

**STATE OF ILLINOIS  
PROCUREMENT POLICY BOARD**

**COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2012**

STATE OF ILLINOIS  
 PROCUREMENT POLICY BOARD  
 COMPLIANCE EXAMINATION  
 For the Two Years Ended June 30, 2012

**TABLE OF CONTENTS**

		<b>Page</b>
Agency Officials		1
Management Assertion Letter		2
Compliance Report:		
Summary		3
Independent Accountants' Report on State Compliance, on Internal Control Over Compliance, and on Supplementary Information for State Compliance Purposes		5
Schedule of Findings		
Prior Findings Not Repeated		8
Supplementary Information for State Compliance Purposes:	<b>Schedule</b>	<b>Page</b>
Summary		10
Fiscal Schedules and Analysis		
Schedule of Appropriations, Expenditures and Lapsed Balances - Fiscal Year 2012	1	11
Schedule of Appropriations, Expenditures and Lapsed Balances - Fiscal Year 2011	2	12
Comparative Schedule of Net Appropriations, Expenditures and Lapsed Balances	3	13
Schedule of Changes in State Property	4	14
Comparative Schedule of Cash Receipts and Reconciliation of Cash Receipts to Deposits Remitted to the Comptroller	5	15
Analysis of Significant Variations in Expenditures	6	16
Analysis of Significant Variations in Cash Receipts	7	17
Analysis of Significant Lapse Period Spending	8	18
Analysis of Operations (Not Examined)		
Agency Functions and Planning Program (Not Examined)		19
Average Number of Employees (Not Examined)		20
Service Efforts and Accomplishments (Not Examined)		21

STATE OF ILLINOIS  
PROCUREMENT POLICY BOARD  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2012

**AGENCY OFFICIALS**

Executive Director, Acting  
Executive Director

William Blount (7/1/10 – 8/1/10)  
Aaron Carter (8/2/10 – current)

Chief Fiscal Officer  
Chief Fiscal Officer  
Chief Fiscal Officer

Jennifer Rapp (7/1/10 - 9/15/10)  
Vacant (9/16/10 - 10/17/10)  
Timothy Fishburn (10/18/10 - current)

The members of the Board as of June 30, 2012 were:

- David Vaught, Chairman
- Larry Ivory
- Ed Bedore
- Ricardo Morales
- Bill Black

Board administrative office is located at:

222 South College Street  
Suite 231  
Springfield, IL 62704



Chairman: David Vaught  
Members: Ed Bedore, Ricardo Morales, Larry Ivory, Bill Black

10/2/2012

Honorable William G. Holland  
Auditor General  
State of Illinois

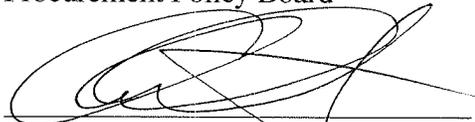
Sir:

We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grant agreements that could have a material effect on the operations of the Board. We are responsible for and we have established and maintained an effective system of, internal controls over compliance requirements. We have performed an evaluation of the Board's compliance with the following assertions during the two-year period ended June 30, 2012. Based on this evaluation, we assert that during the year(s) ended June 30, 2011 and June 30, 2012, the Board has materially complied with the assertions below.

- A. The agency has obligated, expended, received and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The agency has obligated, expended, received and used public funds of the State in accordance with any limitations, restrictions, conditions or mandatory directions imposed by law upon such obligation, expenditure, receipt or use.
- C. The agency has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. State revenues and receipts collected by the agency are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate and in accordance with law.

Yours very truly,

Procurement Policy Board

  
(Aaron Carter, Executive Director)  
(Timothy Fishburn, Fiscal Officer)

STATE OF ILLINOIS  
PROCUREMENT POLICY BOARD  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2012

**COMPLIANCE REPORT**

**SUMMARY**

The compliance testing performed during this examination was conducted in accordance with *Government Auditing Standards* and in accordance with the Illinois State Auditing Act.

