



State of Illinois

Chief Procurement Office General Services

Matt Brown, Chief Procurement Officer

Notice 2012.07 General Services

TO: State Purchasing Officers
Agency Directors
Agency Procurement Staff
CMS Bureau of Strategic Sourcing

FROM: Matt Brown *MB*
Chief Procurement Officer General Services

CC: Procurement Compliance Monitors
Procurement Policy Board

DATE: October 25, 2011

SUBJECT: Revised Procurement Business Case Process and Involvement of State Purchasing Officers

This CPO Notice is effective October 25, 2011. By issuance of this notice, the CPO and State Purchasing Officers (SPOs) will no longer approve or advance PBCs routed through the Remedy system.

In order to address the inefficiencies of the Remedy PBC system, effective October 31, the CPO will implement a different procurement system that will be part of the Illinois Procurement Bulletin. All procurement activity will begin using the Bulletin. This more accurately reflects the requirements of the Code that all required procurement information be published in the Bulletin.

Effective immediately:

- SPOs will no longer provide approval or advancement of PBCs through the Remedy system.
- SPOs are instructed to schedule weekly meetings with agency program and procurement support staff to ensure direction of required procurement activities.
- SPOs will work with agency program and procurement support staff to ensure approval has been given before agencies proceed with any procurement related activities.

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- Agencies shall not start any procurement activity until they receive initial approval from the SPO as to such issues as source selection (use of IFB compared to RFP, emergency, sole source, small business purchase), type of contract pricing, delivery requirements, small business goals and other procurement decisions.
- The SPO will provide additional direction and guidance to agency support staff as the procurement progresses through selection of vendor and contract execution.

Further instruction for agency purchasing staff on the new procurement system will be conducted on October 31 at Capitol City Training Center, 130 Mason Street, Lower Level Conference Center, Springfield, Illinois from 9:30-11:00 a.m. Chicago-based staff can attend by video from the Thompson Center, 100 W. Randolph, Room 2-025. Agency staff with PBC involvement should attend this meeting, but because of limited space issues, agencies should send no more than two representatives. SPOs will be available for agency staff unable to attend the training as to the new requirements.

If there are any questions regarding this notice, contact the Chief Procurement Office at (217) 558-2157.

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