

STATE OF ILLINOIS
CHIEF PROCUREMENT OFFICE



Capital Development Board CPO Notice #2

To: Capital Development Board Senior Staff
From: Fredrick W. Hahn, Chief Procurement Officer
Date: August 27, 2010
Subject: Contract Extensions

This Chief Procurement Officer (CPO) Notice becomes effective September 1, 2010.

Public Act 096-0795 modifies the Illinois Procurement Code by transferring procurement authority to an independent Chief Procurement Officer effective September 1, 2010. Under the Code and reasonably prudent procurement practices, the CPO has authority to establish procedures that will ensure an effective and efficient procurement process. This includes completing contracts on time.

All extensions of contract time will require approval by the CPO for the Capital Development Board before the extension is executed. The contract extension must be submitted, approved, and executed before the current contract has ended. Extensions will not be executed after the expiration date of a contract.

All requests for extensions of contract time will require documentation of the specific reasons necessitating the extension, stating whether the extension does or may include additional compensation, to include the basis for additional compensation and a summary plan of how any such costs are to be allocated to the parties responsible for the delay(s) to the schedule.

For the time being, extensions of contract time will continue to be made via the contract change forms – change orders or modifications.

cc: Bill Strahle
Nicki Patterson
Patricia Broers