

**30 ILCS 500 – Illinois Procurement Code**

# Capital Procurement Summary

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## Overview

This document is intended to provide a high level overview of the requirements and compile the guides, checklists, procedures and training documents related to capital that have been drafted to assist in the changes in the procurement process that went into effect in 2010.

## Major Topics

1. Chief Procurement Officer/State Purchasing Officers
2. Prime Vendors – Definition and Requirements
3. Sub-Vendors – Definition and Requirements
4. Multi-Year Contract Renewals
5. Procurement Communication Reporting
6. Appendices
7. Links to Other Available Information/Documentation

## 1 Chief Procurement Officer/State Purchasing Officers

A Chief Procurement Officer (CPO) for Higher Education and State Purchasing Officers (SPO) have been appointed to provide independent contract oversight and may promulgate rules or policy. The CPO reports directly to the Executive Ethics Commission. The SPOs report directly to the CPO.

Currently, the CPO/SPOs review all documentation submitted for postings to the IPHEC bulletin. They may ask questions and will prevent an award from being posted until all issues are resolved. There is no time limit established for their review.

## 2 Prime Vendors

- Contractors
- Assigned Subcontractors
- Professional Services Consultants

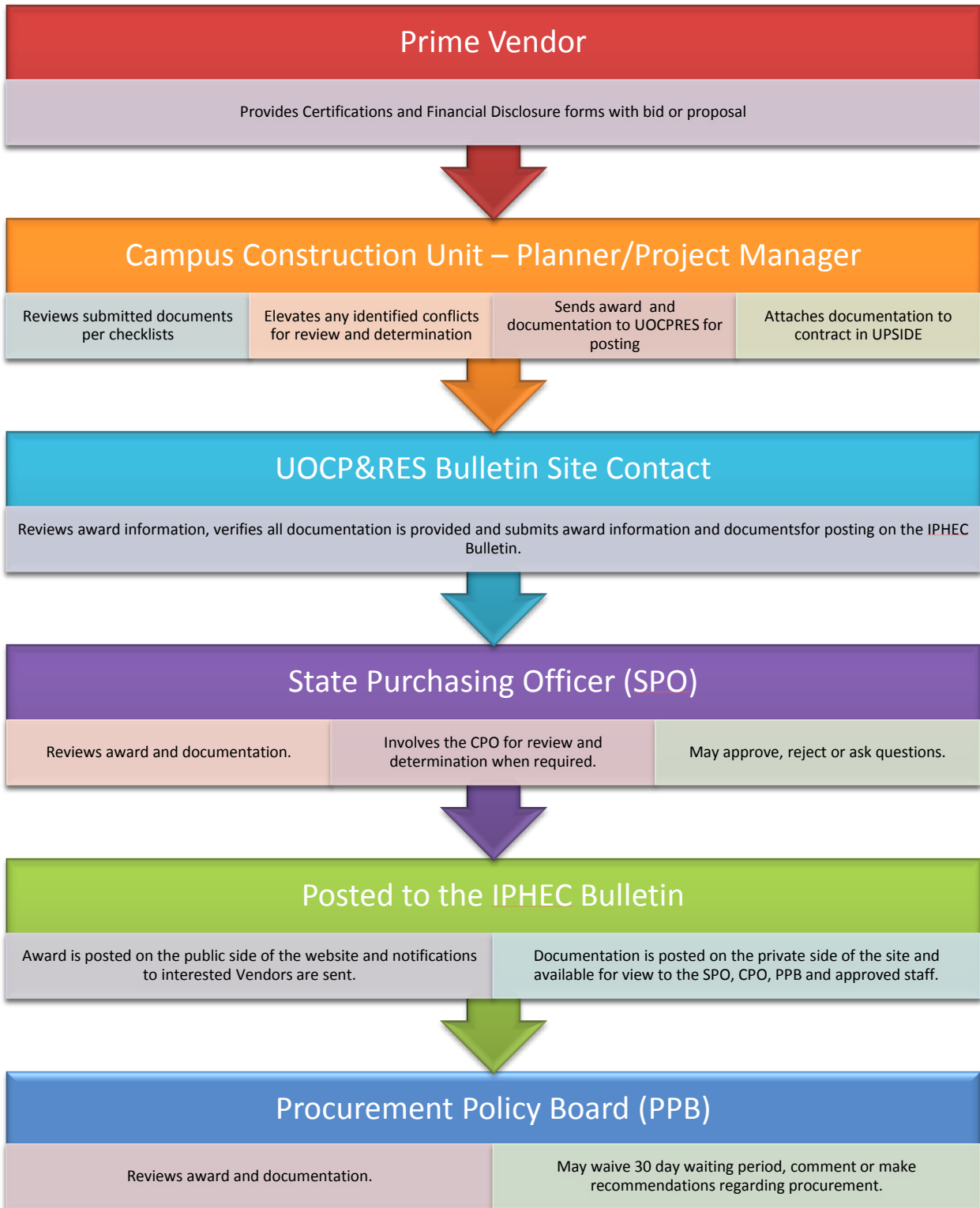
### Prime Vendor Requirements:

