

TRAINING TUESDAY

03/24/2020

- **COVID-19 Notes**
- **Issue Identified – Returned Bids can't be processed the same day**
- **New Job Aid alert: No Cost, Farm Leases and Concessions, and Contract Upload**
- **New BidBuy Training Tuesday Series**
- **Fun Fact of the Day**

A FEW NOTES REGARDING COVID-19 AND HOW IT AFFECTS AGENCY PROCUREMENT

- The Executive Ethics Commission and CPO's office has an emergency preparedness plan in place:
- SPOs have been directed to work from home, but this shouldn't disrupt any procurement processes:
 - BidBuy - SPOs can provide all approvals per usual.
 - Email, WebEx, Cell phone



A FEW NOTES REGARDING COVID-19 AND HOW IT AFFECTS AGENCY PROCUREMENT (CONT'D)

- Bid openings – Flexibility is the key here and will depend upon your agency. Specific questions? Please contact SPO/APO
- When scheduling please consider the following - Will someone be there to accept paper submissions?
- Scheduled Hearings - The Chief Procurement office will continue to hold sole source and emergency extension hearings, except they will take place via WebEx. If this applies to any currently scheduled hearings information will be sent out with revised contact information.



A FEW NOTES REGARDING COVID-19 AND HOW IT AFFECTS AGENCY PROCUREMENT (CONT'D)

- Pre-submission conferences – These can be handled virtually only if they are not mandatory. This may vary from one agency to another – case by case basis
- Contact APO/SPO

- **REMEMBER: Procurement Code and Rules Still Apply**



ISSUE IDENTIFIED – BIDBUY TIME STAMP

- When a Bid is disapproved, BidBuy is timestamping it 12:00am. So, it is not allowing you to resubmit for approval the same day.
- Only Bids. Reqs and PO's are operating per usual.
- Issue has been identified and no need to contact State User
- BidBuy team is working with Periscope on a fix today, but the system will most likely have downtime tonight. The exact time will be communicated via “News” items this afternoon.



NEW JOB AID ALERT

- No Cost, Farm Leases and Concessions
- Contract Upload (Legacy Contracts)



NEW BIDBUY TRAINING SERIES

- Immediate future, in lieu of the in-person trainings we normally offer
- Will immediately follow the normal Training Tuesday content
- Each week, a different procurement method will be addressed.
 - This week: Small Purchase Under \$10,000 (including SBSP waiver)



FUN FACT: ON THIS DAY

- 2005 - *The Office* premiered on NBC



David.Littrell@Illinois.gov



QUESTIONS?

9