



To: Members of the Joint Committee on Government Reform
From: James P. Sledge, Chief Procurement Officer
Date: April 21, 2009
Subject: Overview of CMS Internal Procurement Controls

To uphold the principles of competitive bidding and economic procurement practices, CMS and agencies under CMS authority implement the following controls over the contract approval processes under CMS authority.

Contracts of \$250,000 and over:

CMS as the user agency –

Approvals are required by:

- CMS SPO
- CMS Portfolio Manager or CMS Strategic Sourcing Manager
- CMS BCCS reviews (if IT/Telecom related)
- CMS Procurement Deputy General Counsel
- CMS General Counsel
- CMS CPO
- CMS CFO
- Governor’s OMB

Other user agencies –

Approvals are required by:

- Agency-specific internal approvals
- Agency SPO
- CMS Portfolio Manager or CMS Strategic Sourcing Manager
- CMS BCCS reviews (if IT related)
- CMS General Counsel (if CPO Notice #33 applies)
- Governor’s OMB

Contacts under \$250,000:

CMS as the user agency –

Approvals are required by:

- CMS SPO
- CMS Portfolio Manager or CMS Strategic Sourcing Manager
- CMS BCCS reviews (if IT/Telecom related)
- CMS General Counsel (if CPO Notice #33 applies)

Other user agencies –

Approvals are required by:

- Agency-specific internal approvals
- Agency SPO
- CMS Portfolio Manager or CMS Strategic Sourcing Manager
- CMS BCCS reviews (if IT/Telecom related)
- CMS General Counsel (if CPO Notice #33 applies)

Non-IT/Telecom Emergency and Small Purchase:

CMS as the user agency –

Approvals are required by:

- CMS SPO

Other user agencies –

Approvals are required by:

- Agency-specific internal approvals

CMS has authority over all procurements except the following: (1) construction and construction-related services procurements conducted by the Capital Development Board and the Illinois Department of Transportation and (2) all procurements required by the Public Institutions of Higher Education and (3) the Illinois Power Agency.

- CMS Portfolio Manager or CMS Strategic Sourcing Manager or CMS Procurement Specialist
- CMS CFO (if it is a non-competitively-bid small purchase)

Sole Source:

CMS as the user agency –

Approvals are required by:

- CMS SPO
- CMS Legal
- CMS Portfolio Manager or CMS Strategic Sourcing Manager or CMS Procurement Specialist

IT/Telecom Emergency and Small Purchase:

CMS as the user agency –

Approvals are required by:

- CMS SPO
- CMS BCCS
- CMS Portfolio Manager or CMS Strategic Sourcing Manager or CMS Procurement Specialist

- Agency SPO
- CMS Portfolio Manager or CMS Strategic Sourcing Manager or CMS Procurement Specialist

Other user agencies –

Approvals are required by:

- Agency-specific internal approvals
- Agency SPO
- CMS Legal
- CMS Portfolio Manager or CMS Strategic Sourcing Manager or CMS Procurement Specialist

Other user agencies –

Approvals are required by:

- Agency-specific internal approvals
- Agency SPO
- CMS BCCS
- CMS Portfolio Manager or CMS Strategic Sourcing Manager or CMS Procurement Specialist