



**NOTICE 2024.03  
HIGHER EDUCATION**

To: University Procurement Staff  
Chief Procurement Office for Public Institutions of Higher Education Staff

From: Bridget McHatton  
Chief Procurement Officer – Higher Education

Date: December 1, 2023

Subject: Diversity and Inclusion in Procurement Training (30 ILCS 500/50-85)

CC: Commission on Equity and Inclusion  
Procurement Policy Board

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Pursuant to 30 ILCS 500/50-85, “[e]ach chief procurement officer shall prescribe the program of diversity and inclusion training appropriate for each chief procurement officer's jurisdiction.”

“Each chief procurement officer, State purchasing officer, procurement compliance monitor, applicable support staff of each chief procurement officer, State agency purchasing and contracting staff, those identified under subsection (c) of Section 5-45 of the State Officials and Employees Ethics Act who have the authority to participate personally and substantially in the award of State contracts, and any other State agency staff with substantial procurement and contracting responsibilities...shall complete annual training for diversity and inclusion.” [30 ILCS 500/50-85].

Aforementioned individuals of the Chief Procurement Office for Public Institutions of Higher Education, Illinois Public Institutions of Higher Education, and the Illinois Mathematics and Science Academy, shall complete Diversity and Inclusion in Procurement Training annually by December 31<sup>st</sup>. This training is available on the “Procurement Resources” page under “Trainings” on the Chief Procurement Office for Public Institutions of Higher Education website.

If there are any questions regarding this Notice, please contact your assigned State Purchasing Officer or the Chief Procurement Office at [eec.cpohe@illinois.gov](mailto:eec.cpohe@illinois.gov). This Notice is effective immediately.