**ACCOUNTANTS' REPORT**

The Independent Accountants' Report on State Compliance, on Internal Control Over Compliance and on Supplementary Information for State Compliance Purposes does not contain scope limitations, disclaimers, or other significant non-standard language.

**SUMMARY OF FINDINGS**

<u>Number of</u>	<u>Current Report</u>	<u>Prior Report</u>
Findings	0	5
Repeated findings	0	1
Prior recommendations implemented or not repeated	5	0

**SCHEDULE OF FINDINGS**

The Procurement Policy Board did not have any current year findings.

**PRIOR FINDINGS NOT REPEATED (STATE COMPLIANCE)**

<u>Item No.</u>	<u>Page</u>	<u>Description</u>
A	8	Voucher processing weaknesses
B	8	Inadequate controls over personal services
C	8	Property control weaknesses
D	9	Inadequate controls over contractual agreement obligations
E	9	Inadequate controls over cash receipts

STATE OF ILLINOIS  
PROCUREMENT POLICY BOARD  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2012

**EXIT CONFERENCE**

The Procurement Policy Board declined an exit conference.



OFFICE OF THE AUDITOR GENERAL  
WILLIAM G. HOLLAND

INDEPENDENT ACCOUNTANTS' REPORT ON STATE COMPLIANCE,  
ON INTERNAL CONTROL OVER COMPLIANCE, AND ON  
SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES

Honorable William G. Holland  
Auditor General  
State of Illinois

**Compliance**

We have examined the State of Illinois, Procurement Policy Board's compliance with the requirements listed below, as more fully described in the Audit Guide for Financial Audits and Compliance Attestation Engagements of Illinois State Agencies (Audit Guide) as adopted by the Auditor General, during the two years ended June 30, 2012. The management of the State of Illinois, Procurement Policy Board is responsible for compliance with these requirements. Our responsibility is to express an opinion on the State of Illinois, Procurement Policy Board's compliance based on our examination.

- A. The State of Illinois, Procurement Policy Board has obligated, expended, received, and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The State of Illinois, Procurement Policy Board has obligated, expended, received, and used public funds of the State in accordance with any limitations, restrictions, conditions or mandatory directions imposed by law upon such obligation, expenditure, receipt or use.
- C. The State of Illinois, Procurement Policy Board has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. State revenues and receipts collected by the State of Illinois, Procurement Policy Board are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate and in accordance with law.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants; the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States; the Illinois State Auditing Act (Act); and the Audit Guide as adopted by the Auditor General pursuant to the Act; and, accordingly, included examining, on a test basis,

evidence about the State of Illinois, Procurement Policy Board's compliance with those requirements listed in the first paragraph of this report and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the State of Illinois, Procurement Policy Board's compliance with specified requirements.

In our opinion, the State of Illinois, Procurement Policy Board complied, in all material respects, with the compliance requirements listed in the first paragraph of this report during the two years ended June 30, 2012.

### **Internal Control**

Management of the State of Illinois, Procurement Policy Board is responsible for establishing and maintaining effective internal control over compliance with the requirements listed in the first paragraph of this report. In planning and performing our examination, we considered the State of Illinois, Procurement Policy Board's internal control over compliance with the requirements listed in the first paragraph of this report as a basis for designing our examination procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Audit Guide, issued by the Illinois Office of the Auditor General, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the State of Illinois, Procurement Policy Board's internal control over compliance.

*A deficiency in an entity's internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with the requirements listed in the first paragraph of this report on a timely basis. *A material weakness in an entity's internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a requirement listed in the first paragraph of this report will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

As required by the Audit Guide, immaterial findings excluded from this report have been reported in a separate letter.

### **Supplementary Information for State Compliance Purposes**

Our examination was conducted for the purpose of forming an opinion on compliance with the requirements listed in the first paragraph of this report. The accompanying supplementary information for the years ended June 30, 2012 and June 30, 2011 in Schedules 1 through 8 and

the Analysis of Operations Section is presented for purposes of additional analysis. We have applied certain limited procedures as prescribed by the Audit Guide as adopted by the Auditor General to the June 30, 2012 and June 30, 2011 accompanying supplementary information in Schedules 1 through 8. However, we do not express an opinion on the accompanying supplementary information.

