

NOTES, FAQs and UPDATES

In this document we will post FAQs, Notes and Updates as they occur. We will also send an email blast with the info, but we encourage you to check here.

Notes:

Please read the instructions. You can avoid extra work.

Please use the Starter Tool. It will not only help you get through the process, but we need the information to process your request.

FAQs

What if I wish to purchase a Professional Membership?

(Sept 2012)

Memberships in professional, academic, or athletic organizations on behalf of a public institution of higher education, an employee of a public institution of higher education, or a student at a public institution of higher education is a Section 1-13(b) Exemption. *This situation DOES NOT apply to classes, courses, conferences or conventions held by professional organizations. Reimbursements to employees for their own memberships should be reported.*

For Higher Ed Notice of Award Section 1-13(b) Exemptions for membership, regardless of dollar value, special handling is required. A Notice of Award form and posting to Illinois Public Higher Education Procurement Bulletin (IPHEPB) is required.

Submit form electronically via e-mail to APO (Carla) allowing sufficient time for posting to the Illinois Higher Education Procurement Bulletin within 14 days of the execution of the contract.

What if I wish to purchase services from another ILLINOIS Government Entity (Agency, University, School District, etc.)?

(Sept 2012)

This will be handled as an Inter-governmental agreement. Remember, you are still obligated to make sure that this is the most cost effective way to get the services. You WILL have to do a contract/agreement with the other entity. See the HE Procurement IGA Purchase Guide on IMSAGlobal drive for detailed instructions.

What if I wish to purchase a course/seminar/conference from a professional organization? (Sept 2012)

If the course/seminar/conference is ONLY offered by the professional organization, you will only have to do an Internal Waiver if the procurement is over \$5,000.00. You do not have to perform and copy the searches of Master Contracts, ICI or Preferred Businesses. Just document in your procurement notes the waiver request reason as a Sole Source from the professional organization.

Pleased note, if this is a course/seminar that may be offered by multiple entities, normal processes apply. You will have to search, obtain multiple bids and select the best.

Travel/hotel expenses will flow through travel processes as usual.

What if I wish to purchase catering from Sodexo or Bus Service from First Student?

1. When you enter the Requisition, please add the COD number.
Sodexo is 1110 from 8/1/2010 through 7/30/2020
First Student is from 7/1/2013 through 6/30/2018
This is only for Sodexo and First Student purchase orders.
2. Here is how the Vendor Type and Procurement type need to be filled out for both Sodexo and First Student purchase orders.
 - * Vendor Type: 4_Other
 - * Higher Education Exception: N (No).The requester does not need to get any quotes, since this process was already completed in the bid process.

What vendor am I able to order office supplies from currently?

Effective 8/24/2012, Master Contract 4017241 was established with P.D. Morrison Enterprises Inc. – d/b/a PDME for Office Supplies. A HE Procurement Master Contract Office Supplies Purchase Guide v3 can be found on the IMSAGlobal drive in folder “3 Guides”. As stated in the HE Procurement Master Contract Office Supplies Purchase Guide, there is a minimum order of \$50.00 for free delivery. Also included in the guide is a list of items that should NOT be ordered from this vendor.

If you have any questions, please contact PDME’s Customer Service number 800-723-3345. To establish an on-line account for ordering office supplies with PDME you will need to provide them with IMSA’s old account number 53277862 and IMSA’s new account number 67042595.

What if I receive a “File in Use” message when trying to access a document on the global drive?

When utilizing documents on the global drive please keep in mind that others may be trying to access the same document and will receive the “File In Use” message. Please save a copy of the document to your drive to work on so that others may also have access to the document.

~~ARE YOU GETTING READY TO SEARCH ILLINOIS CORRECTIONAL INDUSTRIES?~~

~~First, look at page 5 on the HE Procurement Small Purchase Guide on the Global Drive in the Guides Folder (see ICI Items Available List attached)
or
Illinois Correctional Industries Catalog Index v 120220.pdf and stored it in "Other Helpful Documents"~~

If the item IS on the list then search Illinois Correctional Industries (ICI) using Internet Explorer:
<http://tinyurl.com/ICI-Search>

If you find what you need in Illinois Correctional Industries, go to the "HE Procurement ICI Purchase Guide" found at:

Imsaglobal:\Procurement\3 guides and proceed as instructed.

If the item is NOT on the list, there is no need to search ICI.

What if I need to purchase new furniture where each item has an estimated new cost of at least \$500.00?

You will need to do a check with State Surplus - see the Agency Procurement Officer or Procurement Services for instructions

UPDATES

A "large business" is defined as any business that is not registered as a small business.

If the product or service is only provided by a large business sole source vendor, you are required to obtain a signed letter, on their company letterhead, stating clearly that they are the only source for the product or service.

If there is a need for a brand name product and there are no small businesses that provide the product, you will need to explain and justify why the brand name is required.

CHANGES TO ILLINOIS CORECTIONAL INDUSTRIES PROCESS (10/17/2012)

Per the CPO, effective 11/1/12, There is a small list of cleaning supplies that we **MUST** buy from ICI or provide just cause and get an approval waiver from ICI. The list may be found at Imsaglobal\Procurement\7 Other Helpful Documents\CPO Notice 2014 01 ICI Attachment A.pdf.

The HE Procurement ICI Purchase Guide V4.docx has been updated to detail the new process and is available at Imsaglobal\ Procurement\3 Guides

CHANGES TO LOCATION OF SMALL BUSINESS VENDORS DIRECTORY (08/01/2014)

Beginning August 1, 2014, the Small Business Vendors Directory will no longer be available on the [CMS Sell 2 Illinois](#) website. You will only be able to search for registered Small Business Vendors on the [Illinois Procurement Gateway](#) website. The BEP Vendor Directory and the VOSB/SDVOSB Vendor Directory will still be available on the [CMS Sell 2 Illinois](#) website. In addition the registered BEP, VOSB, SDVOSB and State Use Program vendors will also be registered with the Illinois Procurement Gateway. You will need to search both websites for these preferred vendors.

