



**NOTICE 2027.02
HIGHER EDUCATION**

To: University Procurement Staff
State Purchasing Officers

From: Bridget McHatton 
Chief Procurement Officer for Public Institutions of Higher Education

Date: August 26, 2026

Subject: Brand Name Only Specification

CC: Commission on Equity and Inclusion
Procurement Policy Board

Pursuant to Section 20-50 of the Illinois Procurement Code, “[a]ll specifications shall seek to promote overall economy for the purposes intended and encourage competition in satisfying the State’s needs and shall not be unduly restrictive.” Specifications must be prepared in accordance with the Illinois Procurement Code, Higher Education Standard Procurement Rules (“Administrative Rules”), and other applicable compiled statutes. The use of brand name only products is prohibited except for products intended for retail sale or specified by the Administrative Rules.

"Brand Name Specification" is defined as a “specification limited to one or more items by manufacturers' names or catalogue numbers.” (44 ILAC §4.15)

Brand name only may be specified to:

- fill medical prescription needs;
- stock university retail-type operations;
- ensure compatibility in existing systems;
- preserve warranty;
- ensure maintenance; or
- as authorized in writing by the State Purchasing Officer (“SPO”). (44 ILAC §4.2050(d))

The University shall complete, sign, and submit the “Brand Name Only Specification” form to the SPO for approval before a brand name only specification can be used in a competitive solicitation. Approved forms shall be maintained in the procurement file.

The “Brand Name Only Specification” form is available on the Chief Procurement Office for Public Institutions of Higher Education website. If there are questions about this CPO Notice, please ask your assigned SPO or contact the Chief Procurement Office. This CPO Notice is effective immediately.