**Section 8.1525 Bulletin Content**

a) The Bulletin will contain all content required by the Code. The Bulletin may include reference information of general interest (e.g., how to access the other volumes of the Bulletin, notice of new legislation, announcements and determinations) and may serve as the CPO's official website.

b) Notice of each procurement shall contain at least the following information:

1) the name of the purchasing and using agency, if different;

2) a brief description of the project with respect to which the services are being procured and of the services sought in the particular solicitation;

3) a project reference number;

4) the date the procurement is first offered (procurements that require notice shall not be distributed to vendors prior to the date the notice is first published in the Bulletin);

5) the date, time and location for submitting bids or proposals;

6) the method of source selection;

7) the name and contact information of the SPO in charge and the name of the CDB Project Manager assigned to the procurement;

8) instructions on how to obtain a comprehensive purchase description and any disclosure and contract forms;

9) encouragement to prospective vendors to hire qualified veterans;

10) encouragement to prospective vendors to hire qualified Illinois minorities, women, persons with disabilities and residents discharged from any Illinois adult correctional center; and

11) any unique evaluation scoring criteria.

c) The SPO shall send notice of bid opening results electronically directly to each bidder or offeror on the day of bid opening and posted on the CDB website no later than the next day after the bid opening.

d) Notice of the award that was subject of a notice in subsection (b) shall be issued electronically by the SPO on the day of the award to those bidders or offerors submitting responses to the solicitation and no later than the next day after the award on the CDB website. Should the SPO fail to send notice of award to bidders or offerors submitting responses to the solicitation, the time for filing a bid protest will be extended a day for each day the notice of award is late, up to 5 business days. No later than the end of the next business day, CDB shall publish the notice of award to its website.

e) The SPO shall publish the notice of award in the Bulletin. This notice shall contain at least the following information:

1) the information published under subsections (b)(1) through (7);

2) contract price and the name of the vendor selected for award;

3) the number of unsuccessful responding vendors;

4) for each vendor who submitted a response:

A) the vendor's name;

B) the amount bid; and

C) the percentage of business enterprise utilization plan;

5) the total number of veteran owned small businesses and service disabled veteran owned small businesses that submitted bids and the percentage of veteran utilization plan; and

6) other disclosures required to be published in the Bulletin.

f) In addition to the notice requirements of subsection (e), for solicitations, CDB shall post notice of the apparent low bidder's award and all other bids from bidders responding to the solicitation on its website the next business day or may include a link to the Bulletin for the detailed information of the award.

g) If CDB awards to other than the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation to bid pursuant to Section 20-10(g), an SPO must post in the Bulletin a written explanation with the notice of award. The written explanation must also be filed with the Legislative Audit Commission and must include:

1) a descriptions of CDB's needs;

2) a determination that the anticipated cost will be fair and reasonable;

3) a listing of all responsible and responsive bidders; and

 4) the name of the bidder selected, the total contract price and the reasons for selecting that bidder.

h) Publication of Award

 1) The SPO shall publish in the Bulletin the following information regarding emergency procurements within 3 business days after award of an emergency contract:

A) name of the procuring agency (and using agency, if different);

B) name of the vendor selected for award;

C) brief description of what services or supplies the vendor is authorized to provide;

D) total price (if only an estimate is known, it shall be published, but a subsequent notice repeating all required information shall be published when the final amount is known);

E) reasons for using the emergency method of source selection;

F) name of the SPO and the name of the CDB personnel on the purchasing staff in charge of the procurement;

G) the name of the user agency official or officials who initiated the emergency contract action in accordance with Section 8.2030(f)(2); and

H) affidavit of emergency procurement, if available, and if not available, to be filed as an amendment to the notice within 10 days after the emergency procurement.

2) For purposes of this subsection (h), an emergency contract is "awarded" when a Procurement Officer authorizes a vendor to commence work in accordance with Section 8.2030 or when a fully executed contract is issued, whichever occurs first.

i) In addition to the requirements of subsection (h), the notice of hearing to extend an emergency contract must be posted electronically in the Bulletin at least 14 days prior to hearing.

j) The following information in regard to sole source procurements shall be published by the CPO in the Bulletin at least 14 days prior to the award of a contract to a sole source vendor or as many days before the holding of any public hearing pursuant to Section 20-25(a) of the Code:

1) name of the purchasing agency (or using agency, if different);

2) name of the intended sole source vendor;

3) a description of what services or supplies CDB intends to procure;

4) contact information for the CPO and the name of the CDB personnel on the purchasing staff in charge of the procurement;

5) the date, time and location of the a scheduled public hearing with an explanation that the hearing will be cancelled if no hearing request is received; and

6) a completed sole source justification form as prescribed by PPB.

k) CDB shall post in the Bulletin a copy of its annual report of utilization of businesses owned by minorities, females and persons with disabilities. Posting is due within 10 days after CDB submits its report to the Business Enterprise Council pursuant to Section 6(c) of the Business Enterprise for Minorities, Females, and Persons with Disabilities Act [30 ILCS 575].

l) As determined by the CPO, other notices shall be published in the Bulletin as provided by the Code, including notices related to suspensions and debarment, Business Enterprise Program and Small Business Set-Aside waivers, and other matters of public interest.

m) The CPO may allow another CPO or another governmental entity to publish procurement related notices and other matters of public interest in the Bulletin.