

Vendor Guidelines (Attachment)

Procurement Communications

DoIT values the opportunity to engage with vendors to learn about industry trends and evolving technologies. However, please be aware of the following guidelines during our interactions:

Discussion Limitations:

- **DoIT's Scope of Discussion:**
 - We can ask questions about your products and services, past projects with governmental entities or clients, and other relevant details to understand your company better.
 - We cannot share information about our future solicitation plans or anything that might give a competitive advantage to one vendor over another.
- **Reporting Requirements:**
 - Conversations that provide material information, relate to a potential action, and concern an active procurement matter must be reported to the Procurement Policy Board. For more information, visit [Procurement Communications Reporting](#).
 - If you are a lobbyist or a lobbyist is part of your discussion, the lobbyist is also required to report the communication.
- **Transparency and Prohibited Actions:**
 - Reporting a communication ensures transparency and does not automatically disqualify your company from bidding. However, if the communication aids in the preparation of a solicitation, your company could be barred from participating on that solicitation.

Product Information:

- Do not provide customized proposals addressing how you will meet State needs, specifications, or architecture details about your products unless explicitly requested by an authorized procurement employee.

Ethics and Gift Policy:

- Due to the State's Ethics Act restrictions, you and your company cannot offer and we cannot accept anything of value from you or your company.

Let's Build Strong Partnerships! We look forward to a productive Industry Day filled with valuable connections.

For any ethics questions, please contact Julie Langrehr (julie.langrehr2@illinois.gov) DoIT Deputy General Counsel and Chief Ethics Officer at the Illinois Department of Innovation and Technology.

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#DoITSupplierDiversity #IndustryDay #Inclusiveness