

TRAINING TUESDAY

03/03/2020

- **Follow up on a question from last week**
- **Marking documents “Confidential” at PO that were “Show to Vendor” at the Bid**
- **Using Zip Files to attach multiple documents**
- **New BidBuy Monthly Training: Thursday March 19th**
- **FAQ segment: How long to bid out Small Purchases?**
- **Emergency and Emergency Extension**
- **Fun Fact of the Day**

FOLLOW UP ON A QUESTION FROM LAST WEEK

- Question involved cancelling a Bid via Bid Amendment
- Bid Amendment will not allow you to change the Description (title)
 - For example, you cannot do a bid amendment to add “Cancelled” to the description



DOCUMENTS THAT SHOULD BE SHOWN TO THE PUBLIC AT THE BID SHOULD NOT BE MARKED CONFIDENTIAL AT THE PO

- For example: Sole Source Justification Form or Emergency Purchase Statement
- If documents are made “Confidential” at the PO, it can no longer be viewed by the public at the Bid.

Show Vendor
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

Attachments	Document	Show to Vendor	Agency
	SSJF part I signed by SPO with Bid Number on each page of SSJF	Yes	
	Sole Source Hearing Details Form	Yes	
	Sole Source Vendor Letter if received	Yes	
	Agency specific forms	No	
	Any communications for the file	No	



USING ZIP FILES

- Normally you can only attach one document at a time in BidBuy
- You may attach a zip file to attach multiple documents at one time
 - Note: do NOT use this method for documents that need to be marked Show to Vendor.
- Most likely used for RFPs that have a lot of attachments being attached at one time.



BIDBUY MONTHLY TRAINING

- Thursday, March 19th 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



FAQ SEGMENT: “HOW LONG SHOULD SMALL PURCHASES BE BID OUT?”

- Vendors should have 3-5 days to provide quotes for small purchases.
- Please note when submitting for approval:
 - allow for the bid to make it through approval paths and be published for 3-5 days. (this will apply to Small Purchases \$10,000 and over. Under \$10,000 won't have approval paths until after quotes are received)



WHEN IS AN EMERGENCY APPROPRIATE?

- Threat to public health or safety
- Immediate expenditure is necessary for repairs to State property in order to protect against further loss or damage to State property
- Prevent or minimize serious disruption in critical State services that affect health, safety, or collection of substantial State revenues
- To ensure the integrity of State records.

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WHAT IS REQUIRED IN AN EMERGENCY PROCUREMENT?

- Emergency Statement
- Notification to Auditor General
- BidBuy Notice
- Cannot exceed 90 days (without Emergency Extension Hearing)

CAN AN EMERGENCY BE EXTENDED BEYOND 90 DAYS?

- Notification of hearing must be published in BidBuy 14 days prior to public hearing
- In addition to standard emergency procedures an Emergency Extension Justification Form must be completed
- Unlike sole source, this hearing will occur regardless of public interest
- Extension should be long enough to complete project

FUN FACT – MARCH 3RD

- The Buy American Act passed in 1933 by Congress and signed by President Hoover on his last full day in office (March 3, 1933), required the United States government to prefer U.S.-made products in its purchases.
- limits the purchase of foreign end products and the use of foreign construction materials by establishing price preferences for domestic offers.



MARCH FUN FACT - MARCH IS NATIONAL PROCUREMENT MONTH



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QUESTIONS?

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