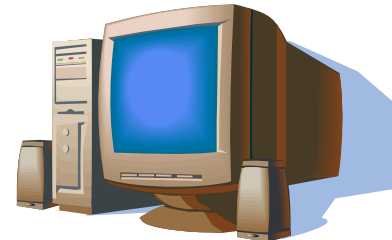# Procurement Communications Reporting System

## PCRS

# Procurement Reform Legislation
# Amended the Procurement Code

Sec. 50-39. Procurement communications reporting requirement.

(a) Any written or oral communication received by a State employee that imparts or requests material information or makes a material argument regarding potential action concerning a procurement matter, including, but not limited to, an application, a contract, or a project, shall be reported to the Procurement Policy Board. These communications do not include the following: (i) statements by a person publicly made in a public forum; (ii) statements regarding matters of procedure and practice, such as format, the number of copies required, the manner of filing, and the status of a matter; and (iii) statements made by a State employee of the agency to the agency head or other employees of that agency or to the employees of the Executive Ethics Commission. The provisions of this Section shall not apply to communications regarding the administration and implementation of an existing contract, except communications regarding change orders or the renewal or extension of a contract.

(b) The report required by subsection (a) shall be submitted monthly and include at least the following: (i) the date and time of each communication; (ii) the identity of each person from whom the written or oral communication was received, the individual or entity represented by that person, and any action the person requested or recommended; (iii) the identity and job title of the person to whom each communication was made; (iv) if a response is made, the identity and job title of the person making each response; (v) a detailed summary of the points made by each person involved in the communication; (vi) the duration of the communication; (vii) the location or locations of all persons involved in the communication and, if the communication occurred by telephone, the telephone numbers for the callers and recipients of the communication; and (viii) any other pertinent information.

(c) Additionally, when an oral communication made by a person required to register under the Lobbyist Registration Act is received by a State employee that is covered under this Section, all individuals who initiate or participate in the oral communication shall submit a written report to that State employee that memorializes the communication and includes, but is not limited to, the items listed in subsection (b).

(d) The Procurement Policy Board shall make each report submitted pursuant to this Section available on its website within 7 days after its receipt of the report. The Procurement Policy Board may promulgate rules to ensure compliance with this Section.

(e) The reporting requirements shall also be conveyed through ethics training under the State Employees and Officials Ethics Act. An employee who knowingly and intentionally violates this Section shall be subject to suspension or discharge. The Executive Ethics Commission shall promulgate rules, including emergency rules, to implement this Section.

(f) This Section becomes operative on January 1, 2011.

# What is required to be reported?

A communication that imparts or requests material information or makes a material argument is a communication that a reasonable person would believe was made for the purpose of influencing a procurement decision presently under consideration or to be considered in the near future. Such decisions include, but are not limited to, decisions:

1. establishing or defining a procurement need or method of source selection;
2. drafting, reviewing, or preparing specifications, plans or requirements;
3. drafting, reviewing, or preparing any invitations for bid, requests for proposals, requests for information, sole source procurement justifications, emergency procurement justifications, or selection information;
4. evaluating bids, responses, offers;
5. publishing notices to the Procurement Bulletins;

# What is required to be reported (cont.)?

6. letting or awarding a contract;

7. determining the contents of the procurement file or the contract file;

8. resolving protests;

9. determining inclusion on prequalification lists or prequalification in general;

10. identifying potential conflicts of interests or the voiding or allowing a contract, bid offer, or subcontract for a conflict of interest;

11. voiding or allowing a contract or subcontract pursuant to Section 50-50 of the Illinois Procurement Code;

6. determining firm performance evaluations;

7. determining suspensions or debarments; and

8. approving change orders or the renewal or extension of an existing contract

# What is NOT required to be reported?

1. communications made by a person publicly made in a public forum;

2. communications regarding matters of procedure and practice, such as format, the number of copies required, the manner of filing, and the status of a matter;

3. communications made by a State employee of the agency to the agency head or other employees of that agency or to the employees of the Executive Ethics Commission;

4. communications regarding the administration and implementation of an existing contract, *except communications regarding change orders or the renewal or extension of an existing contract;* and

5. unsolicited communications providing general information about products, services, or industry best practices that are not further disseminated, considered, or used by the receiving employee or any person in a procurement decision.