We have not applied procedures to the June 30, 2010 accompanying supplementary information in Schedules 3 through 7 and in the Analysis of Operations Section, and accordingly, we do not express an opinion or provide any assurance on it.

This report is intended solely for the information and use of the Auditor General, the General Assembly, the Legislative Audit Commission, the Governor, agency management, and the Illinois Procurement Policy Board and is not intended to be and should not be used by anyone other than these specified parties.

  
BRUCE L. BULLARD, CPA  
Director of Financial and Compliance Audits

October 02, 2012

STATE OF ILLINOIS  
PROCUREMENT POLICY BOARD  
**PRIOR FINDINGS NOT REPEATED (STATE COMPLIANCE)**  
For the Two Years Ended June 30, 2012

A. **FINDING** (Voucher processing weaknesses)

During the prior engagement, the Illinois Procurement Policy Board (Board) did not have adequate controls over its voucher processing. Specifically, the Board did not perform Fiscal Year 2009 and Fiscal Year 2010 monthly reconciliations. Additionally, the Board received invoices for goods and services obtained in Fiscal Year 2010 that were never processed for payment or submitted to the Comptroller's Office prior to August 31, 2010. The Board also submitted duplicate payments and did not approve vouchers for payment in a timely manner. Further, the Board could not provide supporting documentation for vouchers selected for testing.

During the current engagement, the Board improved controls over voucher processing through policy and personnel changes. (Finding Code No. 10-1)

B. **FINDING** (Inadequate controls over personal services)

During the prior engagement, the Illinois Procurement Policy Board (Board) did not have adequate controls over personal services. Specifically, the employees' attendance records did not correlate, employees had Time and Attendance Reports that were not filled out correctly, and one employee did not include their name or certify the time recorded on Time and Attendance Reports.

During the current engagement, the Board improved controls over personal services through policy and personnel changes. (Finding Code No. 10-2)

C. **FINDING** (Property control weaknesses)

During the prior engagement, the Illinois Procurement Policy Board (Board) did not properly adjust property control records or exercise adequate controls over its property.

During the current engagement, the Board improved controls over its property control records and exercised adequate controls over its property. (Finding Code No. 10-3, 08-1, 06-1)

STATE OF ILLINOIS  
PROCUREMENT POLICY BOARD  
**PRIOR FINDINGS NOT REPEATED (STATE COMPLIANCE)**  
For the Two Years Ended June 30, 2012

D. **FINDING** (Inadequate controls over contractual agreement obligations)

During the prior engagement, the Illinois Procurement Policy Board (Board) did not properly obligate contractual agreements by completing Contract Obligation Documents and filing them with the Office of the Comptroller. In addition, the Board did not enter the obligations into the Accounting Information System.

During the current engagement, the Board properly obligated contractual agreements by completing Contract Obligation Documents and filing them with the Office of the Comptroller. In addition, the Board entered the obligations into the Accounting Information System. (Finding Code No. 10-4)

E. **FINDING** (Inadequate controls over cash receipts)

During the prior engagement, the Illinois Procurement Policy Board (Board) did not have adequate controls over the handling of its receipts. Specifically, the Board did not maintain a cash receipts ledger, receipts were not deposited timely, and Receipt Deposit Transmittal Forms were not submitted to the Office of the Comptroller timely.

