

## CPO-HE Reporting & Training Requirements

Report/Training	Statutory Reference	Date Due to CPO-HE	Who Reports	Submit To	CPO-HE Due Date to Other Entities
Small Business Contracts Mid-Fiscal Year Report	30 ILCS 500/45-90(d)	February 23	Universities	CPO-HE	N/A
Procurement of Domestic Products Act Compliance Report	30 ILCS 517/35	June 30	Universities	CPO-HE	N/A
•Annual Sole Source Procurements Report	30 ILCS 500/20-25(d)	N/A	CPO-HE	General Assembly & Governor	August 1 (also included in the CPO-HE Annual Reports)
Small Business Contracts Compliance Plan	30 ILCS 500/45-90(c)	October 7	Universities	CPO-HE	N/A
Small Business Contracting Annual Report	30 ILCS 500/45-90(d)	October 7	Universities	CPO-HE	November 1 (submitted in the CPO-HE Annual Reports)
CPO-HE Annual Reports		N/A	CPO-HE	General Assembly & Governor	November 1
•Cooperative Purchasing Report	30 ILCS 525/2(a-10); 4,5400(g)	September 13	Universities	CPO-HE	November 1
•Curability Report	30 ILCS 500/50-57(b)	N/A	CPO-HE	N/A	November 1
•Emergency Purchases Report		N/A	CPO-HE	N/A	November 1
•Governmental Joint Purchasing Contract Requests	30 ILCS 525/2(a-15)	October 1	Requesting Governmental Entity	CPO-HE	November 1
•Procurement Code Exemptions Report	30 ILCS 500/1-10(b), 30 ILCS 500/1-12(b) & 30 ILCS 500/1-13(b)	N/A	CPO-HE	N/A	November 1
•Small Business Report	30 ILCS 500/45-90(d) & 30 ILCS 500/45-57(b)	October 7	Universities	CPO-HE	November 1
Veteran Owned Small Businesses & Service-Disabled Veteran Owned Small Businesses Report	30 ILCS 500/45-57(b)	N/A	CPO-HE	Commission on Equity and Inclusion	November 1
Press Release for the Annual Small Business Report	30 ILCS 500/45-45(d)	N/A	CPO-HE	CPO-HE Website	November 1
Local Farm and Food Products Report	30 ILCS 595/10(a), (d), and (e)	December 15 (iphecoop@uillinois.edu)	Universities	CPO-HE Bulletin (iphecoop@uillinois.edu)	January 1 (IPHEC posts all reports to CPO-HE Bulletin)
CPO-HE Annual Diversity and Inclusion in Procurement Training	30 ILCS 500/50-85	December 31	CPO-HE Staff & Universities	Tracked Online	N/A
CPO-HE Annual Small Business Training	30 ILCS 500/45-90(e)	N/A	N/A	N/A	N/A

•These individual reports are included in the CPO-HE Annual Reports, which are due to the General Assembly & Governor on November 1st.

This list is not all inclusive of the reports to be filed. We provide information online as a convenience to the public. The Illinois Compiled Statutes and the Illinois Administrative Code are the official sources of information. While we try to keep our online information up to date and accurate, there may be a delay in updating our website after there have been changes to the statutes or rules.