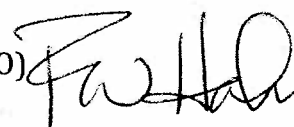




CHIEF PROCUREMENT OFFICE
Fred Hahn, Capital Development Board

CPO Notice #5
Capital Development Board

TO: Capital Development Board Staff
FROM: Fred Hahn, Chief Procurement Officer (CPO) 
DATE: January 31, 2012
SUBJECT: Determinations of Non-Responsiveness and Non-Responsibility

This CPO Notice is effective as of the above date. By issuance of this notice, the Chief Procurement Officer (CPO) is requiring State Purchasing Officers (SPO) to review any determination by CDB which finds a bidder or offeror to be non-responsive or not responsible. The SPO review will occur prior to the CPO's Office approval to post the Recommendation To Award (RTA).

Responsiveness and Responsibility

The definition of a responsive bidder under the Illinois Procurement Code (30 ILCS 500/1-15.85) states that:

"A responsive bidder is a person who submits a bid that conforms in all material aspects to the invitation for bid." Bids and offers are required to be evaluated based on the requirements set forth in the solicitation documents.

The definition of a responsible bidder or offeror under the Illinois Procurement Code (30 ILCS 500/1-15.85) states that:

"A responsible bidder or offeror means a person who has the capability in all respects to perform fully the contract requirements and the integrity and reliability that will assure good faith performance. A responsible bidder or offeror shall not include a business or other entity that does not exist as a legal entity at the time a bid or proposal is submitted for a State contract."

Responsiveness and Responsibility are also applicable to Architect/Engineering (A/E) firms who submit proposals in response to requests for offers.

This CPO Notice requires that any determination by CDB to declare a bidder or offeror non-responsive or non-responsible shall be in writing, on agency letterhead, dated, and signed by an



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agency head or designee. CDB's submittal shall contain the factual basis for the determination, and provide reference to the appropriate statute, rule, or provision of the solicitation relied upon by the CDB in making its determination. The SPO shall in writing approve or disapprove the determination of non-responsiveness and/or responsibility. If approved, CDB shall then issue the determination to the bidder or offeror. The signed determination, including the agency request for review and all supporting documents or memorandum, shall be made part of the procurement file.

Attached to this notice is a form that may be used by agencies in making request to an SPO for a review of determination of non-responsiveness or non-responsibility.

Questions regarding this Notice should be emailed to CDB.CPO@Illinois.gov or call 217 558 2156.

{AGENCY LETTERHEAD}

DETERMINATION OF NON-RESPONSIVENESS

CDB requesting to declare a bidder or offeror non-responsive or not responsible shall make the request in writing to the State Purchasing Officer. The request shall be on agency letterhead, dated, and signed by the agency director or designee. Please see CPO Notice #5.

1. CDB Project Number: Click here to enter text.

1.1 Date Solicitation Posted: Click here to enter text.

1.2 Date Solicitation Due:

2. CDB Requestor

2.1. Name: Click here to enter text.

2.2 Title: Click here to enter text.

2.3 Signature: _____

2.4 Date: Click here to enter text.

3. Non-Responsive Vendors

The below vendors were determined to be non-responsive in their bids or offers based on the reasons provided.

3.1. Vendor #1

3.1.1. Name of Vendor #1: Click here to enter text.

3.1.2. Factual Basis for Disqualification #1: Click here to enter text.

3.1.3. Statute/Rule/Solicitation Requirement Basis for Disqualification: Click here to enter text.

3.1.4. SPO Approval/Denial: Choose an item.

3.1.5. SPO Comments: Click here to enter text.

3.2. Vendor #2

3.2.1. Name of Vendor #2: Click here to enter text.

3.2.2. Factual Basis for Disqualification #2: Click here to enter text.

3.2.3. Statute/Rule/Solicitation Requirement Basis for Disqualification: Click here to enter text.

3.2.4. SPO Approval/Denial: Choose an item.

3.2.5. SPO Comments: Click here to enter text.

3.3. Vendor #3

3.3.1. Name of Vendor #3: Click here to enter text.

3.3.2. Factual Basis for Disqualification #3: Click here to enter text.

3.3.3. Statute/Rule/Solicitation Requirement Basis for Disqualification: Click here to enter text.

3.3.4. SPO Approval/Denial: Choose an item.

3.3.5. SPO Comments: Click here to enter text.

4. Provide additional pages and supporting documentation if necessary.

{AGENCY LETTERHEAD}

DETERMINATION OF NON-RESPONSIBILITY

CDB requesting to declare a bidder or offeror non-responsive or not responsible shall make the request in writing to the State Purchasing Officer. The request shall be on agency letterhead, dated, and signed by the agency director or designee. Please see CPO Notice #5.

1. CDB Project Number: Click here to enter text.

1.1 Date Solicitation Posted: Click here to enter text.

1.2 Date Solicitation Due:

2. CDB Requestor

2.1. Name: Click here to enter text.

2.2 Title: Click here to enter text.

2.3 Signature: _____

2.4 Date: Click here to enter text.

3. Not-Responsible Vendors

The below vendors were determined to be not-responsible in their bids or offers based on the reasons provided.

3.1. Vendor #1

3.1.1. Name of Vendor #1: Click here to enter text.

3.1.2. Factual Basis for Disqualification #1: Click here to enter text.

3.1.3. Statute/Rule/Solicitation Requirement Basis for Disqualification: Click here to enter text.

3.1.4. SPO Approval/Denial: Choose an item.

3.1.5. SPO Comments: Click here to enter text.

3.2. Vendor #2

3.2.1. Name of Vendor #2: Click here to enter text.

3.2.2. Factual Basis for Disqualification #2: Click here to enter text.

3.2.3. Statute/Rule/Solicitation Requirement Basis for Disqualification: Click here to enter text.

3.2.4. SPO Approval/Denial: Choose an item.

3.2.5. SPO Comments: Click here to enter text.

3.3. Vendor #3

3.3.1. Name of Vendor #3: Click here to enter text.

3.3.2. Factual Basis for Disqualification #3: Click here to enter text.

3.3.3. Statute/Rule/Solicitation Requirement Basis for Disqualification: Click here to enter text.

3.3.4. SPO Approval/Denial: Choose an item.

3.3.5. SPO Comments: Click here to enter text.

4. Provide additional pages and supporting documentation if necessary.