**Section 4.1525 Bulletin Content**

a) The Bulletin will contain all content required by the Code. The Bulletin may include reference information of general interest (e.g., how to access the other volumes of the Illinois Procurement Bulletin, notice of new legislation, announcements and determinations) and may serve as the CPO-HE's website. The CPO-HE shall determine whether the CPO-HE, SPO or a designee will publish notices to the Bulletin. This determination shall be based upon considerations such as operational efficiencies, staff resources, system capabilities, workload and timing considerations.

b) Notice of each procurement shall be published in the Illinois Procurement Bulletin for at least 14 days and contain at least the following information, as applicable:

1) the name of the purchasing university;

2) a brief description of the supplies or services sought in the particular solicitation;

3) a procurement reference number, if used;

4) the date the procurement is first offered (procurements that require notice shall not be distributed to vendors prior to the date the notice is first published in the Bulletin);

5) the date, time and location for making submissions;

6) the method of source selection;

7) the name of the State Purchasing Officer in charge and the name of the university person on the purchasing staff assigned to the procurement (university buyer);

8) instructions on how to obtain a comprehensive purchase description and any disclosure and contract forms;

9) encouragement to prospective vendors to hire qualified:

A) Veterans;

B) Illinois minorities, women, persons with disabilities; and

C) Residents discharged from any Illinois adult correctional center.

c) Notice of each contract let or awarded that was subject of a notice in subsection (b) shall be placed in the Bulletin and shall be immediately issued electronically to those bidders or offerors submitting responses to the solicitation. Bidders and offerors must register (see Section 4.1515) and sign up for email notices. Should the Bulletin fail to send notice to bidders or offerors submitting responses to the solicitation, the time for filing a bid protest will be extended up to 7 days.

d) The SPO shall publish the notice of award or notice of intent to award to the Bulletin for a minimum of 14 days prior to execution of the contract, unless a shorter time is authorized by the Code or this Part. This notice shall contain at least the following information:

1) all the information published in subsection (b)(1) through (7);

2) the name of each vendor who submitted a response and the vendor selected for award;

3) the contract price for the vendor selected for award;

4) the total number of vendors who responded;

5) the number of unsuccessful vendors;

6) for each vendor who submitted a response, including the awarded vendor:

A) BEP Firms

i) the name or names of the certified Business Enterprise Program (BEP) firms identified in the vendor's submitted utilization plan;

ii)) the amount and percentage of business proposed to be conducted by businesses owned by BEP vendors, as reflected in each utilization plan;

B) VBP Firms

i) the name or names of the certified Veterans Business Program (VBP) firms identified in the vendor's submitted utilization plan;

ii) the amount and percentage of business proposed to be conducted by businesses owned by VBP vendors, as reflected in each utilization plan;

iii) the total number of VBP vendors that submitted responses; and

7) the information recorded at the solicitation opening, including bid amount, and any other disclosures required to be published in the Bulletin.

e) If a university wishes to award to other than the lowest responsive and responsible vendor in accordance with Sections 20-10(g) and 35-30(f) of the Code, an SPO must make a written determination that awarding to the lowest responsive and responsible vendor is not in the best interest of the university and must post in the Bulletin a written explanation with the notice of award. The written explanation must also be filed by the SPO with the Legislative Audit Commission and must include:

1) a description of the university's needs;

2) a determination that the anticipated cost will be fair and reasonable;

3) a listing of all responsible and responsive bidders; and

4) the name of the bidder selected, the total contract price, and the reasons for selecting that bidder.

f) Notice of each contract renewal shall be approved by an SPO and posted in the Bulletin within 14 days after the determination by the university to execute a renewal of the contract. The date of the determination to execute a renewal shall be the date of the last approval required by the university to move forward with the renewal. Each university shall identify the renewal approval process, including the requirements contained in Section 8i of the Business Enterprise for Minorities, Women and Persons with Disabilities Act [30 ILCS 578], and shall ensure the renewal notice contains the required information and is posted to the Bulletin within the prescribed time. The notice shall include all information required by subsection (d) or shall reference this information electronically. The notice may include attachment of or reference to the original Bulletin notice.

g) Notice of renegotiated contracts and change orders, or series of change orders, shall be conducted and published in accordance with Section 4.2067.

h) The following information regarding emergency procurements shall be published in the Bulletin within 5 days after emergency contract award:

1) name of the procuring university;

2) name of the vendor selected for award;

3) brief description of what services or supplies the vendor intends to provide;

4) total cost (if only an estimate is known, it shall be published, but a subsequent notice repeating all required information shall be published when the final amount is known);

5) reasons for using the emergency method of source selection;

6) name of the CPO, SPO and name of the university buyer in charge of the procurement;

7) name of the university person who authorized the emergency contract action; and

8) statement of emergency procurement, if available, and, if not available, to be published as an amendment to the notice within 10 days after the emergency procurement.

i) In addition to the requirements of subsection (h), notice of hearing to extend an emergency contract must be posted in the Bulletin no later than 14 days prior to the hearing. A completed emergency extension justification form as prescribed by the CPO-HE shall be published as part of the notice of hearing.

j) The following information regarding intent to enter a sole source contract shall be published in the Bulletin at least 14 days prior to the required public hearing:

1) name of the purchasing university;

2) name of the intended sole source vendor;

3) a description of what services or supplies the vendor intends to provide;

4) name of the SPO and university buyer in charge of the procurement;

5) the date, time and location of the scheduled public hearing, with an explanation that the hearing will be cancelled if no person registers to attend; and

6) a completed sole source justification form as prescribed by the PPB.

k) Each university shall post in the Bulletin a copy of its annual report of utilization of businesses owned by minorities, women, and persons with disabilities. Posting is due within 10 days after the university submits its report to the Business Enterprise Council in accordance with Section 6(c) of the Business Enterprise for Minorities, Women, and Persons with Disabilities Act.

l) The CPO-HE shall allow the universities to post in the Bulletin, at least annually, the reports of the granting of university concession required by Section 53-25 of the Code.

m) Notice of other matters shall be published as required by law or at the direction of the CPO-HE.

n) The CPO-HE may allow another CPO or another governmental entity to publish procurement related notices and other matters of public interest to the Bulletin.

(Source: Amended at 43 Ill. Reg. 1781, effective February 15, 2019)