- Legally authorized to do business in Illinois and In good standing with the Secretary of State.
  - Verify that status is “Active” at this website: <http://www.ilsos.gov/corporatellc/>
- Provide with bid or proposal completed and signed prime vendor documents<sup>1</sup>:
  - Certifications and Statutory Requirements form.
  - Financial Disclosures and Potential Conflicts on Interest form(s).
- After contract is executed with Owner, obtain and provide within 15 days completed and signed subcontractor/subconsultant documents for subcontracts \$25,000 and over:
  - Certifications and Statutory Requirements form.
  - Financial Disclosures and Potential Conflicts on Interest form(s).
  - Copy of Subcontract.

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<sup>1</sup> While Procurement Code requires this documentation to be provided to the Chief Procurement Officer (CPO) and Procurement Policy Board (PPB) for contracts \$25,000 or greater, the documents are part of the standard Contracts and Agreements and are therefore required to be provided with all bids, proposals or contracts.

## Prime Vendor Documentation Workflow<sup>2</sup>:



<sup>2</sup> Only contracts with a value greater than or equal to the bid limit will be posted to the IPHEC Bulletin. For smaller contract values, refer to the instructions provided in the [SB 51 Guidelines Update](#).

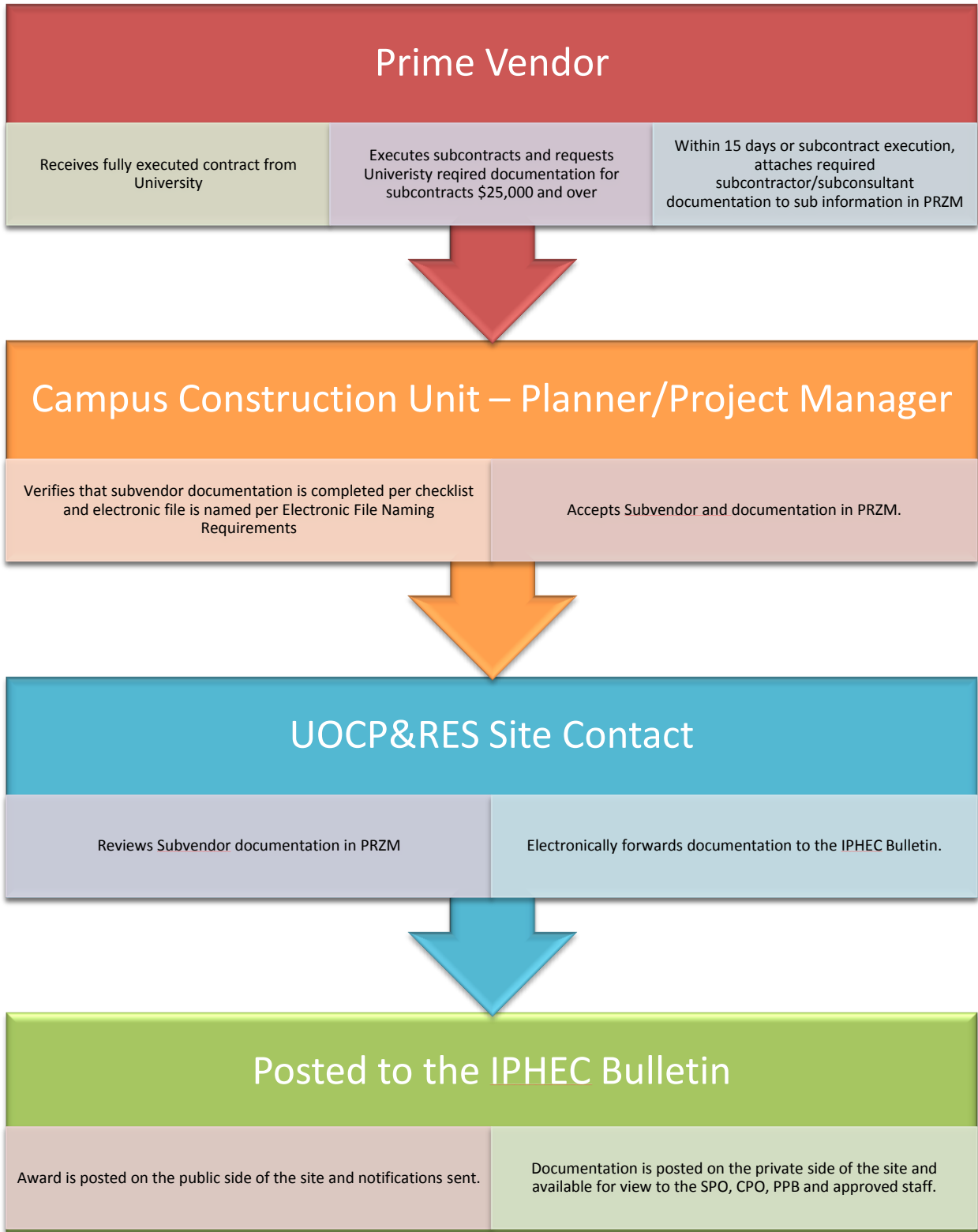
### **3 Sub -Vendors**

- Subcontractors or Subconsultants
- Have a contract directly with the Prime Vendor
- Only required for subcontract values \$25,000 or greater

#### **Sub- Vendor Requirements:**

- Provide to the Prime Contractor, completed and signed documents for subcontracts \$25,000 or greater:
  - Certifications and Statutory Requirements form
  - Financial Disclosures and Potential Conflicts on Interest form(s).
  - Copy of Subcontract

## Sub-Vendor Documentation Workflow:



## 4 Multi-year Contract Renewals

- Professional Services Consultant Retainer Contracts
