

TRAINING TUESDAY

02/04/2020

- **State Agency Small Purchase Designation Memo**
- **BidBuy Monthly Training v15 – (2/13)**
- **Fun Fact of the Day**

SMALL PURCHASE DESIGNATION MEMO

- Provides the written determination (required by Code) for small purchases less than \$10,000
- 30 ILCS 500/20-155 (c):
 - “The procurement file shall contain a written determination, signed by the chief procurement officer or State purchasing officer, setting forth the reasoning for the contract award decision.”
- This must be attached in BidBuy for small purchases less than \$10,000
- Note: this does NOT apply to Releases Off Master Contracts





CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

STATE AGENCY SMALL PURCHASE DESIGNATION

This serves as documentation of procurement authority designated to the Agency by the State Purchasing Officer (SPO). The Agency shall conduct all activities and functions necessary to execute small purchase procurements in accordance with CPO Notice 2018.05 and the instructions and direction stated below.

As State Purchasing Officer, I hereby authorize the Agency to conduct small purchases as described in the attached documents *Small Purchase Process and Procedures* and *Small Business Set-Aside Program Waiver*. This authority shall remain in effect if a new SPO or a new Agency Head is assigned to the Agency. This designation shall remain subject to CPO-GS and SPO authority, and may be revoked by the CPO-GS or SPO at any time. Any such revocation shall be in writing.

SPO Signature:

SPO Printed Name:

Jeffrey Schukai

Date:

5/1/18

Agency Head Approval:

As chief executive officer for the undersigned Agency, I accept the authority granted in this designation and agree to comply with its terms.

Agency Head Signature:



MONTHLY BIDBUY TRAINING V15

- Thursday, February 13th 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 OF THE DAY— FEBRUARY 4TH

- **2004 - Facebook is launched as "TheFacebook.com"**



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QUESTIONS?

6