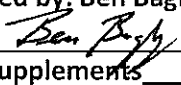


	STATE OF ILLINOIS CHIEF PROCUREMENT OFFICER - HIGHER EDUCATION	
	Topic: QBS Solicitation Opening	Number: 2015-1
	Effective Date: February 4, 2015	Approved by: Ben Bagby, CPO 
	New ☒ Revises ☐ Replaces ☐ Supplements ☐	

SCOPE

This procedure applies to procurements under the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act (QBS).

PURPOSE

The purpose of this procedure is to provide a standard that all letters of interest be opened in public.

QBS requires that each project (other than small and emergency projects) be advertised with a description of the needed services and statement of the time and place to submit letters of interest. Unlike other statutory methods of source selection that specify a public opening, QBS is silent on the matter. As a result, the various universities have adopted different opening procedures, only some of which include a public opening. Best practice calls for a uniform procedure.

OPENING PROCEDURE

Letters of interest submitted under QBS shall be opened publicly on the day and the time the letters of interests are due. The name of each person who submitted a letter of interest shall be recorded. The opening shall be conducted in the presence of at least one witness, who along with the person opening the letters of intent, shall sign the recording sheet. Recording sheets currently in use by each university for recording other openings may be adapted for QBS use.

Universities that have an electronic submission procedure in place may continue to use that procedure until further notice. Those universities must, however, submit to the CPO a detailed description of that electronic procedure for review and approval. This will help ensure the electronic QBS procedure meets the underlying goals of transparency and promoting trust in the procurement process. Any deficiencies in the electronic procedure must be remedied in accordance with direction of the CPO.