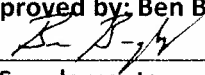
	<b>STATE OF ILLINOIS</b> <b>CHIEF PROCUREMENT OFFICER - HIGHER EDUCATION</b>	
	<b>Topic:</b> Procurement Confidentiality and Conflicts	<b>Number:</b> 2018-01
	<b>Effective Date:</b> January 12, 2018	<b>Approved by:</b> Ben Bagby, CPO 
	<b>New</b> <input checked="" type="checkbox"/> <b>Revises</b> _____ <b>Replaces</b> _____ <b>Supplements</b> _____	
	<b>Statute Cite:</b> 30 ILCS 500/50-45, 50-50	<b>Rule Cite:</b> 44 Ill. Admin. 4.2010, 4.2015 and 4.2035

### Policy

It is the policy of the Chief Procurement Office (CPO) to ensure fair and transparent procurements and to maintain the confidentiality and integrity of the procurement process.

### Scope

This policy implements Section 50-45 and 50-50 of the Procurement Code and associated administrative rules which requires confidentiality of specifications, solicitation documents, competitive information, contracts or selection information and prohibits the use of such information by any State official or State employee for personal gain for themselves or others.

### Procedure

Upon selection of the evaluation committee and prior to distribution of competitive information to the committee members, each person having access to information or participating in the procurement process shall complete and sign a Procurement Participation Form.

If a person is not part of the evaluation committee, but has been authorized by the State Purchasing Officer (SPO) to receive information about a particular procurement prior to completion of the evaluation process, that person shall complete and sign a Procurement Participation Form, marking the appropriate boxes.

All completed and signed Procurement Participation Forms must be maintained in the procurement file.





## **Procurement Participation Form** (Conflict of Interest and Confidentiality Statement)

Project Title: \_\_\_\_\_ Bulletin Reference Number: \_\_\_\_\_

Issuing University Name: \_\_\_\_\_

Procurement Office Contact (POC) Name: \_\_\_\_\_

POC Email Address: \_\_\_\_\_ POC Phone #: \_\_\_\_\_

State Purchasing Officer (SPO) Name: \_\_\_\_\_ SPO Email Address: \_\_\_\_\_

### **Purpose**

In accordance with Section 4.2010(f)(5), 4.2015(g), and 4.2035(g) and in order to protect the integrity of the procurement process, each person having access to information or participating in the procurement process shall follow these guidelines. These guidelines are also meant to ensure fair treatment for all participants and to obtain the best value for the university. "Procurement process" means all phases of a procurement including, but not limited to: pre-solicitation activities, specification writing, advertising, evaluation, award, and contracting. All questions shall be addressed to the POC or SPO identified above. Individuals must complete and sign this statement certifying their understanding of and agreement to abide by these requirements and responsibilities prior to reviewing solicitation responses or any information related to the procurement specified above.

### **Evaluation of Solicitation Responses**

☐ I understand the objective of the solicitation and am familiar with the requirements and specifications contained in the solicitation. I understand that evaluation criteria and methods have been established and that solicitation responses shall be evaluated only on these criteria. I understand and agree to evaluate all responses received for the referenced solicitation independently, except where discussions are specifically authorized by the Higher Education Standard Procurement Rules (44 Ill. Adm. 4), and in an unbiased manner.

### **Disclosure of Potential Conflicts of Interest**

☐ I certify that I, or any member of my immediate family or other member of my household, do not have any financial interest; ownership interest; employee interest; or any other interest, personal or otherwise; nor have an employment relationship with or is seeking employment with any respondent or proposed subcontractors or such entity's parent entity. If at any point during the procurement process this certification is no longer true, I will immediately contact the SPO in writing to describe the change in circumstances. The SPO will review the facts pursuant to policies and procedures and will, in consultation with the university Purchasing Director, determine whether I will be allowed to continue participating in the procurement.



## Confidentiality of Information

☐ I understand that my involvement in this procurement may include knowledge of proprietary and confidential information. I agree not to discuss or disclose that or any other information gained during the procurement process to any person other than authorized university and CPO staff. Such information includes, but is not limited to: draft solicitation documentation, solicitation responses received, evaluation documentation, reference checks, evaluation team correspondence, preliminary conclusions or results, and negotiation information.

## Communications with Respondents or Related Parties

☐ I agree that I will not communicate with any respondent or its proposed subcontractor, their parent entities or any other related party regarding the referenced procurement except in the context of discussions or negotiations as authorized by the SPO. All communication requests made pursuant to the referenced procurement must be directed to the POC. The POC shall be the sole point of contact for responding to questions.

## Use and Disposal of Information

☐ I understand and agree that the information obtained during the procurement process will not be used for any purpose other than that for which it is intended. Upon completion of the evaluation and posting of an award to the Procurement Bulletin, I will return the proposals received to the POC for proper disposal. All working documents (e.g., handwritten or electronic notes) created during the course of the procurement process are the property of the State and the University, are subject to the Freedom of Information Act (FOIA) and must be submitted to the POC at the end of the evaluation process to be maintained in the procurement file in accordance with the Procurement Code, Procurement Rules, the State Records Act and the applicable university record retention schedule.

## Acknowledgement of Responsibilities

☐ I understand the requirements and responsibilities outlined in this document for participation in this procurement. I agree that I will not solicit or accept gratuities, favors, or anything of value from any respondent, subcontractor, parent entity or other related party associated with this procurement. If at any point during the process I cannot meet any of these responsibilities or requirements, I agree to promptly return all documentation related to this procurement to the POC and resign from the team. I understand that if at any time during the procurement process, I fail to comply with instructions or directions of the SPO, I may be removed from the team.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

College/Department Represented: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

