



TRAINING TUESDAY

10/15/19:

SMALL PURCHASE PROCESS

[CPO Notice 2018.10](#)

STATE AGENCY SMALL PURCHASE DESIGNATION – IT'S IMPORTANT!

- Each State agency shall have a signed *State Agency Small Purchase Designation* document on file with the Chief Procurement Office before using the small purchase procedures described below in Conditions #1, #2, #3 and #4.
- No Designation document = Agency shall follow the procedures as described in #8





SMALL PURCHASE DESIGNATION

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 2018.10.

As State Purchasing Officer, I hereby authorize the Agency to conduct small purchases as described in CPO Notice 2018.10, BidBuy manuals for small purchasing, 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, SPO, or Agency Director at any time. Any such revocation shall be in writing.

SPO Signature: _____

SPO Printed Name: _____

Date: _____

Agency Head Approval:

Agency Name: _____

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: _____

Agency Head Printed Name: _____

Date: _____

Effective Date: _____



§ 20-155. SOLICITATION AND CONTRACT DOCUMENTS.

- (c) A procurement file shall be maintained for all contracts, regardless of the method of procurement. The procurement file shall contain the basis on which the award is made, all submitted bids and proposals, all evaluation materials, score sheets and all other documentation related to or prepared in conjunction with evaluation, negotiation, and the award process. 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.



#1 SMALL PURCHASES LESS THAN \$2,000

- These procurements are not set-aside for small businesses.
- The State Agency may source a single SBSP or non-SBSP vendor.
- No SBSP waiver is required.
- No SPO involvement is required.
- The executed State Agency Small Purchase Designation memo serves as the written determination for awarding the contract.



#2 SMALL PURCHASE GENERAL FROM \$2,000 TO \$10,000

- These procurements are set-aside for small businesses.
- General Small Purchases are procurements when neither emergency nor sole source conditions exist.
- The State Agency may source a single SBSP vendor.
- All SBSP vendors with the selected NIGP Codes must be solicited unless the Agency is able to source a single SBSP vendor.
- A non-SBSP vendor may be used only after all required SBSP vendors have been solicited and determined unacceptable.
- SBSP waiver is required if awarding the procurement to a non-SBSP vendor.
- The Agency shall authorize the SBSP waiver if appropriate.
- No SPO involvement is required.
- The executed State Agency Small Purchase Designation memo serves as the written determination for awarding the contract.

#3 SMALL PURCHASE WITH EMERGENCY CONDITIONS

\$2,000 - \$10,000

- The State Agency determines if a small purchase meets emergency conditions.
- The State Agency may source a single SBSP or non-SBSP vendor.
- No SPO involvement is required.
- The executed State Agency Small Purchase Designation memo serves as the written determination for awarding the contract.




#4 SMALL PURCHASE WITH SOLE SOURCE CONDITIONS

\$2,000 - \$10,000

- The State Agency determines if a small purchase meets sole source conditions. (complete Small Purchase w/Sole Source Conditions Form)
- The State Agency may source a single SBSP or non-SBSP vendor.
- No SPO involvement is required
- The executed State Agency Small Purchase Designation memo serves as the written determination for awarding the contract.



#5 SMALL PURCHASE **\$10,000 - \$100,000**

- These procurements are set-aside for small businesses.
 - General Small Purchases are procurements when neither emergency nor sole source conditions exist.
 - All SBSP vendors with the selected NIGP Codes must be solicited.
 - A non-SBSP vendor may be used only after all required SBSP vendors have been solicited and determined unacceptable or other another justification warrants use of a non-SBSP vendor.
 - SBSP waiver is required if awarding the procurement to a non-SBSP vendor.
 - The SPO shall authorize the SBSP waiver if appropriate.
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#6 SMALL PURCHASE WITH EMERGENCY CONDITIONS

\$10,000 - \$100,000

- The State Agency may source a single SBSP or non-SBSP vendor.
- SPO approval is required.
- No SBSP waiver is required.



#7 SMALL PURCHASE WITH SOLE SOURCE CONDITIONS

\$10,000 - \$100,000

- The State Agency may source a single SBSP or non-SBSP vendor.
- Complete Small Purchase w/Sole Source Conditions Form
- SPO approval is required.
- No SBSP waiver is required.



SUMMARY

Small Purchase Conditions with Designated Authority

Condition	Dollar Value	Procurement Conditions	SBSP Set-Aside?	SBSP Waiver?	Signatory on SBSP Waiver
#1	< \$2,000	General/Sole Source/Emergency	No	No	N/A
#2	\$2,000 - \$10,000	General	Yes	Yes	Agency
#3	\$2,000 - \$10,000	Emergency	No	No	N/A
#4	\$2,000 - \$10,000	Sole Source	No	No	N/A
#5	> \$10,000	General	Yes	Yes	SPO
#6	> \$10,000	Emergency	No	No	N/A
#7	> \$10,000	Sole Source	No	No	N/A

NO SMALL PURCHASE DESIGNATION MEMO?

- The State Agency shall submit a monthly report to the SPO assigned to their agency detailing each small purchase completed in the previous month with the (1) date of award, (2) name of vendor, (3) estimated contract value, (4) description of the supply or service, and (5) whether the awarded vendor is in the SBSP
- The SPO shall provide written determination that each small purchase on the monthly report meets the requirements of this Notice, and applicable sections of the Procurement Code (30 ILCS 500/20-20, 30 ILCS 500/45-45) and Administrative rule (44 ILL CODE 1.2020, 44 ILL CODE 1.4545).

