

Effective February 15, 2019 (Section 4.2020 of Procurement Rules) – revised March, 2020:

Small Purchases

Purchases which total \$20,000 or more, but less than the current State bid limit, must be submitted to Procurement Services with documentation from at least three (3) vendors to illustrate competition. One (1) of the three (3) informal vendor quotes must be from a diverse (female, minority, person with disability, veteran) vendor. If unable to locate a diverse vendor, three (3) informal vendor quotes and a completed Small Purchase Waiver Request Form (with documentation) is required.

Examples of vendor competition:

- Written quote from vendor
- Quotation from vendor using email
- Telephone quotation (must document vendor name, price quoted, name of vendor representative, and date)
- Screen-print of vendor pricing from vendor's webpage

The purchase requisition should be issued to the vendor quoting the lowest total cost. If the requisition is submitted with a vendor other than the lowest-cost vendor, the department (requestor) must complete the Small Purchase Waiver Request form documenting the justification for the request.

A link to the CMS BEP Certified Vendor Search is on the Procurement Services' webpage to assist in locating diverse vendors (<https://cms.diversitycompliance.com/>). Department must supply documentation of commodity code search from the CMS BEP webpage. Questions regarding diverse vendors should be referred to the corresponding Buyer within Procurement Services. Please refer to the Buyer Categories listing on the Procurement Services' webpage.

Purchase requisitions which are received in Procurement Services without three (3) informal vendor quotes will be returned to the Department to obtain the multiple vendor quotations and/or for the completion of the Small Purchase Waiver Request form.

All documentation (three informal vendor quotes, Small Purchase Waiver Request form) will be maintained within the Procurement file. *****Please be aware that at any time the State Procurement Officer or the Chief Procurement Officer can request documentation of any and all procurement records for review.***

Small Purchases Utilizing an Existing Contract

Competitive vendor quotes are not required if the purchase being made utilizes an existing contract. For these contracts, vendor competition was obtained during the solicitation process. Examples of Existing Contracts:

- Purchases utilizing an IPHEC (Illinois Public Higher Education Cooperative) contract
- Purchases utilizing an approved consortium agreement (ie. MHEC (Midwest Higher Education Compact), E & I, etc.)
- Purchasing utilizing a State of Illinois master contract

Purchases cannot be artificially divided so as to avoid a competitive procurement (This includes utilizing the P-Card and Direct Voucher) - Stringing.

Planned Purchase Orders

Planned Purchase Orders which total \$20,000 or more, but less than the current State bid limit, must be submitted to Procurement Services with documentation from at least three (3) vendors to illustrate competition. One (1) of the three (3) informal vendor quotes must be from a diverse (female, minority, person with disability, veteran) vendor. If unable to locate a diverse vendor, three (3) informal vendor quotes and a completed Small Purchase Waiver Request Form (with documentation) is required.

In order to obtain vendor quotes on Planned Purchase Orders, a small market basket sampling of the items that will be needed during the time period can be utilized.

Repetitive Purchases

If there is a repetitive need, it may not be a small purchase. In order to be compliant with the Procurement Code, when it is determined, based on past years' expenditures, that there is a repetitive need for small procurements of the same type, the issuance of a competitive bid may be in the best interest of the University. Repeatedly establishing purchase orders for under the \$20,000 threshold, multiple vendor quotes will be required. Questions regarding repetitive purchases should be referred to the corresponding Buyer within Procurement Services. Please refer to the Buyer Categories listing on the Procurement Services' webpage.

If the same vendor, for the same product/service, is being used for three or more years and the total spend for the last three years totals \$20,000 or more – but not over the current State bid limit in total, the department should consider establishing a multiple year purchase and will need to obtain three (3) vendor quotes (one being from a diverse vendor). If the total spend for the three years or the multiple year purchase equals or exceeds \$100,000 (current State bid limit), the competitive bid process (IFB – Invitation For Bid or RFP – Request For Proposal) is required. Questions should be referred to the corresponding Buyer within Procurement Services. Please refer to the Buyer Categories listing on the Procurement Services' webpage.

Change Orders

Change Orders to increase an established purchase order, which will bring the PO total above \$20,000, will require written justification from the Requestor.

Department must cite the appropriate reason from the Illinois Criminal Code (720 ILCS 5/33E-9 -(from Ch. 38, par. 33E-9)) which justifies the increase request:

- The circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract/purchase order was signed.
- The change is germane to the original contract/purchase order as signed.
- The change order is in the best interest of the unit of State or local government and authorized by law.

Buyer will determine if an increase to the established purchase order is allowed. Questions regarding change orders against established purchase orders should be referred to the corresponding Buyer within Procurement Services. Please refer to the Buyer Categories listing on the Procurement Services' webpage.