Officer for General Services (CPO-GS) recognizes that the small purchase procurement method is more efficient for agencies than procuring with a more formal competitive method. Also, the CPO-GS encourages agencies to contract with Illinois' small businesses and has set-aside procurements with a value from \$1,000 to the small purchase threshold for small businesses registered as a Small Business Set-Aside Program (SBSP) vendor. As the small purchase threshold increases, state procurement becomes more efficient and contracting opportunities increase for SBSP vendors.

The small purchase threshold indicates when an agency may no longer use the small purchase procurement method and must use more formal competitive solicitation processes. Effective December 5, 2016, the small purchase threshold increased when the CPO-GS filed the Notice of Adopted Amendment with the Illinois Secretary of State's Index Department. The new small purchase threshold is \$80,000 for supplies or services other than professional and artistic, and \$100,000 for construction and construction-related services.

Please note that when conducting a small purchase with an annual value of more than \$50,000, all responding potential contractors should submit financial disclosures. The financial disclosures for the awarded contractor must be filed with the Procurement Policy Board by emailing them to the PPB at [ppb@illinois.gov](mailto:ppb@illinois.gov).

Failure by potential contractors to submit financial disclosures is curable.



# CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

Below is sample language that may be included in each Request for Quotation greater than \$50,000 up to \$80,000 inclusive for supplies or services or greater than \$50,000 up to \$100,000 inclusive for construction and construction-related services:

Section 50-35(a) of the Illinois Procurement Code requires a contractor' disclosure of financial interests to be incorporated as a material term of a state contract with an annual value of more than \$50,000. Please provide your financial disclosures with your quotation. You may provide your disclosures using either Forms A or Forms B. Vendors utilizing Forms B must be registered specifically with the Illinois Procurement Gateway (IPG). The forms may be accessed from the following links:

Forms A – for use by vendors NOT registered in the IPG

<https://www.illinois.gov/cpo/general/Documents/Forms%20A%20Section%20V.15.2.docx>

Forms B – for use only by vendors registered in the IPG

<https://www.illinois.gov/cpo/general/Documents/Forms%20B%20Section%20V.15.2.docx>

## **Effective Date**

This CPO Notice 20117.03 is effective immediately and supersedes CPO Notice 2017.01.

If there are any questions regarding this Notice, please contact the Chief Procurement Office at 217.558.2231.