



**Procurement Process
Streamlining Recommendations
– Phase I
February 15, 2012**

Background

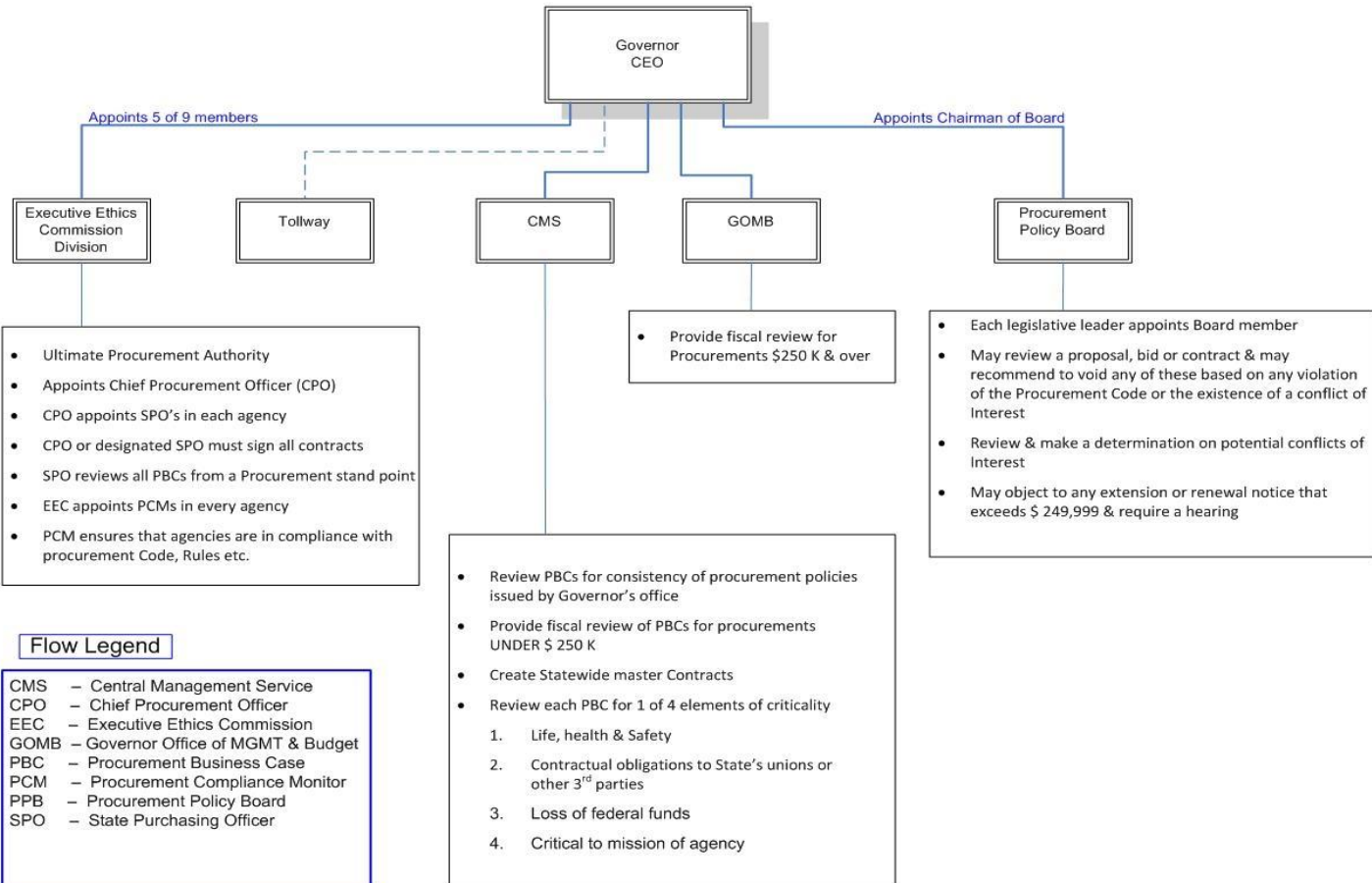
■ Procurement Reform Act - P.A. 96-795 AKA SB51

