



ILLINOIS

NOTICE OF AWARD

**ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
PROCUREMENT SERVICES DIVISION
ORDERING INSTRUCTIONS**

IMPORTANT

PLEASE REVIEW A MASTER CONTRACT ON-LINE PRIOR TO PLACING AN ORDER. CHANGES ARE MADE TO MASTER CONTRACTS BY "OVERLAYING" CONTRACT INFORMATION (SPECIFICATIONS, TERMS AND CONDITIONS, CONTRACT TERM, PRICING, ETC.) WITH NEW INFORMATION. FOR EXAMPLE, EXECUTION OF AN ESCALATION CLAUSE WILL CAUSE CONTRACT PRICES TO CHANGE. THE CHANGE WILL NOT COME TO YOU IN THE CONTEXT OF A "CONTRACT CHANGE OR AMENDMENT" BUT OLD INFORMATION WILL SIMPLY BE REPLACED WITH NEW INFORMATION. IF YOU HAVE A QUESTION, PLEASE DO NOT HESITATE TO CONTACT THE BUYER.

YOU MAY NOW SUBSCRIBE TO RECEIVE EMAIL NOTIFICATIONS WHEN NEW MASTER CONTRACTS ARE PLACED ON THE ILLINOIS PROCUREMENT BULLETIN OR WHEN CONTRACTS ARE AMENDED. SELECT "SUBSCRIBE" IN THE MASTER CONTRACTS SECTION OF THE PROCUREMENT BULLETIN AND FOLLOW THE INSTRUCTIONS.

AGENCIES AND LOCAL GOVERNMENTAL UNITS SHOULD REVIEW THE INDIVIDUAL CONTRACTS FOR THE FOLLOWING INFORMATION:

1. VENDOR NAME AND ADDRESS
2. VENDOR CONTACT NAME AND TELEPHONE NUMBER
3. DELIVERY REQUIREMENTS
4. MINIMUM ORDER REQUIREMENTS
5. CONTRACT PRICING
6. CONTRACT TERM
7. CONTRACT SPECIFIC TERMS AND CONDITIONS
8. SPECIFIC CONTRACT ORDERING INSTRUCTIONS
9. BUYER'S NAME AND TELEPHONE NUMBER

ORDERING INSTRUCTIONS FOR STATE AGENCIES:

AGENCIES WITH ON-LINE ACCESS TO IGPS (ILLINOIS GOVERNMENTAL PURCHASING SYSTEM) CAN PREPARE AND TRANSFER CONTRACT RELEASE ORDERS ELECTRONICALLY OR CAN ISSUE ORDERS FOR RELEASE FOR THOSE ORDERS THAT DO NOT REQUIRE OBLIGATION.

AGENCIES WITHOUT ON-LINE ACCESS TO IGPS SHOULD CONTACT THE IGPS HELP DESK TO OBTAIN ON-LINE ACCESS OR FOR MANUAL ORDERING INSTRUCTIONS. THE IGPS HELP DESK MAY BE REACHED AT 217-782-3382.

SOME MASTER CONTRACTS HAVE VERY SPECIFIC ORDERING INSTRUCTIONS. THEREFORE, THE USER AGENCY SHOULD REVIEW EACH CONTRACT CAREFULLY PRIOR TO PLACING AN ORDER.

ORDERING INSTRUCTIONS FOR JOINT PURCHASING MEMBERS:

LOCAL GOVERNMENTAL UNITS SHOULD REVIEW THE INDIVIDUAL CONTRACTS FOR CONTRACT AVAILABILITY FOR LOCAL GOVERNMENTAL UNITS.

ANY AUTHORIZED LOCAL UNIT OF GOVERNMENT OR QUALIFIED STATE USE WORKSHOP THAT MAY PARTICIPATE IN THIS CONTRACT SHALL BE RESPONSIBLE FOR ISSUING PURCHASE ORDERS DIRECTLY TO THE VENDOR, PROCESSING INVOICES, AND MAKING PAYMENTS DUE THE VENDOR. EACH ORDER MUST REFER TO THE STATE CONTRACT NUMBER AND THE JOINT PURCHASING MEMBER'S ID NUMBER.

SOME MASTER CONTRACTS HAVE VERY SPECIFIC ORDERING INSTRUCTIONS. THEREFORE, THE LOCAL GOVERNMENTAL UNIT SHOULD REVIEW EACH CONTRACT CAREFULLY PRIOR TO PLACING AN ORDER.