During the current engagement, the Board improved the receipt processing and deposited all receipts and refunds timely. (Finding Code No. 10-5)

STATE OF ILLINOIS  
PROCUREMENT POLICY BOARD  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2012

**SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES**

**SUMMARY**

Supplementary Information for State Compliance Purposes presented in this section of the report includes the following:

- Fiscal Schedules and Analysis:
  - Schedule of Appropriations, Expenditures and Lapsed Balances
  - Comparative Schedule of Net Appropriations, Expenditures and Lapsed Balances
  - Schedule of Changes in State Property
  - Comparative Schedule of Cash Receipts and Reconciliation of Cash Receipts to Deposits Remitted to the Comptroller
  - Analysis of Significant Variations in Expenditures
  - Analysis of Significant Variations in Cash Receipts
  - Analysis of Significant Lapse Period Spending
  
- Analysis of Operations (Not Examined):
  - Agency Functions and Planning Program (Not Examined)
  - Average Number of Employees (Not Examined)
  - Service Efforts and Accomplishments (Not Examined)

The accountants' report that covers the Supplementary Information for State Compliance Purposes presented in the Compliance Report Section states the accountants have applied certain limited procedures as prescribed by the Audit Guide as adopted by the Auditor General to the June 30, 2012 and June 30, 2011 in Schedules 1 through 8. However, the accountants do not express an opinion on the supplementary information. The accountants' report also states that they have not applied procedures to the Analysis of Operations Section, and accordingly, they do not express an opinion or provide any assurance on it.

STATE OF ILLINOIS  
 PROCUREMENT POLICY BOARD  
**SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES**  
 For the Fiscal Year Ended June 30, 2012

P.A. 97-0056	Expenditures		Approximate		Approximate Balances Lapsed August 31
	Through June 30	July 1 to August 31	Lapse Period Expenditures	Total Expenditures 14 Months Ended August 31	
Appropriations	\$ 499,900	\$ 485,274	\$ 13,311	\$ 498,585	\$ 1,315
General Revenue Fund - 001	<u>\$ 499,900</u>	<u>\$ 485,274</u>	<u>\$ 13,311</u>	<u>\$ 498,585</u>	<u>\$ 1,315</u>
Ordinary and Contingent Expenses	\$ 499,900	\$ 485,274	\$ 13,311	\$ 498,585	\$ 1,315
Total Fiscal Year 2012	<u>\$ 499,900</u>	<u>\$ 485,274</u>	<u>\$ 13,311</u>	<u>\$ 498,585</u>	<u>\$ 1,315</u>

Note: Appropriations, expenditures, and lapsed balances were obtained from the Board's records and have been reconciled to records of the State Comptroller. Expenditure amounts are vouchers approved for payment by the Board and submitted to the State Comptroller for payment to the vendor. Approximate lapse period expenditures do not include interest payments approved for payment by the Board and submitted to the Comptroller for payment after August 31.

STATE OF ILLINOIS  
 PROCUREMENT POLICY BOARD  
**SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES**  
 For the Fiscal Year Ended June 30, 2011

P.A. 96-0957	Appropriations	Lapse Period		Total	Balances Lapsed December 31
		Expenditures Through June 30	Expenditures July 1 to December 31		
General Revenue Fund - 001					
Ordinary and Contingent Expenses	\$ 586,000	\$ 483,077	\$ 23,479	\$ 506,556	\$ 79,444
Total Fiscal Year 2011	<u>\$ 586,000</u>	<u>\$ 483,077</u>	<u>\$ 23,479</u>	<u>\$ 506,556</u>	<u>\$ 79,444</u>

Note: Appropriations, expenditures, and lapsed balances were obtained from the Board's records and have been reconciled to records of the State Comptroller.

STATE OF ILLINOIS  
 PROCUREMENT POLICY BOARD  
**COMPARATIVE SCHEDULE OF NET APPROPRIATIONS,  
 EXPENDITURES AND LAPSED BALANCES**  
 For the Fiscal Years Ended June 30,

	Fiscal Year		
	2012	2011	2010
General Revenue Fund - 001	P.A. 97-0056	P.A. 96-0957	P.A. 96-0042
Appropriations	\$ 499,900	\$ 586,000	\$ 289,100
<u>Expenditures</u>			
Ordinary and Contingent Expenses	498,585	506,556	271,704
Lapsed Balances	\$ 1,315	\$ 79,444	\$ 17,396

Note: Expenditure and lapsed balances for Fiscal Year 2012 and Fiscal Year 2010 do not reflect interest payments approved by the Board and submitted to the Comptroller for payment after August.

