



CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

MEMORANDUM

To: State Purchasing Officer
Procurement Compliance Monitors
Agency Procurement Staff

From: Ellen H. Daley, CPO

Date: March 18, 2016

Subject: Role of the IT SPO

The Chief Procurement Officer has created a dedicated State Purchasing Officer for Information Technology (IT SPO). This position promotes efficiency and consistency in IT procurements throughout the General Services (GS) portfolio.

Josh Floyd accepted this position in December 2015 and has already been involved in dozens of procurements. He is the agency SPO for CMS BCCS and will have the same position when BCCS becomes the Department of Innovation and Technology this summer. Josh is also tasked with the oversight of all IT/Telecom procurements over the small purchase threshold for all GS agencies.

Both the agency SPO and the IT SPO will work cooperatively to conduct procurements with results that are beneficial to the State. The agency SPO, upon notification by the agency, will inform the IT SPO of upcoming IT procurements. While the IT SPO is generally responsible for review and approval, the agency SPO should always be aware of the progress of the procurement and be able to assist the IT SPO as necessary.

IFB and RFP Review and Approval Process

- Approval of procurement method: both agency SPO and IT SPO shall be in agreement and memorialize approval
- Review and approval of solicitation document: IT SPO
- Review and approval of award: IT SPO
- Review and approval of contract document: both agency SPO and IT SPO shall memorialize their approvals

When a procurement has elements of both IT and other services, the agency SPO and IT SPO will work collaboratively. The IT SPO shall provide guidance on the IT portion of the solicitation.

Sole Sources

The agency SPO should notify the IT SPO of the sole source as early as possible. The IT SPO is required to review and approve:



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- the procurement method
- the Sole Source Justification Form (SSJF)
- the posting on the IL Procurement Bulletin
- the contract

The IT SPO will publish the SSJF hearing notice and will attend the hearing if one is requested. Lastly, the agency SPO will publish the hearing cancellation notice if appropriate, the SSJF Part II, and any other required information.

Emergency Procurements

The agency SPO shall notify the IT SPO of emergency procurements; the agency SPO will manage and is responsible for paperwork, postings and approvals.

Renewals

The IT SPO will not be involved with contract renewals, unless the agency SPO or agency procurement staff raise an issue to the IT SPO.

Orders Against Masters

The IT SPO may be consulted if there are questions about the appropriateness of an IT order against master.