# Who can assist me in making a determination to report?

- Ultimately the individual State employee or officer is ethically charged to decide if a communication should be reported.

- Your agency/university Ethics Officer is available to assist you.

# When should I report the communication?

*Upon receipt of a communication,* the State officer or employee shall report the communication to the Procurement Policy Board.

# What does the Procurement Policy Board do with my communications reports?

Your communications are electronically reported to the Procurement Policy Board (PPB) and are then automatically published to the PPB website in a searchable database that is available to the public.

# How do I report my communications?

Your communications are reported to the PPB using an internet application created specifically for that purpose.

http://pcrs.illinois.gov

# What happens to my communication report after I submit it?
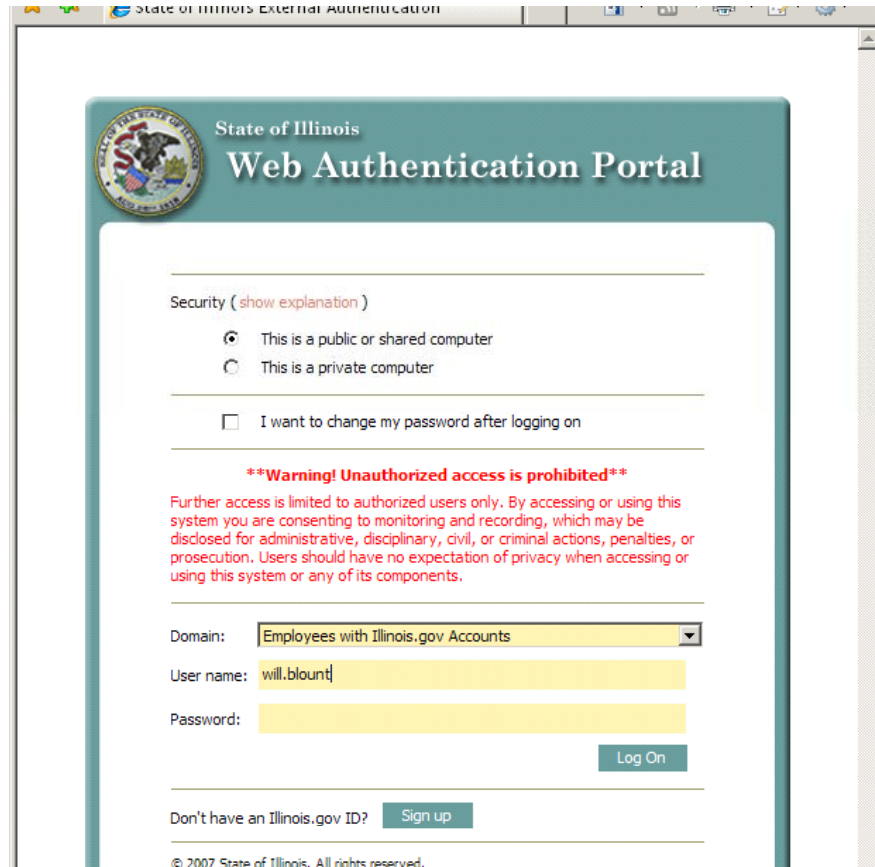
Communications reports are placed in a queue over the course of a day.  The reports are then forwarded to the Procurement Policy Board communications "clearinghouse" during a nightly batch process.

Essentially, your communications reports are available to the public the day after submission.

