

TO: Telecommunications Coordinators  
FROM: W.M. Vetter, Manager  
Bureau of Communication and Computer Services  
DATE: August 17, 1998  
RE: Delegation of Procurement Authority

Effective July 1, 1998, Central Management Services (CMS), Division of Telecommunications, will delegate to the agencies the authority to directly purchase the following items **up to \$10,000**:

- Air-to-ground communications
- Answering services
- Mailgrams and telegrams
- Out-of-state local telephone services, toll and equipment (including federal telephone services and international local telephone services)
- Radio equipment, supplies, and maintenance
- Security and alarm services

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 and are encouraged to continue soliciting competitive bids. 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, such 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.

If you have questions regarding these purchases, please contact your agency CSS or the Division of Telecommunications at (217) 782-3054. Although you may now procure these items directly from vendors, our staff will be available to assist you at any point in the process.

**Radio Procurements:**

Most radio equipment, supplies and maintenance services are covered under established CMS master contracts. Agencies must continue to utilize these contracts via IGPS. Any radio procurement that requires frequency coordination will continue to require CMS processing. CMS procedures will be modified to expedite orders less than \$10,000. Questions regarding radio procurements should be directed to Lambert Fleck, CMS Multi-Agency Communications Services Section, at (217) 785-1681.

WMV:dw