**Section 1.2080 Public Procurement File**

a) *A procurement file shall be maintained for all contracts, regardless of the method of procurement. The procurement file shall contain the basis on which the award is made, all submitted bids and proposals, all evaluation materials, score sheets and all other documentation related to or prepared in conjunction with evaluation, negotiation and the award process. The procurement file shall contain a written determination, signed by the SPO, setting forth the reasoning for the contract award decision. The* public *procurement file shall not include trade secrets or other competitively sensitive, confidential or proprietary information. The procurement file shall be open to public inspection within 7 days following award of contract.* [30 ILCS 500/20-155(b)]

b) The procurement files shall be maintained by or under the jurisdiction of the CPO-GS.

c) Documentation of Procurement Actions

Each purchasing agency, under the direction of the SPO, shall maintain in the procurement or associated contract file all substantive documents and records of communications that pertain to the procurement and any resulting contract. This shall include, as applicable, but is not limited to:

1) The form of decision memo showing approvals to proceed at all stages;

2) Bulletin postings;

3) Solicitation document (e.g., IFB or RFP) and all amendments, clarifications and best and final requests;

4) Vendors' responses, including clarifications and responses to best and final requests (losing responses may be stored elsewhere);

5) Evaluation material (e.g., scoring guidelines and forms; completed score sheets for individual evaluators, including notes; evaluation team's combined score sheets; evaluation team's recommendation; and management's decision);

6) Protest and resolution;

7) Contract and any order, change order, amendments, renewal or extension;

8) If conducted, contractor performance reviews;

9) All information from subsections (c)(1) through (c)(8), less information exempt from disclosure under the Freedom of Information Act or other law (for example the Architectural, Engineering and Land Surveying Qualifications Based Selection Act, which exempts contractor performance reviews), shall be prepared and available for inspection and copying, with information from subsections (c)(1) through (c)(5) available within 7 business days following the award being posted to the Bulletin.

d) The procurement file includes the contract file.

(Source: Amended at 46 Ill. Reg. 10208, effective June 2, 2022)