# Training Tutorial

**For our tutorial scenario, we received a phone call, and we need to document what transpired.**

We open our browser (in this case, Internet Explorer), type the URL, and press the ENTER key. The following webpage appears:



We must choose the "Domain" that is appropriate for our "User Name". For this application, the selection might be "Employees with Illinois.gov accounts", "Other State Employees" or possibly a specific agency (if it is listed). **We will not use "General Public".**

**If you are a State of Illinois employee, yet are not on the Illinois.gov domain, i.e. University employees, you will be required to create an ID. To create an ID, select the "Sign Up" Button and proceed to the next slide. Employees in the Illinois.gov domain may skip the next slide.**

https://www2.illinois.gov/adim/Pages/default.aspx

Live Search

ADIM : Welcome

Page ▾  Safety ▾  Tools ▾

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**Welcome**

Home

e a Illinois.gov
ID

The State of Illinois CMS Identity Management System, is a standard means of authenticating and simplifying access for citizens, and employees of
State of Illinois. It allows people to register for and create an ID that they can use to access systems that are provided by CMS.

Help

After completing a registration process, you will be issued a Illinois.gov ID, that is quite literally your "key" to electronic government. This Illinois.go
will enable you to identify or authenticate yourself to receive personalized electronic services. To obtain your Illinois.gov ID, please click on the "Cr
a Illinois.gov ID" link to the Left.

is.gov ID FAQ

If you need more information or are just curious about the Illinois.gov ID, please click on the "Illinois.gov ID FAQ" link.

State Links ▾

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✓ Trusted sites

You will then be required to provide personal information that will validated against the
Secretary of State's databases to ensure that you are a real person.  It will then validate your
information against the State of Illinois Group Insurance database to ensure that you are a
State employee.  The information required for validation is not stored locally or on our servers.

**If you need assistance, please call:  800-366-8768  Select OPTION 1 and then OPTION 13.**

**Once again, this is only required if you are not already on the Illinois.gov domain.**

**After clicking the Log On button, the following <u>Home</u> screen is displayed:**



To the left is a "navigation bar" which consists of hyperlinks that can allow movement through the application.

The <u>Contact Your Agency Ethics Officer</u> hyperlink can be clicked, and that will display a screen of agencies and their associated ethics officers.

The <u>Frequently Asked Questions</u> hyperlink will display a screen of questions and answers that might assist with some issues that might arise.

**If we click the <u>Create a Communication Document</u> navigation bar hyperlink, the following screen is displayed:**



Most of the fields are simple text fields, though "Communication Mode" and "Author's Agency" are drop-down lists that choices can be picked from.  The "Communication Date" can be typed or a calendar picker will appear if the calendar icon is clicked.  The "Communication Time" must be typed in with AM/PM being a drop-down list.

**After some data is typed in, we can click either the Save or Cancel button:**



The Save button saves the Communication Document to allow further editing and other actions on the Communication document.

The Cancel button simply does not save the data typed in, and will take us to the same screen as the Existing Documents navigation bar hyperlink.

If fact, all Cancel buttons throughout the system act exactly as expected: no modifications performed and returning to a previous state. Throughout the remaining instructions, understanding the Cancel button operation is assumed.

**After we have clicked the Save button, we have a screen that allows further editing and other actions:**

The Edit Heading/Text button takes us back to the screen where we created the Communication Document to allow modification of any of those fields.

The Edit Participants button displays a screen to modify the list of participants involved in the communication. Every Communication Document must have one, and only one, "initiator" (the one who started the communication), one, and only one, "recipient" (the one who was initially contacted by the initiator) and possibly one or more "contributors" (other people involved in the communication.

The Submit button indicates that the Communication Document has been completed, and that it is ready to be viewed by the public in the form created. Various checks will be performed to make certain the Communication Document meets the requirements; errors will be displayed at the top of the screen in red.

The Delete button will delete the Communication Document. The data will be retained for historical purposes; however, the Communication Document will not continue through the process to become viewable by the public.

**Since we don't have enough participants, clicking Edit Participants, we'll see:**



Each participant must have a "name", "type", "role", "job title", "representing" and "location" for all "communication modes". In this case shown here, we have a "Phone" communication mode, so "telephone number" is also needed. If the communication mode was "Email", the "email address" would be needed but the "telephone number" would not be.

The system automatically added the Communication Document's creator, and assumes that individual is a "State Employee" and the "Recipient" of the communication; however, the computer doesn't know such information as location, telephone number or email address.

