**Section 3002.200 Definitions**

"Act" means the Illinois Administrative Procedure Act [5 ILCS 100].

"Administrative Code Division" means the unit of the Office of the Secretary of State Index Department that publishes the Illinois Administrative Code and the Illinois Register and with which rules are filed.

"Board" means the Procurement Policy Board.

"Certificate of Action" means a certificate issued by the Board that states any action taken by the Board that creates or changes procurement policy.

"Code" means the Illinois Procurement Code [30 ILCS 500].

"Joint Committee" means the Joint Committee on Administrative Rules created by Section 5-90(a) of the Act.

"Policy" means a statement of general applicability regarding procurement, which affects (1) an existing procurement guideline, course of conduct, or best practice established by statute or administrative rule, (2) a proposal for a procurement rule or statute, or (3) any other established procurement guideline, course of conduct, or best practice or a proposal to establish a procurement guideline, course of conduct, or best practice.

"Rule" means *each agency statement of general applicability that implements, applies, interprets or prescribes law or policy*, and that affects the private rights of or procedures available to persons or entities outside the agency, *but does not include statements concerning only the internal management of an agency and not affecting private rights or procedures available to persons or entities outside the agency, informal advisory rulings issued under Section 5-150 of the Act, intra-agency memoranda or the prescription of standardized forms* [5 ILCS 100/1-70].

"Illinois Procurement Bulletin" or "Procurement Bulletin" means that publication enumerated in Article 15 of the Code.

"State Agency" means each type of entity enumerated in Section 1-15.100 of the Code.

(Source: Amended at 29 Ill. Reg. 812, effective January 1, 2005)