

PROCUREMENT FILE CHECKLIST – EMERGENCY

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.

EMERGENCY PURCHASE: Term shall be limited to time reasonably needed for a competitive procurement, but may NOT exceed 90 calendar days (count calendar days – do not round to three months)

SECTION 1 - CONTRACT

YES N/A

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of executed contract (if over \$250,000 per fiscal year must have three signatures) |
| <input type="checkbox"/> | <input type="checkbox"/> | Standard Certifications |
| <input type="checkbox"/> | <input type="checkbox"/> | Disclosures & Conflicts of Interest Form (\$25,000 and above) |
| <input type="checkbox"/> | <input type="checkbox"/> | Disclosure Replacement Form (\$25,000 and above) |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontractor Certifications (\$50,000 or above) |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontractor Disclosures & Conflicts of Interest Form (\$50,000 or above) |
| <input type="checkbox"/> | <input type="checkbox"/> | Board of Elections Compliance |
| <input type="checkbox"/> | <input type="checkbox"/> | Screen print of debt delinquency page from Comptroller's website (if over \$10,000 per CPO Notice 2012.06) |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of late filing affidavit |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed SPO Determination form |
| <input type="checkbox"/> | <input type="checkbox"/> | 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))

SECTION 2 – EMERGENCY – AFFIDAVITS WITH ESTIMATED COST

YES **NO**

 If Emergency has an estimated cost, then complete below; if cost is actual, then skip to Section 3

YES **N/A**

 Screen print of Contract Award Notice with Estimated Dollar Amount published on the IPB (Must publish no later than 3 business days after contract award)

 Screen print of Vendor Award Information published on IPB

 Notarized affidavit with estimated cost (If not attached to original notice, then must be published as an addendum to the notice within 10 days)

 Notice to the Auditor General (AG) reporting estimated cost (Must be sent to AG within 10 days after the procurement setting forth the amount expended)

REPORTING ACTUAL COST

YES **N/A**

 Notice to the Auditor General reporting actual cost (Must be submitted to AG immediately after actual cost is determined)

 Screen print of Addendum to the Contract Award Notice with Actual Dollar Amount published on the IPB (When the actual total cost is determined, it must be published no later than 10th day of the next succeeding month)

 Notarized affidavit with actual cost attached to the contract addendum notice

SECTION 3 - EMERGENCY – AFFIDAVITS WITH ACTUAL COST

YES **NO**

 If Emergency has actual cost, then complete below; if cost is estimated, then go back to Section 2

YES **N/A**

 Screen print of Contract Award Notice with actual dollar amount published on the IPB (Must publish no later than 3 business days after contract award)

 Screen print of Vendor Award Information published on IPB

YES **N/A**

- Notarized affidavit with actual cost attached to the contract award notice (If not attached to the original notice, must be published as an addendum to the notice within 10 days of contract award)

- Notice to the Auditor General reporting actual cost (Must be submitted to AG within 10 days after the procurement setting forth the amount expended)

SECTION 4 – UNREDACTED FILE

Create a separate file folder which may contain any documents with trade secrets or other competitively sensitive, confidential or proprietary information.

YES **N/A**

- Documentation exempt from FOIA - Proprietary, Confidential, Competitively Sensitive, or Trade Secret (i.e. e-mails, proposals, letters)

Agency Rep Printed Name and Title

Agency Rep Signature attesting that all information is included

Date

EMERGENCY EXTENSION

Determine if emergency contract requires an extension, preferably by 45 days, but no later than 60 days into the initial emergency contract term.

SECTION 5 - EMERGENCY EXTENSION – AFFIDAVIT WITH ESTIMATED COST

YES NO

If Extension is an estimated cost, then complete below; if cost is actual, then skip to Section 6

YES N/A

Screen print of Addendum to Emergency Contract Award Notice published on IPB – Action taken - “Notice of Hearing” (Must publish 14 days prior to hearing date)

Emergency Extension Justification/Disposition Form Part I signed and attached to IPB Notice of Hearing Addendum

Hearing instructions document (either on the contract award notice or as an attachment to the notice)

Other: _____

AFTER HEARING (If approved go to Section 5.1, if denied go to Section 5.2)

SECTION 5.1 – HEARING UPHELD

YES N/A

Screen print of Addendum to Emergency Contract Award Notice published on IPB – Action Taken – “Notice of Decision Upheld”

Emergency Extension Justification/Disposition Form Part II signed and attached to addendum

REPORTING ESTIMATED COST

YES N/A

Notarized Affidavit with estimated cost of emergency extension attached to the contract award notice

Notice to the Auditor General (AG) reporting estimated cost of emergency extension

REPORTING ACTUAL COST

YES N/A

Notice to the Auditor General (AG) reporting actual cost (Must submit to AG immediately after actual cost is determined)

YES N/A

- Screen print of Addendum to the Contract Award Notice with Actual Dollar Amount published on IPB (When the actual total cost is determined, it must be published no later than 10th day of the next succeeding month)
- Notarized Affidavit with actual cost attached to the contract addendum notice (NOTE: if this is not attached to award notice it must be published as an addendum to the notice within 10 days after the total cost is determined)

SECTION 5.2 – HEARING OVERTURNED

YES N/A

- Screen print of Addendum of Notice of Hearing Overturned published on IPB
- Emergency Extension Justification/Disposition Form Part II signed and attached to addendum

SECTION 6 – EMERGENCY EXTENSION – AFFIDAVIT WITH ACTUAL COST

YES NO

- If Extension is the actual cost, then complete below; if cost is estimated, then go back to Section 5

YES N/A

- Screen print of Addendum to Emergency Contract Award Notice published on IPB – Action Taken - “Notice of Hearing” (Must publish 14 days prior to hearing date)
- Emergency Extension Justification/Disposition Form Part I signed and attached to Notice of Hearing Addendum
- Hearing instructions document (either on the contract award notice or as an attachment to the notice)
- Other: _____

AFTER HEARING (If approved go to Section 6.1, if denied go to Section 6.2)

SECTION 6.1 – HEARING UPHELD

YES N/A

- Screen print of Addendum to Emergency Contract Award Notice published on the IPB – Action Taken – “Notice of Decision Upheld”

YES N/A

- Emergency Extension Justification/Disposition Form Part II signed and attached to addendum
- Notarized Affidavit with actual cost of emergency extension attached to the contract award notice
- Notice to the Auditor General reporting actual cost of the emergency extension

SECTION 6.2 – HEARING OVERTURNED

YES N/A

- Screen print of Notice of Hearing Overturned published on IPB - (Contract ends at time designated in initial emergency)
- Emergency Extension Justification/Disposition Form Part II signed and attached to addendum

Any documents with trade secrets or other competitively sensitive, confidential or proprietary information need to be filed in same folder as mentioned in Section 4.

YES N/A

- Documentation exempt from FOIA - Proprietary, Confidential, Competitively Sensitive, or Trade Secret (i.e. e-mails, proposals, letters)

Agency Rep Printed Name and Title

Agency Rep Signature attesting that all information included

Date