STATE OF ILLINOIS  
 PROCUREMENT POLICY BOARD  
**SCHEDULE OF CHANGES IN STATE PROPERTY**  
 For the Fiscal Years Ended June 30,

	Fiscal Year	
	2012	2011
Beginning Balance, July 1,	\$ 29,360	\$ 26,407
Additions	1,651	7,646
Deletions	(181)	-
Net Transfers	(3,845)	(4,693)
Ending Balance, June 30,	<u>\$ 26,985</u>	<u>\$ 29,360</u>

Note: This schedule was prepared from the Board's records and reconciled to the Agency Report of State Property Quarterly Reports.

STATE OF ILLINOIS  
 PROCUREMENT POLICY BOARD  
**COMPARATIVE SCHEDULE OF CASH RECEIPTS AND  
 RECONCILIATION OF CASH RECEIPTS TO  
 DEPOSITS REMITTED TO THE COMPTROLLER**  
 For the Fiscal Years Ended June 30,

	Fiscal Year		
	<u>2012</u>	<u>2011</u>	<u>2010</u>
<b><u>General Revenue Fund - 001</u></b>			
Miscellaneous - Payroll Refund	<u>\$ -</u>	<u>\$ 3,677</u>	<u>\$ 7,228</u>
Total Receipts per Board Records	<u>-</u>	<u>3,677</u>	<u>7,228</u>
Add: Deposits in Transit, Beginning of Year	-	7,228	-
Less: Deposits in Transit, End of Year	<u>-</u>	<u>-</u>	<u>7,228</u>
Deposits Recorded by the Comptroller	<u><u>\$ -</u></u>	<u><u>\$ 10,905</u></u>	<u><u>\$ -</u></u>

STATE OF ILLINOIS  
PROCUREMENT POLICY BOARD  
**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES**  
For the Two Years Ended June 30, 2012

**BETWEEN FISCAL YEARS 2012 AND 2011**

There were no significant variations in expenditures between Fiscal Year 2012 and Fiscal Year 2011.

**BETWEEN FISCAL YEARS 2011 AND 2010**

Ordinary and Contingent Expenses

The increase in expenditures was due to the enactment of Senate Bill 51, which required the Procurement Policy Board to provide training to State Purchasing Officers. As a result, the Board received an additional \$296,900 of appropriations from the General Assembly for Fiscal Year 2011.

STATE OF ILLINOIS  
PROCUREMENT POLICY BOARD  
**ANALYSIS OF SIGNIFICANT VARIATIONS IN CASH RECEIPTS**  
For the Two Years Ended June 30, 2012

**ANALYSIS OF SIGNIFICANT VARIATIONS IN CASH RECEIPTS BETWEEN  
FISCAL YEARS 2011 AND 2010**

In Fiscal Year 2010, the Illinois Procurement Policy Board (Board) paid an additional payroll check to an employee who left the Board. This employee and Central Management Services (CMS) reimbursed the Board for the overpayment, totaling \$7,228. In Fiscal Year 2011, the Board was reimbursed by CMS for the remaining payroll deductions from the Fiscal Year 2010 overpayment to a former employee, totaling \$3,677.

**ANALYSIS OF SIGNIFICANT VARIATIONS IN CASH RECEIPTS BETWEEN  
FISCAL YEARS 2012 AND 2011**

In Fiscal Year 2011, the Board was reimbursed by CMS for remaining payroll deductions from a Fiscal Year 2010 overpayment to a former employee, totaling \$3,677. In Fiscal Year 2012, the Board did not receive any cash receipts.

STATE OF ILLINOIS  
PROCUREMENT POLICY BOARD  
**ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING**  
For the Two Years Ended June 30, 2012

There were no significant expenditures made during the Fiscal Year 2011 or Fiscal Year 2012 lapse period.

