

TO: Telecommunications Coordinators

FROM: W.M. Vetter, Manager
Bureau of Communication and Computer Services

DATE: July 6, 1998

RE: Facsimile Procurement

Facsimile Equipment and Maintenance:

Effective July 1, 1998, Central Management Services (CMS), Division of Telecommunications, will delegate to the agencies the authority to directly purchase facsimile equipment and maintenance *contracts that cost less than \$10,000*. CMS will no longer review or approve these procurements. Agencies are authorized to purchase these items in the same manner they procure other equipment and services within this dollar threshold. Agencies are encouraged to continue soliciting competitive bids as they have done in the past. Direct payments to vendors shall continue.

The Illinois Procurement Code is applicable to these procurements. CMS approval is required for *contracts over \$10,000*. Agencies should submit a Telephone Service Request (TSR) along with general specifications required for the purchase. CMS will prepare the Invitation for Bids (IFB) document and post to the Illinois Procurement Bulletin. Because the Illinois Procurement Code requires that the bid be advertised for 14 days, these fax purchases will require at least three to four weeks to process. Agencies must not divide procurements in an effort to avoid crossing the \$10,000 threshold.

CMS has several master terms and conditions contracts on file with the Comptroller's Office which include State of Illinois Certifications and Vendor Disclosures. Using these contracts eliminates the need for agencies to obtain this documentation for purchases from these vendors. Agencies would complete the Basic Ordering Agreement or Maintenance contract referencing one of the master contract numbers below:

Vendor	Contract Number
CDS Office Technologies	0858
Danka Omnifax	CMC6918
IKON/Ricoh Division	CMS8518
Royal Office Equipment	CMC0888
Watts Copy Systems	CMC0898
Xerox Corporation	1758

If you have questions regarding fax equipment or maintenance purchases, please contact your agency CSS or the Division of Telecommunications at (217) 782-3054.

Facsimile Supplies:

CMS Procurement Services Division has established contracts for fax supplies (NOA #1892). All fax supplies, regardless of dollar amount, should be purchased through CMS via IGPS. Questions regarding fax supplies should be directed to Cindy Krebs, CMS Procurement Services, at (217) 785-1638.

WMV:dw