
	STATE OF ILLINOIS CHIEF PROCUREMENT OFFICER - HIGHER EDUCATION	
	NOTICE—PROCUREMENT INFORMATION AND REQUIREMENTS	
	Topic: Procurement Bulletin Notices Construction	Number: 2013-4
	Effective Date: May 1, 2013	Approved by: CPO 
	New <input checked="" type="checkbox"/> Revises <input type="checkbox"/> Replaces <input type="checkbox"/> Supplements <input type="checkbox"/>	
Statute Cite: 30 ILCS 15	Rule Cite: 44 Ill. Adm. Code 4.1501 et seq	

Many notices published in the Procurement Bulletin telling of construction opportunities contain very little information regarding the instructions for bidding, specifications or the terms and conditions applicable to the solicitation. Potential bidders are commonly referred to a plan service to obtain this information and they must generally pay a deposit fee to see the documentation. While this process may meet the letter of the law, it is not as transparent as it might or should be. With a more transparent notice process, the public will have better confidence that the procurement itself is conducted in a fair manner that promotes competition.

On or before the effective date of this CPO Notice, each solicitation for construction posted to the Procurement Bulletin must include as an attachment the entire solicitation including bid documents, the project manual, complete project specifications and any subsequent addenda. In lieu of attaching the documentation to the Bulletin, a link to an open site where the public may download or view the document is acceptable.

In addition to including solicitation information on the Bulletin, the solicitation notice may give interested parties the option of obtaining the solicitation from a plan service.

In deference to potential security concerns, project drawings and schematics need not be posted to the Bulletin. Interested parties may be required to register and obtain drawings from a plan service or other provider designated by the university in the solicitation. Thus, the practice of having drawings and schematics available from a third-party for preparing a bid or use in construction may continue.

Although security concerns have been expressed in regard to drawings and schematics only, if other specific elements of the solicitation raise similar concerns, the university must present the matter to the State Purchasing Officer for consideration.