SPO DETERMINATION OF NON-RESPONSIVE OR NOT-RESPONSIBILE

Agency Name

1. IL Procurement Bulletin Reference Number

IPB Reference Number

Procurement Method

2. Agency Requestor

Name

Date

Title

Signature

Date

3. State Purchasing Officer

Name

Date

Signature

Date

4. Instructions

An agency requesting to declare a bidder or offeror non-responsive or not responsible shall make the request in writing to the State Purchasing Officer. The request shall use this form and be signed and dated by the agency director or designee. See CPO Notice 2012.08.

Agency Instructions:
Complete and attach Non-Responsiveness and/or Non-Responsible forms to this cover page for each prospective vendor. Provide the factual basis and legal basis for the disqualification.

SPO Instructions:
Review each proposed disqualified vendor and approve or deny the agency's request for disqualification. Provide comments as necessary.