**Section 1300.4015 Method of Source Selection**

a) Leases shall be procured by using a Request for Information process, except as provided in subsection (b).

b) The RFI process is not required in the following circumstances.

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.*

4) *Renewal or extension of leases provided that:*

A) *The CPO determines in writing that the renewal or extension is in the best interest of the OAG and the State;*

B) *The CPO submits the written determination and the renewal or extension to the OAG PPCMB;*

C) *The OAG PPCMB does not object in writing to the renewal or extension within 30 calendar days after its submission;*

D) *The CPO publishes notice of the renewal or extension in the Bulletin;* and

E) The length of the lease, including renewals, does not exceed 10 years.

5) *Leases with other governmental units may be negotiated without using the RFI process when deemed by the CPO to be in the best interest of the OAG and the State.* [30 ILCS 500/40-15]

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

(Source: Amended at 40 Ill. Reg. 3401, effective February 11, 2016)