STATE OF ILLINOIS  
PROCUREMENT POLICY BOARD  
**AGENCY FUNCTIONS AND PLANNING PROGRAM**  
For the Two Years Ended June 30, 2012  
(Not Examined)

**FUNCTIONS**

The Procurement Policy Board (Board) is statutorily charged with the responsibility to review, comment upon and recommend rules and practices governing the procurement, management, control and disposal of supplies, services, professional and artistic services, construction, and real property and capital improvement leases procured by the State. In particular, the Board is specifically responsible for the approval of lease renewals for State agencies and by recent legislative action the review of most State contracts prior to execution. Leases and contracts reviewed number more than 7,000 annually.

Public Act 93-839 established a contract review process by which any proposed State contract that is bid or let through the Procurement Bulletin (which is the statutorily prescribed tool for bid letting) be reviewed over a 30 day time period. The Board may waive the 30 days in order to expedite transactions but this does not abdicate the Board's review authority.

Public Act 95-536 requires the Procurement Policy Board to maintain on its official website a searchable database containing all information required to be included in the Illinois Procurement Bulletin under subsections (b) and (c) of Section 15-25. The posting of procurement information on the website is subject to the same posting as the online electronic bulletin.

From a programmatic standpoint, the Board's single mandate is the facilitation of procurement policy for the State of Illinois. In an ongoing capacity, the Board is in communication with the Chief Procurement Officers and State Purchasing Officers for the purposes of policy review and development. In this context, the Board offers assistance in the way of standardized educational seminars for staff in need of foundation level procurement education. The seminars are structured in a format that allows procurement staff members to apply the coursework towards professional certification in this field.

The Board is governed by five members appointed one each by the four legislative leaders and the Governor. As of June 30, 2012, within the Board's operations there were five employees and the statutory authority to staff accordingly in order to manage the contract review requirements of the Procurement Code. Professional and support staff are subordinate to the Executive Director and all employees function under the direction of the Board.

**PLANNING PROGRAM**

Policy development is an ongoing function of the Board. When planning for some targeted project the Executive Director and the Board members discuss cause, effect, timing, cost, and implementing issues involved. Board members meet monthly to discuss issues such as approving the Board's operational budget, authorizing the number of employees and advising and recommending policies for the operation of the Board.

STATE OF ILLINOIS  
 PROCUREMENT POLICY BOARD  
**AVERAGE NUMBER OF EMPLOYEES**  
 For the Two Years Ended June 30, 2012  
 (Not Examined)

The following table, prepared from Board records, presents the average number of Board employees for the fiscal years ended June 30,

	<u>2012</u>	<u>2011</u>	<u>2010</u>
Executive Director	1	1	1
Chief Fiscal Officer	1	1	1
Contract Analyst	2	2	1
Administrative Assistant	<u>1</u>	<u>1</u>	<u>1</u>
Total Average Full-Time Employees	<u><u>5</u></u>	<u><u>5</u></u>	<u><u>4</u></u>

STATE OF ILLINOIS  
 PROCUREMENT POLICY BOARD  
**SERVICE EFFORTS AND ACCOMPLISHMENTS**  
 For the Two Years Ended June 30, 2012  
 (Not Examined)

Pursuant to the Illinois Procurement Code (30 ILCS 500/5-30), no contract procured above the small purchases limit may be executed until 30 days after notice of its award or letting appears in the Procurement Bulletin, without the Procurement Policy Board (Board) having the opportunity to review the proposed contract. The contracting agency may request, and the Board may agree to waive the 30-day period as necessary.

Board review occurs on proposed contracts that appear contrary to existing policy, contracts that are proposed under newly established policy and contracts that are particularly unique and do not find a ready course through existing procurement policy.

The following data provides details on the State's contracting activity in the areas of sole source, emergency, professional and artistic, and construction contracts in addition to Board reviews initiated and information requests and results for fiscal years 2012, 2011 and 2010.

