**Section 4.4015 Method of Source Selection**

a) Leases shall be procured by using a Request for Information for Real Property or Capital Improvement Leases (RFI-RPL) process except as provided in subsection (b).

b) Leases acquired under these exceptions shall be selected and entered into by negotiation. Written summaries of all negotiations shall be maintained in lease files.

1) *Property of less than 10,000 square feet with rent of less than $100,000 per year*.

2) *Duration of less than one year that cannot be renewed*.

3) *Specialized space available at only one location.* Specialized space is defined as space of unique function or configuration, not generally available on the market on an as built or turnkey basis. Examples of specialized space include, but are not limited to: laboratories, vehicle testing stations, correctional facilities, medical facilities, boat docks and evidence storage facilities.

4) *Renewal or extension of* *a lease*, *provided that*:

A) *the CPO-HE determines in writing that the renewal or extension is in the best interest of the* university;

B) *the CPO-HE submits his or her written determination and the renewal or extension to* the *PPB*;

C) the *PPB does not object in writing to the renewal or extension within 30 days after its submission; and*

D) *the CPO-HE or designee publishes* notice of *the renewal or extension in the* *Bulletin*.

5) *Leases with other governmental units* may be negotiated without using the *RFI-Real Property Leases process when deemed by the CPO-HE to be in the best interest of the* university. [30 ILCS 500/40-15(c)]

c) None of the provisions of subsection (b) shall prohibit making a lease procurement under the RFI-RPL provisions if the CPO-HE deems it to be in the best interests of the university.

(Source: Amended at 40 Ill. Reg. 456, effective January 15, 2016)