CHIEF PROCUREMENT OFFICE
Ben Bagby, Higher Education

CPO Notice 2015-01

To: University Purchasing Directors

From: Ben Bagby, Chief Procurement Officer

Date: February 4, 2015

Subject: Illinois Correctional Industries

The Chief Procurement Officer for General Services has the authority, after consulting with Illinois Correctional Industries (ICI), to determine what items state agencies must purchase from ICI (see 30 ILCS 500/ 45-30). As the universities are defined as state agencies under the Code (30 ILCS 500/1-15.100), the revised requirements are applicable.

I have attached the Notice from the CPO-GS describing the revised requirement, the new list of items that must be procured from ICI, as well as a description of how the waiver process works. As to the waiver process, General Services agreed that the SPOs, rather than the CPO or ICI should be able to grant waivers (using the CPO form). I wanted this change because I thought many issues regarding application of the list should be worked out locally whenever possible.

The notice has an effective date of November 24, 2014. However, you may have issued a solicitation prior to that date and entered into a contract for one or more items on the ICI list. In that case you may continue to use the contract to the end of its initial term, or end of a renewal if you are already in a renewal. The contract may not be renewed or further renewed, except pursuant to a waiver from the SPO. If you issued a solicitation on or after November 24, 2014 that included one or more ICI items, you will need to contact the SPO for consideration of a waiver before placing an order.

The ICI preference also applies to small purchases.

The items on the list must meet your performance and delivery requirements. For example, if you need a phosphate-free cleaner, but ICI's product contains phosphates, you do not need to buy this product from ICI. If you need delivery within six weeks, but ICI cannot deliver for six months, you do not have to place the order with ICI. In situations such as those a waiver is not needed, but the file should note the reason for selecting another vendor. It is not appropriate to refuse to order from ICI for reasons of personal preference (if for example an air freshener from ICI has an apple scent, but someone in the university likes an orange scent). Any refusal to buy must be based on need.

If purchases of items on this list have been delegated to others within the university, you will need to inform them of the new list and remind them of the ICI purchase requirement.

Although the statutory requirement to purchase from ICI is a long-standing one, if you experience problems complying with this requirement, please bring those problems to the attention of the SPO. My office will assist as needed.