- Job Order Contracts (JOC)

### Multi-year Contract Renewals Requirements

- Annually renew certifications and disclosures for multi-year contracts (Retainer and JOC) with Prime vendors (contracted directly with the University) as well as their subvendors (contracted with the Prime vendor for \$25,000 and over) by July 1 of each fiscal year starting July 1, 2011
- Refer to the [SB 51 Guidelines Update](#) for process specifics.

## 5 Procurement Communications Reporting

- Employees involved in discussions with outside vendors who impart or request material information, or make a material argument regarding potential action concerning a procurement matter (e.g., application, contract, project, or proposal), must report that written or oral communication to the Procurement Policy Board.
- All information regarding Communications Reporting is provided through the University Ethics Office

### Procurement Communications Resources

- [University Ethics Office website](#)
- [University Ethics Office FAQs](#)
- [PPB Communications Reporting website](#)
- [Online tutorial for using reporting tool](#)

## 6 Appendices – University of Illinois Tools for Compliance

1. [Planner/Project Manager Capital Procurement Process Checklist](#) (REVISED)
2. [Professional Services Consultant Advertisement Checklist](#) (EXISTING)
3. [Contractor Invitation for Construction Bid Checklist](#) (EXISTING)
4. [Frequently Asked Questions](#) (REVISED)
5. [Financial Disclosures Form Review Checklist](#) (NEW)
6. [Certifications Form Review Checklist](#) (NEW)
7. [Conflict of Interest Procedure](#) (REVISED)
8. Electronic File Naming (short version)

## 7 Links to Other Available Information/Documentation

1. [Electronic File Naming Requirements](#) and [Tutorial](#)
2. [SB51 Training Powerpoint](#) (6/2010)
3. [IPHEC Website](#) – Doing Business with Universities
4. [Illinois Procurement Code](#)