

PROCUREMENT COMMUNICATIONS REPORTING

NO REPORTING REQUIRED

As a valued business partner, IDOT would like to take this opportunity to provide you with a summary of when communications with State employees will trigger a reporting obligation to the Procurement Policy Board.

The following communications **do not need** to be reported:

- 1) Statements made **by a person in a public forum** (*i.e., trade show*)
- 2) Statements made **regarding a matter of practice or procedure** (*i.e., format, number of copies*)
- 3) Statements **initiated by a State employee** about products, services, or industry best practices
- 4) Statements **initiated by a vendor concerning general information** about products, services, or industry best practices – so long as they are not specific to a current or potential procurement matter
- 5) Communications **initiated by a vendor** regarding construction or construction-related contracts resulting in a **contract modification of less than \$250,000**



PROCUREMENT COMMUNICATIONS REPORTING **REPORT REQUIRED**

As a valued business partner, IDOT would like to take this opportunity to provide you with a summary of when communications with State employees will trigger a reporting obligation to the Procurement Policy Board.

However, the following communications **must be reported** to ensure a vendor is not disqualified from future procurements:

- 1) Communication pertaining to the substance of a procurement matter
- 2) Communication that suggests a change or asks for a change to be made to a procurement matter
- 3) Communication regarding a change order, contract renewal or extension for a procurement matter initiated by a vendor

Additionally, a vendor is prohibited from bidding on or entering into a contract if the vendor:

- 1) Assisted the agency in determining a need for a contract (*except as part of a public RFI*)
- 2) Assisted the agency by reviewing, drafting or preparing an invitation for bid, RFI, RFP, etc (*except as part of public opportunity*)