Vendor Communication Reporting 1 Training

Illinois Procurement Code 30 ILCS 500/50-39

The following information should be part of the report:

- (1) Names of any party to the communication
- (2) The date on which the communication occurred.
- (3) The time at which the communication occurred.
- (4) The duration of the communication.
- (5) The method of communication (written, oral, etc.)
- (6) A general summary of the substantiv/ v/ m.)

Who Must Report?

REPORTING ISREQUIRED OF:

State employees with the authority to participate personally and substantially in the decision to award a State contract.

WHAT IS A REPORTABLE COMMUNICATION?

A communication must:

- (1) Be material
- (2) Be regarding a potential action
- (3) Pertain to an active procurement matter

A reportable communication is one that involves a <u>negotiation</u> of price, terms, or the conditions of items or services; communications involving change orders, renewals, or extensions of an existing contract; or include a material argument that a reasonable person would believe was made for the purpose of influencing a procurement decision.

reasonable person would deem important in determining his or her course of action.

It is information pertaining to significant issues, including, but not limited to, price, quantity, term and terms of payment or performance.

(30 ILCS 500/39(g))

EXCEPTIONSTO REPORTING

Communications received in response to procurement solicitations including (but not

small purchase, sole source, emergency solicitation, or questions/ answers posted to the Illinois Procurement Bulletin to supplement the procurement action.

Priviledged, protected, or confidential communications under law.

Communications regarding matters exempt from the Illinois Procurement Code.

Communications that are part of the formal procurement process as specified by state statute, rule, guidance, or procedures.

FILING A COMMUNICATION REPORT

WHERE TO REPORT?

WHEN TO REPORT?

Reportable communications must be reported as soon as practicable, but in no

WHAT TO REPORT?

Details including:

Date, time, & duration



SAMPLE FORM TO RECORD INFORMATION