

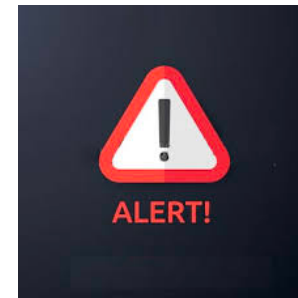
TRAINING TUESDAY

04/28/2020



- **Change Order Notice Form - New**
- **Emergency Extension Hearings**
- **Do NOT make questions mandatory in Line Items**
- **Weekly Resource Highlight: SBSP Docs**
- **Reminder: FY-end is right around the corner**
- **Fun Fact of the Day**
- **BidBuy Activity: Contract Change Order**

NEW FORM ALERT : CHANGE ORDER NOTICE FORM



- New form will provide consistency across all agencies and SPOs while ensuring compliance with Procurement Code and Criminal Code



CHIEF PROCUREMENT OFFICE
Ellen H. Daley, General Services

Change Order Notice

44 Ill. Adm. Code 1.1525(h) requires notice of renegotiated contracts and change orders that increase the cost of a contract by more than \$10,000 or the time of completion by a total of 30 days or more to be posted on the Bulletin/BidBuy for 14 days.

This Change Order Notice provides detail as to why the change order is needed and, pursuant to Section 33E-9 of the Criminal Code, that the the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed or the change is germane to the original contract as signed. Change orders are defined by Section 1-15.12 of the Procurement Code and Section 1.2067 of the CPO-GS' Administrative Rules.



EMERGENCY EXTENSION HEARINGS



- Will occur on Wednesday afternoons at 1pm, directly preceding Sole Source Hearings
- Any hearings currently scheduled will continue as planned.
- No other changes to the Emergency Extension Hearing process



BIDBUY SYSTEM ISSUE: MANDATORY QUESTIONS IN LINE ITEMS TAB

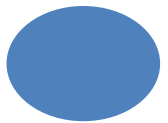
- We have discovered an issue with questions deemed mandatory on Line Items Tab
 - It's not allowing Vendors to answer the questions and so they cannot submit the quote.
- BidBuy team is working with Periscope to get it resolved.
- Please note: the Header Questions Tab is working correctly as usual.
 - (You will use the Header Questions Tab for RFPs).



REMINDER



Fiscal Year-end is right around the corner



WEEKLY RESOURCE HIGHLIGHT – SBSP DOCS



- <https://www2.illinois.gov/cpo/general/Pages/SBSPSmallPurchaseForms.aspx>
- Small Business Set Aside Waiver
- Small Purchase w/Sole Source Conditions Form



FUN FACT: APRIL 21ST

1963 - The **Beatles** and the **Rolling Stones** met for the first time at the Crawdaddy Club in Richmond, England. The Rolling Stones opened show.



BIDBUY ACTIVITY: CONTRACT CHANGE ORDER



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QUESTIONS?

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