**Section 1400.1505 Publication**

a) Electronic Publication

Every solicitation for bids, proposals, requests for information, or responses required under this Part must be published on the Treasurer's Web Site at least 14 calendar days before the date set in the solicitation for the opening of the bids, proposals, or responses. Every notice of intention to enter into a sole source contract must be published on the Treasurer's Web Site at least 14 calendar days before the award of the contract. All other documents required to be published under this Part must be published on the Treasurer's Web Site as soon as practicable and no later than 30 days from the date on which the document was produced. There is no fee assessed for access to the page of the Treasurer's Web Site containing procurement information.

b) Paper Publication

All documents published on the Treasurer's Web Site may be printed in a paper format and made available upon request as of the date that it is published electronically. The Treasurer's office may charge a minimal fee that does not exceed the limits established by the Treasurer's Office pursuant to the Freedom of Information Act [5 ILCS 140]. The paper publication will be available for inspection free of charge at locations in Springfield and Chicago by appointment.

c) Content of Publications

1) Solicitations. Every solicitation must include the following:

A) the date of the solicitation;

B) the specifications;

C) a procurement reference number if used;

D) the date, time and location of any bidders' conferences;

E) the date, time and location for making submissions;

F) method of source selection;

G) name of the Chief Procurement Officer and the Treasurer;

H) instructions on how to obtain additional information;

I) encouragement to prospective vendors to hire qualified veterans; and

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

2) Notices of Contract Awarded. Every notice of contract awarded must contain the following information:

A) the name of the vendor selected for the award;

B) a brief description of what the vendor will do or provide;

C) the contract amount, which may be an amount not-to-exceed, along with the applicable rate and unit of measurement of the goods, supplies or services;

D) the number of unsuccessful vendors;

E) the date the solicitation was first published;

F) the date, time and location for making submissions that led to the contract award;

G) name of the Chief Procurement Officer and the Treasurer; and

H) instructions on how to obtain additional information.

3) Notices of Cancellation or Rejection. The notices of cancellation of a solicitation or rejection of offers must:

A) identify the solicitation;

B) briefly explain the reason for the cancellation or rejection; and

C) when appropriate, explain that an opportunity will be given to compete on any resolicitation or any future procurement of similar goods or services.

4) If an award to other than the lowest responsive and responsible bidder results pursuant to Section 20-10(g) of the Code, the notice of award must include a written explanation containing the following:

A) a description of the Treasurer's office's needs;

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

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

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

5) Other Publications. All other publications required by this Part must contain any and all information that is required by this Part.

6) Publicizing Award

Successful bidders shall be notified of award and that notification may be in the form of a letter, purchase order or other clear communication. Notice of award shall be issued by either paper or electronic means to all offerors submitting responses to the solicitation.

7) Retention of Publication Information

Information published on the Treasurer's Web Site may be removed from the Treasurer's Web Site after a period of one year after first publication or sooner if determined necessary by the Chief Procurement Officer, provided that a copy of that information is maintained in the appropriate procurement file maintained in accordance with the State Records Act [5 ILCS 160].

(Source: Amended at 48 Ill. Reg. 2924, effective February 7, 2024)