

PROCUREMENT FILE CHECKLIST - CONTRACT RENEWAL

Contractor Name: _____

Contract Title: _____

IPB #: _____

Contract Number: _____

Agency Identifier: _____

IL Procurement Code (30 ILCS 500/20-155(b))

A procurement file shall be maintained for all contracts, regardless of the method of procurement. The procurement file shall contain the basis on which the award is made, all submitted bids and proposals, all evaluation materials, score sheets and all other documentation related to or prepared in conjunction with evaluation, negotiation, and the award process. The procurement file shall contain a written determination, signed by the chief procurement officer or State purchasing officer, setting forth the reasoning for the contract award decision. The procurement file shall not include trade secrets or other competitively sensitive, confidential, or proprietary information. The procurement file shall be open to public inspection within 7 business days following award of the contract.

The contract renewal file must contain the following:

- | YES | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of Executed Contract Renewal (if over \$250,000 per fiscal year must have three signatures) |
| <input type="checkbox"/> | <input type="checkbox"/> | Screen print of contract renewal notice published on IPB |
| <input type="checkbox"/> | <input type="checkbox"/> | Screen print of renewal notice addendum(s) published on IPB |
| <input type="checkbox"/> | <input type="checkbox"/> | Procurement Policy Board (PPB) correspondence regarding renewal |
| <input type="checkbox"/> | <input type="checkbox"/> | Waiver or "No Action Taken" from PPB |
| <input type="checkbox"/> | <input type="checkbox"/> | SPO Determination Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Board of Elections Compliance |
| <input type="checkbox"/> | <input type="checkbox"/> | Political Contributions Review (Attach documentation, if applicable) |

Contractor Disclosures & Conflicts of Interest

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Disclosures & Conflicts of Interest Form(s) |
|--------------------------|--------------------------|---|

Contractor – Conflicts of Interest

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | SPO Letter or e-mail to designated individual regarding potential conflict |
| <input type="checkbox"/> | <input type="checkbox"/> | Conflict of Interest Form signed by all parties |

- Letter from Procurement Policy Board regarding the potential conflict

Subcontractor Disclosures (\$50,000 and above)

- Certifications of Subcontractor(s)
- Board of Elections Compliance
- Disclosures & Conflict of Interest form of Subcontractor(s)

Subcontractor – Conflicts of Interest (\$50,000 and above)

- SPO Letter to designated individual regarding potential conflict
- Conflict of Interest form signed by all parties
- Letter from Procurement Policy Board regarding the potential conflict
- Screen print of debt delinquency page from Comptroller’s website (if over \$10,000, per CPO Notice 2012.06)
- Copy of Late execution waiver
- Copy of Late filing affidavit
- Other: _____

Include all other substantive documents and records of communication that pertain to the procurement and any resulting contract. 44 ILL. ADMIN. CODE §1.2080(c).

Agency Rep Printed Name and Title

Agency Rep Signature attesting that all information included in file

Date