



## CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

# Notice 2023.12 General Services

To: Agency Procurement Staff  
Central Management Services Bureau of Strategic Sourcing  
State Purchasing Officers

From: Ellen H. Daley 

Date: May 10, 2023

Subject: Electronic Submission

CC: Procurement Compliance Monitors  
Procurement Policy Board  
Commission on Equity and Inclusion

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This notice is effective immediately and rescinds CPO Notice 2020.06.

Since March 27, 2020, agencies have been specifying and requiring the receipt of bids and offers electronically through BidBuy. This practice has resulted in greater efficiency for procurement personnel, cost savings for vendors and agencies, and a reduction in exposure to COVID-19. Additionally, acceptance of only electronic records has led to more complete and accessible procurement files.

Unless explicitly detailed to the contrary in a solicitation document, the following will apply to all solicitations procured via small purchase, Invitation for Bid (IFB), Request for Proposal (RFP), and leasing Request for Information (RFI):

1. State agencies shall only accept electronic submissions for competitive solicitations (IFB and RFP) through BidBuy. Submissions in paper format or on electronic medium, for example USB drives or digital video discs (DVD), shall not be accepted nor considered. Any information sent to the State outside of BidBuy, for example by US Mail, FedEx, UPS, or hand delivery, shall not be considered.
  - For IFBs and RFPs that are currently published and include the “Notice to Bidders and Offerors Regarding Acceptance of Only Electronic Submissions” (Notice of Electronic Submission Only) version 22.1 or earlier, agencies do not need to amend the publication or solicitation documents as the Notice to Bidders content is accurate except for reference to CPO Notice 2020.06.
  - For IFBs and RFPs that have not been published and were prepared using IFB template version 23.2 or earlier or RFP template version 23.3 or earlier, agencies shall include the newest Notice



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of Electronic Submission Only (now version 23.1). The form is located on the CPO's website at <https://cpo-general.illinois.gov/solicitation-and-contract-templates.html>.

2. State agencies shall only accept electronic submissions for small purchase procurements via email or BidBuy. Submissions in paper format shall not be accepted nor considered.
3. Agencies shall use the newest template versions of the Invitation for Bid (now v.23.3) and Request for Proposal (now v.23.4). These changes remove reference to submission of bids and offers in paper format and include the instruction "**Only Electronic Submissions through BidBuy of Bids and Offers will be Accepted.**" The templates are located on the CPO's website at <https://cpo-general.illinois.gov/solicitation-and-contract-templates.html>. The Notice of Electronic Submission Only form does not need to be attached when using the new templates.

If there are any questions regarding this notice, please ask your State Purchasing Officer or contact the Chief Procurement Office at (217) 558-2231.

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