



PREFACE

Welcome to the updated version of the Illinois ASBO Purchasing Manual. This resource provides essential information related to the purchasing profession and is designed for both the novice as well as the experienced business official. The manual is intended to serve as a guide to the broader background of the overall purchasing process as well as, its specific and various components.

Time for an Update

The Purchasing Manual is the compilation of many years of discussions, planning, and finally, much hard work. Over the years, times have changed and so have the laws and regulations governing the world of purchasing. To address those changes, the original document has undergone many revisions since it's original inception in the early 1990's.

In 2010, the Purchasing Professional Development Committee decided it was once again, time for a review – beginning to end. Over one year of collaboration, commitment, time, and effort has resulted in this latest edition. The committee will continue to work with Illinois ASBO to update this document as legislation and best practices in purchasing evolve.

New Content and Updated Revisions

The updated version contains added content to make it even more practical and beneficial:

- NEW Bidding Hypotheticals Section
- Updated Bid Specifications, RFP's and Sample Forms
- Expanded Appendix

Special Thanks

As with any project of this magnitude, the efforts of many individuals have contributed to the end-result. Acknowledgement goes first and foremost, to those who have served on the Illinois ASBO Purchasing and Resource Management Professional Committee and accepted the challenge of producing the first edition as well as, those who have contributed to the most recent revisions.

We actively solicit your comments and suggestions with the goal of making the next edition even better than the last.

We have the following dedicated committee members to thank for this most recent update:

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Thanks also go to Sam Cavnar, Ken Florey, Eugene Hanes, Howard Mertz and Lorence Slutzky at Slutzky, Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd., who reviewed the manuscript pro bono. While this review should NOT be viewed as an endorsement of the finished product, the Association appreciates the firm's generous donation of time and expertise.

The staff of Illinois ASBO should also be recognized for supporting this effort. Their response to questions, direction provided and assistance with editing and design, ensured a quality product.

Moving Forward

While every effort has been made to make this Purchasing Manual comprehensive and compete – it is intended serve as a guide. As times continue to change, the Purchasing Professional Development Committee is committed to providing updates to meet the most current standards. Good judgment on the part of any individual will suggest when legal counsel or advice from a competent second party is warranted beyond what is provided within this publication.

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