- Procurement authority transferred from Central Management Services (CMS) to Executive Ethics Commission (EEC)
- Procurement Policy Board (PPB) recommends on potential conflicts of interest, formerly the Governor's Office.
- Financial disclosure forms required from subcontractors with contracts greater than \$25,000



Procurement Organizational Chart

Procurement Process Overview



Procurement Challenges

- Reform added additional layers of approval
- Reform added additional steps in processes
- Different requirements across Chief Procurement Officers
- Move Illinois Program will increase the quantity of procurements: Project delay = increased cost



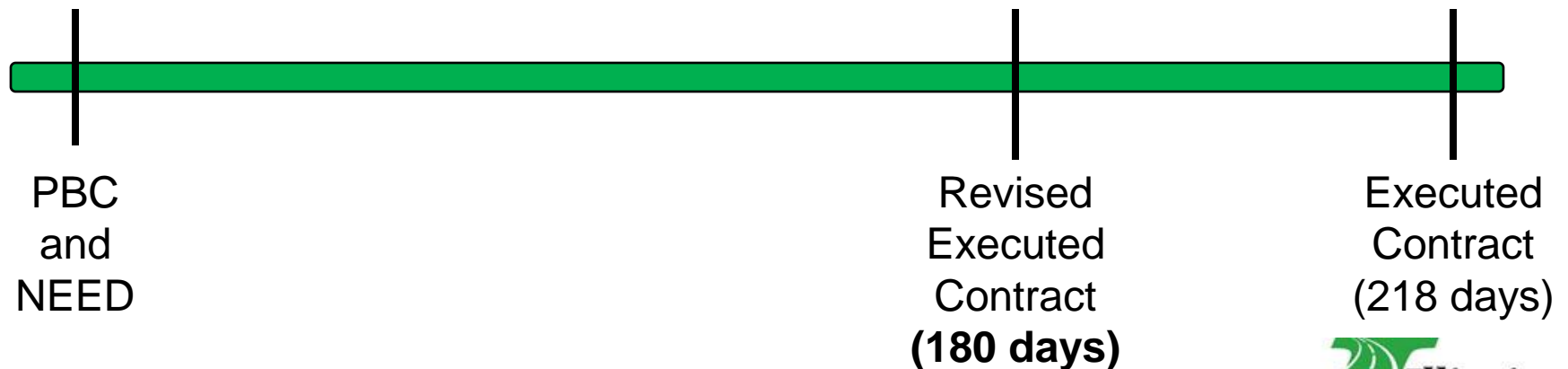
Typical Procurement Timelines

■ Invitation for Bid (IFB) 188 days

- Award to lowest, responsible bidder

■ Request for Proposal (RFP) 218 days

- Award to vendor that provides best value



Typical Procurement Timelines (Cont.)

- **RFP Professional and Artistic (RFP P&A) – 218 days**
 - Qualified by education, experience and technical ability
- **Sole Source – 167 days**
 - Sole provider of good or service
- **Small Purchases – 105 days**
 - Procurements less than \$34,000
- **Emergency – Purchase made ASAP**
 - Life, health, safety, fiscal

Purpose of Recommendations

■ Streamline the procurement process

- Meet all statutory and internal requirements
- Ensure transparency and accountability
- Reduce durations
- Increase efficiencies

Statutory Recommendations

- **Financial Disclosures:** Allow vendors to submit a previously approved disclosure form with an affidavit stating that nothing has changed since the last form was submitted. This eliminates repetitive submission/review of same information.
- **Board of Election Certificate of Registration:** Allow for a three-day cure period if not submitted with bid.
- **Previously Disclosed Conflicts of Interest:** Allow vendors to submit prior cleared potential conflict determinations from PPB if the potential conflict hasn't changed.
- **Tier 1 Subcontractors:** Align the Tollway with IDOT to require disclosures and forms only from Tier 1 subcontractors on construction procurements.



Internal Recommendations

■ Training

- User department training
- Buyer manual and training
- Standardized templates for department use

■ Streamline contract signature process



Issues for Discussion

- **CMS master contracts:** Should all orders against CMS master contracts be presented to the Board?
- **Contract durations:** What original/renewal contract durations are most appropriate for different types of procurements?



THANK YOU