

## Procurement Procedures (updated 8/1/18)

Process	Department's Role and Responsibility	Procurement's Role and Responsibility
<b>P-Card</b>		
Under \$2,500 Commodities, Equipment, and Services	<ol style="list-style-type: none"> <li>1. Cardholders must apply for a card and attend mandatory training</li> <li>2. Ensure approval is in place and funds are available for expenditure</li> <li>3. Request competitive quotes, including Small Business, BEP and Veteran owned businesses*</li> <li>4. Ensure vendor accepts MasterCard without a fee</li> <li>5. Place order with most competitive vendor (remind vendor of tax exempt status)</li> <li>6. Review and approve purchase in PaymentNet within 1 week</li> <li>7. Maintain receipts and supporting documentation</li> <li>8. If equipment, complete Fixed Assets Tag Request Form for P-Card</li> </ol>	<ol style="list-style-type: none"> <li>1. Administer P-Card training and distribute cards</li> <li>2. Review transactions for accuracy and compliance</li> <li>3. Process weekly upload to Banner</li> <li>4. Process monthly payment</li> </ol>
<b>Request for Payment</b>		
Subscriptions, Membership Dues, Registration Fees, Conference Fees, Pre-payments, Employee reimbursements	<ol style="list-style-type: none"> <li>1. Fully Complete Request for Payment Form</li> <li>2. Include original backup documentation</li> <li>3. Include start and end dates for all Memberships/Subscriptions</li> </ol>	<ol style="list-style-type: none"> <li>1. Review for accuracy and compliance</li> <li>2. Process request for payment or employee reimbursement</li> </ol>
<b>Small Purchase</b>		
<\$100,000 for Professional and Artistic Services (P&A)	<ol style="list-style-type: none"> <li>1. Create requisition in Banner</li> <li>2. Submit proposed contract to Procurement</li> </ol>	<ol style="list-style-type: none"> <li>1. Request competitive quotes, including Small Business, BEP and Veteran owned businesses*, and all relevant backup**</li> <li>2. Negotiate, finalize contract, if applicable</li> <li>3. Issue Purchase Order</li> </ol>
<\$100,000 for Commodities, Equipment and General Services	<ol style="list-style-type: none"> <li>1. Obtain one (1) budget estimate</li> <li>2. Create requisition in Banner</li> <li>3. Submit scope of work/detailed specifications to Procurement</li> <li>4. Provide list of potential vendors</li> </ol>	<ol style="list-style-type: none"> <li>1. Request competitive quotes, including Small Business, BEP and Veteran owned businesses*, and all relevant backup**</li> <li>2. Seek appropriate approval</li> <li>3. Negotiate, finalize contract, if applicable</li> <li>4. Issue Purchase Order</li> </ol>
<b>Invitation for Bid (IFB)</b>		
≥\$100,000 for Commodities, Equipment and General Services ≥\$100,000 for Construction	<ol style="list-style-type: none"> <li>1. Obtain one (1) budget estimate</li> <li>2. Create requisition in Banner</li> <li>3. Submit scope of work/detailed specifications to Procurement</li> <li>4. Recommend price structure</li> <li>5. Provide list of potential vendors</li> <li>6. May participate in evaluation process</li> </ol>	<ol style="list-style-type: none"> <li>1. Prepare IFB</li> <li>2. Seek Small Business, BEP and Veteran owned businesses*</li> <li>3. Manage IFB process</li> <li>4. Determine responsiveness and responsibility** of vendors</li> <li>5. Seek appropriate approval</li> <li>6. Manage award process</li> <li>7. Negotiate, finalize contract, if applicable</li> <li>8. Issue Purchase Order</li> </ol>
<b>Request for Proposal (RFP)</b>		
≥\$100,000 for Professional and Artistic Services (P&A) ≥\$100,000 for other	<ol style="list-style-type: none"> <li>1. Obtain (1) budget estimate</li> <li>2. Create requisition in Banner</li> <li>3. Submit scope of work/detailed</li> </ol>	<ol style="list-style-type: none"> <li>1. Prepare RFP</li> <li>2. Identify evaluation committee members</li> <li>3. Seek Small Business, BEP and Veteran</li> </ol>

