

TRAINING TUESDAYS

10/22/2019

- **New RFP Job Aids were posted last Friday**
- **Edit to Small Purchase Job Aid**
- **Informal Bid check box**
- **Financial Disclosures - Step 7 clarification**
- **Reminder: do not change attachments to “Confidential” at P.O. that should remain public (i.e. Sole Source Hearing documents, Emergency Statements, etc.)**
- **Monthly BidBuy Training will be offered soon**
- **CPO-GS Calendar link to Training Tuesdays**

EDIT TO SMALL PURCHASE JOB AID

	BID		
Bid	<input checked="" type="checkbox"/> General Tab	<input checked="" type="checkbox"/> Type Code: 95 – Small Purchase <input checked="" type="checkbox"/> Bid Available Date: Select <input checked="" type="checkbox"/> Bid Opening Date: Per Agency Process <input checked="" type="checkbox"/> Purchase Method: Open Market <input checked="" type="checkbox"/> Info Contact: Complete <input checked="" type="checkbox"/> Pre-bid Conference: Select if needed <input checked="" type="checkbox"/> Bulletin Description: Enter <i>If sole source conditions exist, include: Small Purchase with Sole Source Conditions</i> <i>If emergency conditions exist, include: Small Purchase with Emergency Conditions</i> <input checked="" type="checkbox"/> SPO Name: Enter <input checked="" type="checkbox"/> Is this a Small Business Set-Aside <u>Procurement?</u> : Yes/ <u>No</u> <u>Note: if Sole Source or Emergency conditions exist, select No.</u> <input checked="" type="checkbox"/> Sole Source Condition or Emergency Condition ONLY: Electronic Response: Uncheck Rolling Enrollment: Check Note: Rolling Enrollment allows for quotes to be entered prior to Bid Opening Date	Agency



FORMAL VS. INFORMAL BIDS

- Formal bids follow the traditional format of: post the bid, vendors produce sealed quotes, when the opening date arrives – open the bid and read the quotes. The quotes are secret and can only be touched by the vendor who submits it (they can edit or withdraw it any time before the bid opening date.) The sealed bids cannot be opened by the agency prior to the opening date.
- Informal bids, on the other hand, follow the format of: post the bid (as an informal bid), vendors produce quotes that are not sealed and can be seen by the agency in real time.
- **Important:** If Informal Bid is checked, the state **cannot** make documents attached to quotes confidential.
- Best Practice is to leave the Informal Bid box UNCHECKED

FINANCIAL DISCLOSURES – STEP 7 CLARIFICATION

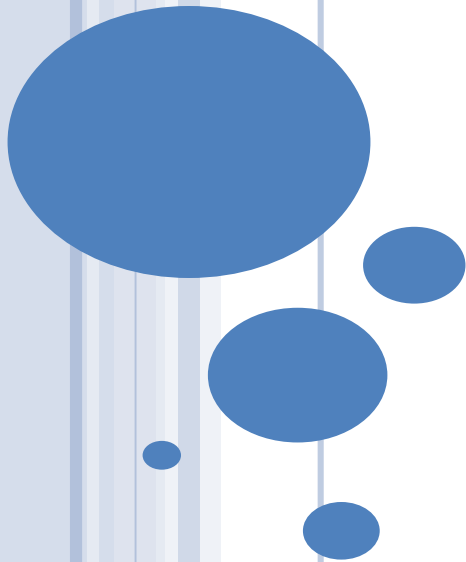
STEP 7
POTENTIAL CONFLICTS OF INTEREST
RELATING TO DEBARMENT & LEGAL PROCEEDINGS
(Complete only if bid, offer, or contract has an annual value over \$50,000)
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

This step must be completed for each **person** disclosed in Step 2, Option A, Step 3, and for each entity and sole proprietor disclosed in Step 1.

§ 1-15.55. Person. “Person” means any business, public or private corporation, partnership, individual, union, committee, club, unincorporated association or other organization or group of individuals, or other legal entity.

MONTHLY BIDBUY TRAINING

- **Will take place at the CDB computer lab at the Stratton Building**
- **More details coming soon!**





CALENDAR OF EVENTS

TRAINING TUESDAYS: PROCUREMENT TRAINING AND SO MUCH MORE.

THESE WEBINARS ARE INTENDED FOR STATE *PROCUREMENT STAFF*. A VARIETY OF TOPICS WILL BE COVERED FROM WEEK TO WEEK. WE ENCOURAGE YOU TO JOIN US TUESDAY MORNINGS TO GET USEFUL INFORMATION NOT AVAILABLE ANYWHERE ELSE.

TO PARTICIPATE, CLICK

HERE: [HTTPS://ILLINOIS.WEBEX.COM/ILLINOIS/J.PHP?MTID=MABFE938C8E62FEE77C3D8D1E72625E56](https://illinois.webex.com/illinois/j.php?MTID=MABFE938C8E62FEE77C3D8D1E72625E56)

OCCURS EVERY TUESDAY 9:00 AM TO 9:30 AM

PLEASE EMAIL DAVID.LITRELL@ILLINOIS.GOV IF YOU HAVE ANY QUESTIONS.

<https://www2.illinois.gov/cpo/general/pages/events.aspx>

WHAT WILL WE DISCUSS ON TRAINING TUESDAYS?

- CPO Notices
- CPO Memos
- New Forms, processes, etc.
- BidBuy Training – updates to the system
- Procurement Training
- Helpful Tips
- And More!



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QUESTIONS?

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