

TRAINING TUESDAYS

11/19/19

- **Cancelling/rebidding clarification**
- **New Training email: CPOGS.Training@Illinois.gov**
- **Monthly BidBuy Training – new January dates added**
- **Job Aid updates: IFB**
- **Fun Fact**

CANCELLING SMALL PURCHASES

- No requirements for cancelling a Small Purchase in Procurement Code/Rules
- Follow the Small Purchase Job Aids
 - If an agency would like to add a Bid Amendment to cancel (as a courtesy to vendors), that's perfectly ok. However, it is not a requirement.
 - Reminder: only for small purchases \$10,000 and Above, since Less Than \$10,000 wouldn't go to the Bid Stage



SECTION 1.2040 CANCELLATION OF SOLICITATIONS; REJECTION OF BIDS OR PROPOSALS

A) POLICY

ANY SOLICITATION MAY BE CANCELLED BEFORE OR AFTER OPENING WHEN THE SPO DETERMINES CANCELLATION TO BE IN THE STATE'S BEST INTEREST. AN SPO MAY REQUEST THAT A STATE AGENCY PROVIDE ANY INFORMATION TO ASSIST THE SPO IN REACHING A DETERMINATION OF WHETHER CANCELLATION IS IN THE STATE'S BEST INTEREST. NOTHING SHALL COMPEL THE AWARD OF A CONTRACT.

Any solicitation may be cancelled before or after opening when the SPO determines cancellation to be in the State's best interest.

To cancel a Bid:

Stage	Tab	Task	Who
Create a Bid Amendment to cancel and notify vendors	Amendments Tab	<ul style="list-style-type: none">Create Bid AmendmentComment Box: briefly explain the reason for cancellation and that an opportunity will be given to compete on any re-solicitation of similar supplies or services.Save & ContinueNotify SPO to Apply the Amendment **	Agency
	Amendments Tab	<ul style="list-style-type: none">Click Amendment numberVerify Show to Vendor OptionApply Bid Amendment	SPO



NEW TRAINING EMAIL ADDRESS

CPOGS.TRAINING@ILLINOIS.GOV

- Please use this email address for scheduling/registering any future trainings



MONTHLY BIDBUY TRAINING – NEW DATES ADDED

- Wednesday, January 8th 10:00am – 3:30pm
- Wednesday, January 22nd 10:00am – 3:30pm
- CDB computer lab @ Stratton Building (Room 320)
- Perfect for those new to BidBuy
- What will be covered?
 - General Navigation, Releases Off Masters, Small Purchases, workflow in BidBuy
- Cpogs.training@Illinois.gov to register



JOB AID UPDATED: IFB 20.2

- Delete Renewal Options at PO in Items Tab

PURCHASE ORDER			
Process PO	✓ Summary Tab	✓ New PO Hyperlink to View PO	Agency
	✓ General Tab	Complete Required Fields, including: ✓ TYPE CODE: 10 A – Competitive Sealed Bidding ✓ PO TYPE: Open Market 📄 Blanket (SAP Only - when syncing with SAP) ✓ CURRENT FISCAL YEAR: Choose ✓ Save & Continue	Agency
	✓ Items Tab	✓ Delete any Renewal Items <i>Note: this PO is for the initial term only</i>	Agency

- Cancelling

To cancel a Bid:

Stage	Tab	Task	Who
Create a Bid Amendment to cancel and notify vendors	✓ Amendments Tab	✓ Create Bid Amendment ✓ Comment Box: briefly explain the reason for cancellation and that an opportunity will be given to compete on any re-solicitation of similar supplies or services. ✓ Save & Continue ✓ Notify SPO to Apply the Amendment **	Agency
	✓ Amendments Tab	✓ Click Amendment number ✓ Verify Show to Vendor Option ✓ Apply Bid Amendment	SPO



FUN FACT

On this day in 1863, Lincoln delivers his famous Gettysburg Address



THE GETTYSBURG ADDRESS

November 19, 1863

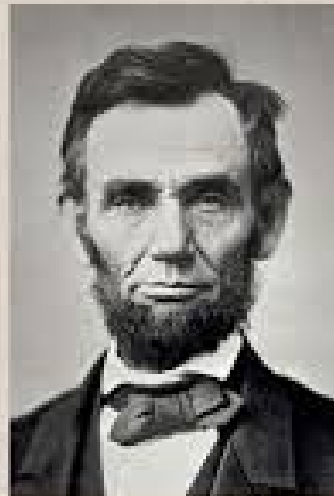
At the Dedication of the Soldiers' National Cemetery in Gettysburg, Pennsylvania

Four score and seven years ago our fathers brought forth on this continent, a new nation, conceived in Liberty, and dedicated to the proposition that all men are created equal.

Now we are engaged in a great civil war, testing whether that nation, so conceived, and so dedicated, can long endure. We are met on a great battle-field of that war. We have come to dedicate a portion of that field, as a final resting place for those who here gave their lives that that nation might live. It is altogether fitting and proper that we should do this.

But, in a larger sense, we can not dedicate — we can not consecrate — we can not hallow — this ground. The brave men, living and dead, who struggled here, have consecrated it, far above our poor power to add or detract. The world will little note, nor long remember what we say here, but it can never forget what they did here. It is for us the living, rather, to be dedicated here to the unfinished work which they who fought here have thus far so nobly advanced. It is rather for us to be here dedicated to the great task remaining before us — that from these honored dead we take increased devotion to that cause for which they gave the last full measure of devotion — that we here highly resolve that these dead shall not have died in vain — that this nation, under God, shall have a new birth of freedom — and that government of the people, by the people, for the people, shall not perish from the earth.

Abraham Lincoln



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!



Cpogs.training@Illinois.gov



QUESTIONS?

9