

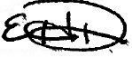


# CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

## Notice 2018.05 General Services

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

From: Ellen H. Daley 

Date: January 2, 2018

Subject: BidBuy Go Live

CC: Procurement Compliance Monitors  
Procurement Policy Board

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The Chief Procurement Office for General Services (CPO-GS) is excited to announce that the following agencies are going “Live” today with BidBuy. This is only possible because a dedicated project team devoted thousands of hours to ensure BidBuy’s successful implementation. For the agencies that Go Live today, BidBuy replaces the use of Remedy PBC for documentation and approval of the procurement, and the Illinois Procurement Bulletin at [www.purchase.state.il.us](http://www.purchase.state.il.us) for publication of solicitations and notice of contract awards.

Effective immediately, the following agencies shall use BidBuy to conduct all procurement transactions valued at \$2,000 and greater, in addition to release orders off master contracts. If a procurement has been substantially completed using Remedy PBC, then the agency may choose to not use BidBuy for that procurement. However, the agency shall enter the executed contract into BidBuy. Please consult with the State Purchasing Officer (SPO) if there is a question whether a procurement is substantially complete.

- Agriculture
- Arts Council
- Board of Elections
- Board of Higher Education
- Central Management Services
- Charter School Commission
- Commerce Commission
- Community College Board
- Criminal Justice Information Authority
- Deaf and Hard of Hearing Commission
- Educational Labor Relations Board
- Executive Inspector General
- Finance Authority
- Financial and Professional Regulation
- Gaming Board
- Guardianship and Advocacy
- Housing Development Authority
- Human Rights Commission
- Human Rights
- Innovation and Technology
- Insurance
- Labor
- Labor Relations Board
- Law Enforcement Training and Standards Board
- Liquor Control Commission
- Lottery
- Military Affairs
- Natural Resources
- Power Agency
- Prisoner Review Board
- Property Tax Appeal Board
- Racing Board
- State Board of Education
- State Fire Marshal
- State Police Merit Board
- State Universities Civil Service Commission
- Student Assistance Committee
- Workers Compensation Commission



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The BidBuy-SAP interface is now Live. Effective immediately, the following agencies that are currently live with ERP shall enter executed contracts into BidBuy.

- Capital Development Board
- Chief Procurement Office for General Services
- Children and Family Services
- Civil Service Commission
- Council on Developmental Disabilities
- Emergency Management Agency
- Employment Security
- Environmental Protection Agency
- Revenue
- Veterans Affairs

Additional information regarding BidBuy implementation will follow today. Please login to your BidBuy account and check the News section for these updates.

## **Small Purchase Process, Procedures, and Designation**

This Notice amends CPO Notice 2016.03. The affected provisions of CPO Notice 2016.03 are below. Amendments are noted with red underlined text for new language and strikethrough for deleted language. Directors for the agencies above, that previously returned a signed *State Agency Small Purchase Designation* document, will be asked to sign and return a new form to reflect the acceptance of their designated authority.

The new designation is not effective until the Chief Procurement Office receives a newly executed form.

- All purchases that are ~~less than \$1,000~~ \$2,000 are designated to the User Agency.
  - The Agency may source a single SBSP or non-SBSP vendor and no SBSP waiver is required.
- Purchases from ~~\$1,000~~ \$2,000 to **\$10,000 inclusive**, except sole source and emergency condition purchases, are designated to the User Agency.
  - If a quote from a single small business registered and approved as a SBSP vendor in the Illinois Procurement Gateway (IPG) meets the need, Agency may award the contract.
  - If the quote does not meet the need, email all identified small businesses registered and approved as a SBSP vendor in the IPG under the applicable commodity code(s) and review and compare the responses received.
  - If after emailing all identified small businesses in the IPG under the applicable commodity code(s), the Agency determines that an award to a registered small business is not in the State's best interest, Agency shall complete a SBSP waiver form with approval by the Agency's designee, obtain quotes from at least three non-SBSP vendors, and award to the responsive vendor with the lowest price.
- Purchases from ~~\$1,000~~ \$2,000 to the small purchase threshold inclusive (currently ~~\$50,400~~ \$100,000 for equipment and commodities and up to ~~\$70,600~~ \$100,000 for construction) where **emergency conditions** exist may be sourced to a single SBSP vendor or non-SBSP vendor and are designated to the User Agency.
  - The Agency may source a single SBSP vendor or non-SBSP vendor.
  - The Agency shall complete the SBSP waiver with approval by the Agency's designee, if necessary.



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- Purchases from ~~\$1,000~~ **\$2,000** to the small purchase threshold inclusive (currently ~~\$50,400~~ **\$100,000** for equipment and commodities and ~~\$70,600~~ **\$100,000** for construction) where **sole source conditions** exist may be sourced to a single SBSP vendor or a non-SBSP vendor.
  - Only the SPO shall complete any required SBSP waiver.

By increasing the designated authority to \$2,000 from \$1,000, agencies will be able to more efficiently source supplies and services. Additionally, it provides administrative relief now that BidBuy is required for procurements \$2,000 and greater. This Notice amends the *Small Purchase Process and Procedures V.16.1* in the following way:

## **#1 - Small Purchase less than ~~\$1,000~~ **\$2,000** (No SPO Involvement)**

1. Identify a need for goods or services.
2. Estimate the total cost of the procurement.
3. Develop written specifications with sufficient information for a reasonable vendor to understand the goods or services to be provided, determine its willingness and ability to provide the goods or services, and determine pricing.
4. May source a single SBSP vendor or non-SBSP vendor.
5. No SBSP Waiver is required.
6. The executed *State Agency Small Purchase Designation* memo serves as the written determination for awarding the contract.

## **#2 - Small Purchase from ~~\$1,000~~ **\$2,000** to \$10,000 inclusive, excludes Sole Source Condition and Emergency Condition Purchases (No SPO Involvement)**

## **#3 - Emergency Condition Exists for Purchases from ~~\$1,000~~ **\$2,000** to \$10,000 inclusive (No SPO Involvement)**

## **#5 - Sole Source Conditions Exist for Purchases ~~\$1,000~~ **\$2,000** and Greater**

### **RFP Template V.18.1**

To comply with requirements in P.A. 100-0043 and incorporate references to BidBuy, the CPO-GS issues a new Request for Proposal (RFP) V.18.1 template. This template replaces all previous RFP versions and is located on the CPO's website at <https://www.illinois.gov/cpo/general/Pages/SolicitationandContractTemplates.aspx>. This RFP V.18.1 template may be used now, but must be used for solicitations published after February 1, 2018, unless the State Purchasing Officer grants an exception.

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

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