**Section 6.610 Notice of Suspension**

a) Any contractor that the CPO proposes to suspend pursuant to this Part will be furnished written notice by personal service or by certified or registered mail.

b) The notice will include the following:

1) The cause for suspension on which the proposed suspension is based.

2) A clear and concise statement of the matters asserted and acts complained of, and the statutes, cause or rules upon which the allegations in the notice are based.

3) The legal authority and jurisdiction under which the action is taken, and the consequences of a failure to respond.

c) A notice may be amended at any time.

d) If the CPO has imposed an interim suspension, the notice will so indicate, will provide the reasons for the interim suspension, will state the interim period, and will state whether the interim suspension is pending completion of an investigation, an ensuing legal proceeding or a hearing provided according to this Subpart I.

e) Except in cases of interim suspensions imposed by reason of indictment, the notice will set forth the right to request a hearing.

f) For informational purposes, a copy of the written notice of suspension will be mailed to the Procurement Policy Board within 5 days after contractor notification.

(Source: Amended at 37 Ill. Reg. 5764, effective April 19, 2013)