

PROCUREMENT FILE CHECKLIST – SOLE SOURCE

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.

YES **N/A**

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Screen print of Sole Source Notice published on IPB (published at least 14 days prior to hearing) |
| <input type="checkbox"/> | <input type="checkbox"/> | Screen print of Vendor Award Information published on IPB |
| <input type="checkbox"/> | <input type="checkbox"/> | Sole source Justification Form (Part I) executed and attached to the Notice on the IPB |
| <input type="checkbox"/> | <input type="checkbox"/> | Screen print of Addendum(s) published on IPB |
| <input type="checkbox"/> | <input type="checkbox"/> | Screen print of Cancellation of Hearing Notice published on IPB (required if no written comments or hearing request is made. Must be published 14 days after hearing notice but prior to hearing date) |
| <input type="checkbox"/> | <input type="checkbox"/> | Screen print of Sole Source Hearing Decision published on IPB |
| <input type="checkbox"/> | <input type="checkbox"/> | Sole Source Justification Form (Part II) executed and attached to the Sole Source Hearing Decision Published on IPB |
| <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"/> | Small Business Waiver |

YES **N/A**

- Board of Elections Compliance
- Political Contributions Review (Attach documentation, if applicable)
- Screen print of debt delinquency page from Comptroller's website (if over \$10,000, per CPO Notice 2012.06)
- Waiver or "No Action Taken" from Procurement Policy Board (PPB)
- Correspondence with PPB regarding waiver
- Copy of Late execution waiver
- Copy of Late filing affidavit
- Completed SPO Determination form

Contractor Disclosures & Conflicts of Interest (\$25,000 and Above)

YES **N/A**

- Disclosures & Conflicts of Interest Form
- Disclosure Replacement Form

Contractor – Conflicts of Interest (\$25,000 and Above)

- SPO Letter or e-mail to designated individual regarding potential conflict
- 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)
- Disclosures & Conflict of Interest form of Subcontractor(s)
- Disclosure Replacement Form

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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
- 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).

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 included

Date