

	<b>STATE OF ILLINOIS</b> <b>CHIEF PROCUREMENT OFFICER - HIGHER EDUCATION</b>	
	<b>Topic: 35-35 P &amp; A Under \$20,000</b> <b>Bulletin Requirements</b>	<b>Number: 2016-01</b>
	<b>Effective Date: March 1, 2016</b>	<b>Approved by:</b> <i>R. Byrd</i>
	<b>New <input checked="" type="checkbox"/> Revises _____ Replaces _____ Supplements _____</b>	
	<b>Statute Cite: 30 ILCS 500/35-30(a),</b> <b>35-35(a)</b>	<b>Rule Cite: 44 Ill. Admin. Code</b> <b>4.2020(b)(4) and 4.2035(e) and (m)</b>

#### **POLICY**

P & A contracts that are non-renewable, are one year or less in duration, and have a value of less than \$20,000 must be published in the Procurement Bulletin in accordance with Section 35-35(b) of the Illinois Procurement Code and associated administrative rules.

#### **SCOPE**

This applies to contracts for law, accounting, medicine, dentistry, clinical psychology, and custom-produced art that are non-renewable, are one year or less in duration, and have a value of less than \$20,000.

#### **PROCEDURE**

The CPO has determined that P & A contracts that are non-renewable, are one year or less in duration, and have a value of less than \$20,000 may be made by the university using the small purchase method in accordance with 4.2020 of the Rules.

The university shall submit to the SPO a draft bulletin notice for review and publication in the Bulletin. The notice must include at least the following information: the name of the university's responsible decision-maker, the name of the university awarding the contract, the name of the awarded vendor, a contract reference number, the value of the contract, and the justification for not issuing a competitive Request for Proposals.

The award must be published in the Bulletin within 14 days of contract execution utilizing the "General Award Notice" which includes an option to award a "P&A Under \$20,000." These notices are not subject to PPB review.

The CPO may act in lieu of the SPO.

### **30 ILCS 500/35-30**

#### **Awards**

(a) All State contracts for professional and artistic services, except as provided in this Section, shall be awarded using the competitive request for proposal process outlined in this Section.

### **30 ILCS 500/35-35**

#### **Exceptions**

(a) Exceptions to Section 35-30 are allowed for sole source procurements, emergency procurements, and at the discretion of the chief procurement officer or the State purchasing officer, but not their designees, for professional and artistic contracts that are nonrenewable, one year or less in duration, and have a value of less than \$20,000.

### **44 Ill. Admin. Code §4.2020**

#### **Small Purchases**

(b)(4) Procurements of less than \$20,000 for professional and artistic services and that have a non-renewable term of one year or less may be made without the prior notice or level of competition otherwise required of competitive sealed solicitations. Notice of award of these small professional and artistic service contracts must be published in the Bulletin within 14 days after contract execution, and shall include the name of the SPO, reason for the exception, description of the procurement, name of the university decision maker, contract reference number and contract price.

### **44 Ill. Admin. Code §4.2035**

#### **Competitive Selection Procedures for Professional and Artistic Services**

e) Conditions for Use of Competitive Selection Procedures.  
Except as authorized under Section 20-25 (Sole Economically Feasible Source Procurement) or Section 20-30 (Emergency Procurements) of the Code, these competitive selection procedures shall be used for all procurements of professional and artistic services of \$20,000 or more. Services of less than \$20,000 and for a nonrenewable term of one year or less may be procured in accordance with Section 4.2020 (Small Purchases) of this Part, except notice of the contract must be published as provided in subsection (m).

m) Notice of Award

Notice of award shall be in accordance with Section 4.1525(b) and (c). Notice of award of professional and artistic service contracts under \$20,000 must be published in the Bulletin in accordance with Section 35-35(b) of the Code. The notice shall include the name of the SPO and a brief explanation of the procurement.