	<b>Fiscal Year 2012</b>	<b>Fiscal Year 2011</b>	<b>Fiscal Year 2010</b>
<b>Contracts by Procurement Approach</b>			
Alternative RFI (Real Estate)	1	0	47
Amendment / Changes	1,283	1,471	1,406
Competitive Bid (IFB, RFP, etc)	3,161	3,317	3,752
Emergency	321	212	104
Orders (On-Going Notices)	0	54	58
Renewal	1,017	1,202	1,463
RFI Exempt (Real Estate)	50	9	68
Sole Source	<u>797</u>	<u>854</u>	<u>1,247</u>
<b>Total by Procurement Approach</b>	<b><u>6,630</u></b>	<b><u>7,119</u></b>	<b><u>8,145</u></b>

STATE OF ILLINOIS  
 PROCUREMENT POLICY BOARD  
**SERVICE EFFORTS AND ACCOMPLISHMENTS**  
 For the Two Years Ended June 30, 2012  
 (Not Examined)

	<b>Fiscal Year 2012</b>	<b>Fiscal Year 2011</b>	<b>Fiscal Year 2010</b>
<b>Contracts by Relevant Category</b>			
Aeronautics (DOT)	6	34	70
Commodities	722	899	1,061
Construction	666	576	523
Employee Benefits	19	23	19
Entertainment	44	71	76
Equipment	597	644	640
Facilities	506	465	695
General Services	1,186	1,206	1,174
Health and Medical Services	77	65	69
Highway Construction	2,383	2,666	3,281
Information Technology	344	397	453
Pharmaceuticals	6	12	20
Telecommunications	<u>74</u>	<u>61</u>	<u>64</u>
<b>Total by Relevant Category</b>	<b><u>6,630</u></b>	<b><u>7,119</u></b>	<b><u>8,145</u></b>
<b>Contract Extensions by Method of Procurement</b>			
Emergency	116	97	11
Sole Source	1	0	26
Other	<u>20</u>	<u>17</u>	<u>50</u>
<b>Total Extensions by Method of Procurement</b>	<b><u>137</u></b>	<b><u>114</u></b>	<b><u>87</u></b>
<b>Procurement Reviews Initiated</b>			
Competitive Selection / Other	3	5	9
Emergency	0	0	0
Sole Source	<u>0</u>	<u>5</u>	<u>11</u>
<b>Total Procurement Reviews Initiated</b>	<b><u>3</u></b>	<b><u>10</u></b>	<b><u>20</u></b>
<b>More Information Requested and Results</b>			
More Information Requested	535	639	331
Procurement Withdrawn Due to Board Inquiry	16	5	9
<b>Professional and Artistic Contracts</b>			
Professional and Artistic All Methods	458	505	576
Professional and Artistic Sole Source	90	67	121

STATE OF ILLINOIS  
 PROCUREMENT POLICY BOARD  
**SERVICE EFFORTS AND ACCOMPLISHMENTS**  
 For the Two Years Ended June 30, 2012  
 (Not Examined)

	<b>Fiscal Year 2012</b>	<b>Fiscal Year 2011</b>	<b>Fiscal Year 2010</b>
<b>Sole Source Contracts by Relevant Category</b>			
Commodities	148	214	289
Construction	19	0	2
Employee Benefits	0	1	0
Entertainment	36	30	18
Equipment	171	186	183
Facilities	27	20	23
General Services	220	214	294
Health and Medical Services	5	5	10
Highway Construction	0	2	157
Information Technology	158	154	239
Pharmaceuticals	2	5	12
Telecommunications	<u>11</u>	<u>22</u>	<u>20</u>
<b>Total Sole Source Contracts by Relevant Category</b>	<b><u>797</u></b>	<b><u>853</u></b>	<b><u>1,247</u></b>
<b>Sole Source by Type of Agency</b>			
State Agencies	228	275	491
Higher Education	<u>569</u>	<u>578</u>	<u>756</u>
<b>Total Sole Source by Type of Agency</b>	<b><u>797</u></b>	<b><u>853</u></b>	<b><u>1,247</u></b>