



## UIS PROCEDURES AND DEADLINES FOR RENEWING OR ESTABLISHING ANNUAL ORDERS FOR FY2025 and FY2024 ENCUMBRANCES

**Please distribute to all personnel involved in establishing new annual orders or renewing annual (including multi-year) orders.**

The following contains important information regarding: 1) policy requirements for annual orders, 2) procedures and deadlines for fiscal year 2025 renewals/new annual orders, and 3) fiscal year 2024 encumbrances.

### Requirements

- iBuy **should** be used for all requisitions and purchase orders. This includes both regular and standing orders.
- The iBuy **Purchase Requisition Form** should be used for regular purchase orders. The Form also incorporates information regarding Small Purchases including whether multiple quotes were obtained.
- The iBuy **Standing Order Form** should be used for standing orders for the fiscal year. Standing Orders should be established to serve as master contracts with a vendor for which there are continuing, multiple requirements on an "as needed" basis throughout the fiscal year for certain supplies or services. The amount of the standing order should be your total estimated spend for all items expected to be ordered. Vendors for standing orders estimated to exceed \$50,000 annually will be subject to requirements for registration with the State Board of Elections and submission of Financial Disclosures and Conflicts of Interest Forms.
- Payment Terms other than Net 30 are now permitted in iBuy on an exception basis. For example, if Vendor provides a discount for early payment or if prepayment is required. Please consult the Job Aid at: <https://www.obfs.uillinois.edu/training/materials/ibuy/Requesting Non-Standard Payment Terms in iBuy>.
- Shipping/Freight costs – reference Job Aid to be posted on the iBuy website.
- **"After the Fact" procurements.** The **Purchase Requisition Form** should be utilized for After the Fact procurements. Applicable information is now captured in an iBuy requisition so that the iBuy PO issued can be used and matched for payment.
- Small Purchases of \$10,000 to \$100,000 require multiple quotes. Such quotes can be informal (e.g., via telephone or email, or notes of web-based pricing of comparable items). The multiple quotes must be documented in iBuy Internal Notes or Comments, or attached in iBuy Internal Attachments, and must identify the vendors which provided the quotes and the method by which the quotes were obtained; or the reasons why multiple quotes, including from small and diverse businesses, were not obtained. Units are encouraged to solicit at least one quote from a Business Enterprise Program (BEP) certified diverse vendor when available. These requirements are now addressed in the iBuy Purchase Requisition Form and Standing Order Form.
- Small purchases using federal or federal pass-through funds (Fund Codes 4xxxxx and 5xxxxx), shall comply with the Uniform Guidance Micro-Purchase requirements for multiple quotes at \$10,000.

- All other small purchases shall comply with the Chief Procurement Officer for Higher Education Administrative Rules at Sec.4.2020(a) which include documentation demonstrating competition (quotes) from multiple vendors for purchases \$20,000 to \$100,000.
- If your purchase order, including for a competitively solicited award, is expiring and there is a continuing need for services or supplies, but no Renewals are available, then you will need to submit a requisition for a new purchase order or new competitive solicitation to be initiated. This should be done **as soon as possible** to permit adequate time to draft, issue, receive responses, evaluate and recommend an award for a competitive IFB (Invitation for Bid) or RFP (Request for Proposal).

## Deadlines

For fiscal year 2025 purchase requirements with a start date of 7/1/2024, it is essential that departments submit requisitions in a timely manner to allow sufficient time to process renewals (if any are available), or competitive bids, RFPs, Exemptions, or Sole Sources, prepare recommendations for the Board of Trustees, if necessary, and obtain all necessary approvals, to issue an annual order by July 1<sup>st</sup>.

Purchase Request Amount	Date Due in UIS Purchasing
Renewals of competitively solicited (IFB or RFP), posted awards of any amount, to meet requirements of Sec. 8i of BEP Act for review upon renewal of whether BEP goal established for original solicitation is being met, or should be increased, or if there was no goal if one should be established.	January 17, 2024
\$1,000,000 or more per fiscal year for supplies, general services and/or professional and artistic services, including sole sources and exemptions, requires Board of Trustees (BOT) approval. <b>Requisitions need to be submitted to Purchasing with adequate time to obtain the necessary BOT approvals.</b>	February 1, 2024
\$100,000 to \$999,999 for supplies and general services Professional and Artistic services (Law, Accounting, Dentistry, Clinical Psychology, Medicine and Custom Art), including Sole Source and Exempt purchases.	January 9, 2024
\$50,000 to \$100,000 for supplies, general services and professional and artistic services.	April 3, 2024
\$10,000 to \$49,999 for supplies, general services and professional and artistic services	May 1, 2024

## How to Renew an Annual Order

- ACCOUNTING DATE/TRANSACTION DATE – FY2025 orders must have a July 1, 2024 or later Accounting Date.
- Enter the previous fiscal year Purchase Order number in the **Previous Purchase Order Number** field under **Internal Notes and Attachments**, e.g., P0907737 (FY24). All other information should be entered in the **Internal Notes and Internal Attachments** sections.
- Enter the following in the **External Notes** field e.g., STANDING PURCHASE ORDER TERM 07/01/24 TO 06/30/25 REPLACES PO #Pxxxxxxx. FURNISH THE FOLLOWING "AS REQUESTED OR SCHEDULED ONLY". PO is not to be used for any purchase of supplies or services, nor should any work be performed, or invoices issued before July 1, 2024 or the date PO was issued, whichever is latest."
- Please provide information regarding source of State authority, such as RFP, IFB, sole source, or exemption numbers and the Contracts+ Number in the "Bulletin Award Number" and "Contract Number" in the appropriate fields. Additional information including Vendor quote numbers; Statewide contract numbers associated with Joint/Group Purchasing Organizations/Consortia contracts such as IPHEC, Novation/Vizient, E&I or IL Central Management Services; and any other source of pricing should be entered in the "Internal Notes" section.
- Users will receive an iBuy email notification when a Purchase Order is created that includes the Purchase Order number (unless the user has turned off such notifications in their notification settings) when it is completed and sent to the Vendor.

## Expiring Contracts – Renew or Extend

- Contracts must have appropriate procurement authority to be renewed or extended. Remember, expired contracts cannot be amended, extended or renewed. If there is an ongoing need once a contract has expired, a new contract must be requested. Please UIS Procedures and Deadlines for Renewing or Establishing FY2025 Annual Orders/FY2024 Encumbrances confirm procurement authority with the UIS Purchasing and Contract Management Contracts Team.
- Please enter a Contract Request in Contracts+ to renew or extend an expiring contract prior to the contract's expiration date. Include the current contract number in the "Contract Number to Amend" field of the Contract Request.

## Encumbrances

**Fiscal Year 2024 will end on June 30, 2024.** Completed and approved requisitions for purchases of supplies and services that are to be charged to your FY2024 budget and encumbered with FY2024 funds must be received in the UIS Purchasing & Contract Management Office by the dates listed in the deadlines section to ensure encumbrance of funds in FY2024. **Purchase requisitions issued and purchase orders processed after July 1 will be charged to your FY2025 budget.**

## Who to Contact:

**UIS Purchasing Questions:** Email: [uispurchasing@uillinois.edu](mailto:uispurchasing@uillinois.edu) or call 217/206-6651