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instances when sealed bidding is not practicable	specifications to Procurement 4. Recommend price structure 5. Provide list of potential vendors 6. Participate in evaluation process	owned businesses* 4. Manage RFP process 5. Determine responsiveness and responsibility** of vendors 6. Lead evaluation process 7. Lead contract negotiations 8. Seek appropriate approval 9. Manage award process 10. Negotiate, finalize contract, if applicable 11. Issue Purchase Order
<b>Sole Source- (only one source available)</b>		
$\geq$ \$100,000 for Professional and Artistic Services (P&A) $\geq$ \$100,000 for other instances when sealed bidding is not practicable	1. Create requisition in Banner 2. Submit Sole Source Justification Form to Procurement electronically 3. Submit proposed contract to Procurement	1. Review Sole Source Justification Form 2. Search Market for possible sources 3. Obtain quote and all relevant back up** 4. Seek appropriate approval 5. Manage Sole Source process 6. Negotiate, finalize contract, if applicable 7. Issue Purchase Order
<b>Quality Based Selection (QBS)</b>		
$>$ \$25,000 (to include all phases of an entire project) for Architect and Engineer Design Services	1. Obtain Proposal 2. Create Requisition in Banner 3. Submit any proposed contract to Procurement	1. Review contract and all relevant backup** 2. Negotiate, finalize contract, if applicable 3. Issue Purchase Order
$\leq$ \$25,000 for Architect and Engineer Design Services	1. Create requisition in Banner 2. Submit QBS document which includes request for qualifications (including construction budget), submittal requirements, selection criteria to Procurement 3. Provide list of potential vendors 4. Participate in evaluation process 5. Negotiate and initiate contract	1. Prepare QBS document 2. Manage QBS process 3. Oversee evaluation process 4. Determine responsiveness and responsibility of vendors 5. Seek appropriate approval 6. Manage award process 7. Finalize contract 8. Issue Purchase Order

\*To seek BEP and Veteran owned business, see <https://cms.diversitycompliance.com/> , under BEP and/or VBP Certification Directory.

### \*\*State of Illinois Requirements

- **Certification Pages/Form A:**

**Department of Human Rights Number (Form A, #2)**

- Vendors must have a completed registration or provide proof of application before the bid/RFP opening, if applicable.

**State Board of Election Registration (Form A, #3.31)**

- Vendors must have a completed registration with the State Board of Elections before the bid/RFP opening, if applicable.

**Secretary of State Registration (Form A, #3.32)**

- Vendors must have a completed registration with the Illinois Secretary of State and be authorized to transact business or conduct affairs in Illinois prior to the execution of the contract.

**Disclosure of Business Operation in Iran (Form A, #4)**

- This section must be responded to as part of the bid/RFP submission for the proposal to be considered responsive.

- **Vendor Financial Disclosures/Form A:**

**Financial Disclosures and Conflicts of Interest (Form A, #5)**

- This form needs to be completed and signed as part of the bid/RFP submission in order for the proposal to be considered responsive, if applicable.

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### **Stringing:**

Dividing or planning procurements to avoid use of competitive procedures (stringing) is prohibited. Periodic purchases of similar supplies from several different vendors to maintain inventory is not stringing unless the purchases are planned to avoid use of competitive procedures (44 Ill. Admin. Code 4.2050.t).

If it is apparent that the department did know or should have known of the additional requirement which resulted in additional orders or stringing, the remainder of the project may require formal Sealed Bids. The Financial Manager may be contacted for a letter explaining the situation.

If there are planned purchases that total over the bid limit, those are to be bid. If you are concerned about transactions having the appearance of stringing, you should contact the Department of Procurement, Disbursements and Contract Services.

If the procurement involves a multi-phase process or separate funding sources and the information is available, solicitations may be structured to fit extended funding possibilities. It is important that the vendors be made aware of funding limitations via the solicitation documents. The possibility of a phased schedule option could be built into the requirements of the solicitation. It is important that the department make the buyer aware of these special requirements so the price evaluation is structured for the inclusion of phased purchases.

Per the Criminal Code of 2012, a person commits unlawful stringing of bids when he or she, with the intent to evade the bidding requirements of any unit of local government or school district, knowingly strings or assists in stringing or attempts to string any contract or job order with the unit of local government or school district. Sentence-Unlawful stringing of bids is a Class 4 felony (720 ILCS 5/33E-18).

### **Change Orders:**

Per the Criminal Code of 2012, Change Orders shall be authorized in writing. Work described in any Change Order cannot begin until it has been made in writing and approved by the proper designee (720 ILCS 5/33E-9 & 30 ILCS 500/15-25b-5).