

Procurement Services

Purchasing Definitions and Common Terms

BEF- Business Enterprise Program (Illinois)

Bid Threshold or Small Purchase Threshold- The purchase amount at which solicitation (IBB, RFP, etc.) must be conducted. The Bid Threshold is currently \$100,000 for most categories of purchases.

CDB- Capital Development Board (Illinois)

CMS- Central Management Services (Illinois)

CFOHE- Chief Procurement Officer for Higher Education (Illinois)

Emergency Purchase- As defined by the State of Illinois, an emergency purchase for an amount of \$100,000 or more may be made with the cooperation of the Purchasing Department only if one or more of the following statements are true:

- **Public health or safety is threatened**
- **Immediate repairs are needed to protect University property against loss or damage**
- **Immediate action is needed to prevent or minimize serious disruption in University services**
- **Integrity of University records is threatened**

The term of an emergency purchase is 90 days maximum and may only be extended with the approval of the Chief Procurement Officer for Higher Education (CFOHE).

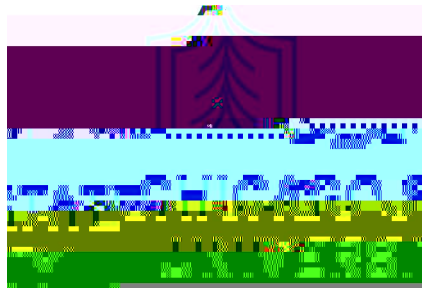
Exemption- A contract is exempt from the usual selection process in the Illinois Procurement Code due to specific provisions made for public institutions of higher education 30ILCS 500/1- 13

Federal Excise Tax- Public universities are exempt from federal excise tax. On orders subject to federal excise tax, universities will furnish, upon request, an exemption certificate.

Illinois Procurement Bulletin for Public Institutions of Higher Education-

<https://www.procure.state.il.us/> The public portal used by all State of Illinois publicly funded campuses to post solicitations and other notices regarding their procurement activities.

Invitation for Bid (IBB) - Advertiser issued by the University inviting suppliers to submit sealed Bids in competition with other vendors or suppliers to meet the specified needs of the University. Sealed bid openings are governed by State of Illinois rules and law, conducted as scheduled and are open to the public. Upon completion of the public opening, individuals outside the university are not allowed further information or review of the bids until after an award has been made, and then only via Freedom of Information Act (FOIA) Requests filed with the University. Bids are verified to ensure that all stated University requirements, as well as State rules and laws, are satisfied. After verification that all



then reviewed by Procurement Services and then submitted for review and approval by a State Procurement Officer (SPO). If the SPO agrees that we have identified and properly requested permission to engage with a vendor for a Sole Source Procurement, a public hearing is scheduled