



**Executive Ethics Commission
Illinois Department of Transportation
Chief Procurement Office**

Memorandum #2

To: All Construction Procurement Staff
From: Bill Grunloh
Subject: Highway Construction/Construction Related Procurement Files
Date: September 27, 2010

Complete procurement files are an essential part of the procurement process. As state employees involved in the procurement process, we are charged with assuring that all documents (official procurement forms and other types of pertinent communications) are maintained in the procurement file.

In general terms, a procurement file should contain any information generated by the department or received from a proposer, bidder or contractor for the procurement. Maintaining a procurement file would begin when the department advertises, solicits or initiates a procurement. From that point, all written documentation and forms shall be maintained in a secure file(s). During the implementation of the contract, forms or written communication resulting in the modification of the original contract should be made a part of the procurement file. In short, the file shall contain documents verifying proper approval of any decision modifying or changing the contract. Documentation must reflect the final cost.

Although best practice would be to have the procurement file(s) maintained in one central location, that decision lies with the department. The fact that multiple file locations may exist, does not relieve procurement personnel from assuring that a procurement file is complete and readily available for review or disclosure under the Freedom of Information Act (FOIA).