

TRAINING TUESDAYS

12/10/19

- **BidBuy v.15 “Sneak Peek”**
- **New Required Field in BidBuy: “Notice of Award Amount”**
- **Sole Source Hearing Information Form**
- **BidBuy Monthly Training – new dates added (1/16 and 1/29)**
- **Reminder: All Releases Off Masters go in BidBuy**
- **Fun Fact**

BIDBUY v15 is COMING SOON!

- Go-Live will be early 2020
- Testing is underway
- Training will be forthcoming on changes
- All agencies will go live on the same date



NEW FIELD IN BIDBUY – AT PO STAGE

- “Notice of Award Amount”: this includes all Renewal terms. It should match the NOA attached at the Bid.
- Note: Small Purchases do NOT require a Notice of Award, but this field will still be required for reporting purposes.
- Required Field beginning December 16th

| | |
|--|--|
| SAP Vendor Number * : | <input type="text"/> |
| Full SAP Contract Value * : | <input type="text"/> |
| Notice of Award Amount : | <input type="text"/> |
| No-Cost Contract? : | No ▼ |
| Release Begin Date : (MM/DD/YYYY) | <input type="text"/>  |
| Release End Date : (MM/DD/YYYY) | <input type="text"/>  |
| Is there a BEP/VBP Participation Goal? : | ▼ |
| BEP Goal Percentage : | <input type="text"/> |
| VBP Goal Percentage : | <input type="text"/> |



SOLE SOURCE HEARING DETAILS FORM

- REMINDER: this form needs to be attached to the Bid when submitting for approval
- It can be found on the CPO-GS site here:
<https://www2.illinois.gov/cpo/general/Documents/2018.0606%20Sole%20Source%20Hearing%20Details%20Form%20V.18.1.pdf>



MONTHLY BIDBUY TRAINING – NEW DATES ADDED

- Thursday, January 16th 10:00am – 3:30pm
- Wednesday, January 29th 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



FUN FACT – DECEMBER 10TH

- Today is (most likely) the day you saw BidBuy version 15 for the first time...



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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