

	<b>STATE OF ILLINOIS</b> <b>CHIEF PROCUREMENT OFFICER - HIGHER EDUCATION</b>	
	<b>Topic: Governmental Joint Purchasing Contract Request</b>	<b>Number: 2025.01</b>
	<b>Effective Date: January 1, 2025</b>	<b>Approved by: Bridget McHatton, CPO</b>
	<b>Statute Cite: 30 ILCS 500</b> <b>30 ILCS 525/2(a-15)</b>	

**POLICY**

The Governmental Joint Purchasing Act, Section 2(a-15), provides the Chief Procurement Officer for Illinois Public Institutions of Higher Education (CPO-HE) authority to authorize a governmental unit of the State of Illinois to purchase or lease supplies under a contract procured under the Illinois Procurement Code by a governmental unit under the jurisdiction of the CPO-HE. Governmental units under the jurisdiction of the CPO-HE include the Illinois public institutions of higher education and the Illinois Mathematics and Science Academy. All parties responsible for requesting, processing and reporting contracts pursuant to 30 ILCS 525/2(a-15) and university purchasing staff need to familiarize themselves with the Statutes cited above and with this Policy.

**1. SCOPE**

This policy and procedure applies to each request made under 30 ILCS 525/2(a-15). References to “requesting entity” mean the governmental entity of the State of Illinois making the request, "university" mean the university purchasing staff, and “bulletin #” mean the number associated with a specific procurement referenced on the award notice published on the Illinois Procurement Bulletin for Higher Education (“Bulletin”).

**2. DEFINITIONS**

A “governmental unit” means the “State of Illinois, any State agency as defined in Section 1-15.100 of the Illinois Procurement Code, officers of the State of Illinois, any public authority which has the power to tax, or any other public entity created by statute” (30 ILCS 525/1).

A “contract” includes agreements for the purchase of supplies and/or the lease of supplies. “Contract” does not include: supplies which are established by tariff of the Illinois Commerce Commission or the Federal Communications Commission, and for which there is no authorized competition, bonds, Certificates of Participation or contracts relating to bonds or Certificates of Participation issued by or on behalf of a university when the contractor or vendor is neither selected nor paid by the university (44 Illinois Administrative Code 4.15).

“Supplies” mean “all personal property, including but not limited to equipment, materials printing, and insurance, and financing of those supplies that can be procured regularly or are available on the commercial market” (30 ILCS 500/1-15.110).

**3. REQUEST**

- a. The requesting entity shall determine whether the supplies included in the contract executed by the university are germane to the supplies needed by the requesting

entity. Any questions pertaining to the contract executed by the university shall be directed to the buyer identified in the corresponding Bulletin notice.

- b. The requesting entity shall complete Part I of the Governmental Joint Purchasing Contract Request (30 ILCS 525/2(a-15)) form (“form”) and submit it to the CPO- HE for approval. This form must be signed by an appropriate representative of the requesting entity and submitted to CPO-HE for determination. A requesting entity shall wait for approval by the CPO-HE before utilizing a contract executed by the university.

**4. DETERMINATION**

- a. The CPO-HE shall review the information provided in the submitted Part I and consult with the university that executed the contract identified in Part I. The CPO-HE shall determine to approve or deny the request.
- b. The CPO-HE shall provide a copy of the completed Part I to the requesting entity and appropriate university.

**5. REPORTING**

The requesting entity shall complete Part II of the form and submit it to the CPO-HE by October 1<sup>st</sup> of every year. The CPO-HE office shall report on the procurements made under 30 ILCS 525/2(a-15) to the General Assembly by November 1<sup>st</sup> of every year.

**9. DOCUMENTATION**

The university shall include the form in the procurement file. The procurement file shall be open to public inspection.

Procedure Steps		Responsible Party
<b>1.</b>	<b>Request</b>	
1.1	Determine the contract executed by the university is germane to the need of the requesting entity.	Requesting Entity
1.2	Direct questions about the contract executed by the university to the buyer identified in the appropriate Bulletin notice.	Requesting Entity
1.3	Complete and sign Part I of the form.	Requesting Entity
1.4	Submit completed and signed Part I to the CPO-HE.	Requesting Entity
<b>2.</b>	<b>Determination of Request</b>	
2.1	Consult with the appropriate university.	CPO/University
2.2	Review, make determination to approve/deny the request and sign.	CPO
2.3	Return form with approval/denial to requesting entity and appropriate university.	CPO
<b>3.</b>	<b>Reporting</b>	

3.1	Complete, sign and submit Part II of the form to the CPO-HE by October 1 <sup>st</sup> of every year.	Requesting Entity
3.2	Report on procurements made under 30 ILCS 525/2(a-15) to the General Assembly by November 1 <sup>st</sup> of every year.	CPO
<b>4.</b>	<b>Procurement File</b>	
4.1	Include the form in the procurement file.	University