**We need to add our location, and in this case, telephone number, so clicking the Modify button next to our participant entry opens a separate panel for detail like this:**



Notice each field that is required indicates such, and you will not be allowed to Update the participant unless all required fields have a value.

**We simply type values for the "location", "telephone number" (if needed), and "email address" (if needed).**



"Telephone Number" is edited and should allow any U.S. or international phone numbering scheme. U.S. formats are limited to "(217) 555-1212" or "217-555-1212"; such decorative styles as "217.555.1212" are not allowed.

"Email Address" is edited and will allow almost every email address. There must be an alphanumeric value, then "@" followed by some value, then a ".", finally an extension. That final extension must be two to four characters in length. That will accommodate ".com", ".net", etc., and even ".us" and ".ca". Something ending in ".museum" will fail, however. This limitation was placed because the likelihood of someone forgetting the ".net" is higher than needing a ".museum" address.

**Once Update is clicked, the new values are reflected in the "Communication Participants":**

**Since all Communication Documents require both a recipient and an initiator, we need to add the initiator, so by clicking Add Participant:**

**Again, we fill in the data:**

**The Communication Participants are again updated once we click Update:**



We have seen the Add Participant button functionality. We can assume that by clicking Cancel, we will discard any changes we made to the participants.

Save will modify the Communication Document with our changes to participants.

**Clicking Save brings us back to this screen:**



We have not yet discussed the Existing Documents button which works exactly like the Existing Documents navigation bar hyperlink.

We referenced that screen earlier in this tutorial as well.  Let's see what it looks like by clicking either the button or the hyperlink.

NOTE:  Depending on your level of access to the system, the hyperlinks on the left side may be different than what is shown on the slide.

**This is the Existing Documents screen:**



The top panel displays Communication Documents that we have in process, and as you can see, the one we have just created is there.

The second panel shows Lobbyist Reports that we need to add to Communication Documents which we have previously submitted.  We will come back to this in a bit.

The bottom panel contains Communication Documents that we created in the past.  We'll see more about this in the future, as well.

For now, let's go back to the Communication Document we were working on by clicking Details next to that entry.

NOTE:  Depending on your level of access to the system, the hyperlinks on the left side may be different than what is shown on the slide.

**That option brought us back to our primary Communication Document screen:**



To demonstrate the Lobbyist Report, we're going to say that our phone call had a registered lobbyist on the line with us. To add him, we must Edit Participants.

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## Edit Communication Document Participants

### Communication Document Heading

| | |
|---|---|
| Communication Identifier | 251 |
| Communication Topic | Award of Copier Contract |
| Communication Mode | Phone |
| Author's Agency | CMS - Central Management Services |
| Communication Date/Time | 1/10/2011 12:29:00 AM |
| Duration in Minutes | 7 |
| Agency Reference Number | 200100 |

### Communication Participants

| | Name | Type | Role | Job Title | Representing | Location | Telephone Number | Email Address |
|---|---|---|---|---|---|---|---|---|
| Modify Delete | Will Blount | State Employee | Recipient | Employee | State of Illinois | 511 W. Capitol Avenue, Springfield, IL 62704 | 217-555-1212 | |
| Modify Delete | John Doe | Vendor | Initiator | Salesman | XYZ Copier Corporation | Chicago, IL | 312-555-5555 | |

| Add Participant | Click the ADD PARTICIPANT button to add an additional Participant to the Communication Document. |
|---|---|
| Save | Click the SAVE button to save the modifications made to the Participant data. |
| Cancel | Click the CANCEL button if you do not want to save any of the changes made to the Participant data. |

**Once here, we need to Add Participant.**

S | Edit Communication Document Participants

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**Edit Communication Document Participants**

### Communication Document Heading

| | |
|---|---|
| Communication Identifier | **251** |
| Communication Topic | **Award of Copier Contract** |
| Communication Mode | **Phone** |
| Author's Agency | **CMS - Central Management Services** |
| Communication Date/Time | **1/10/2011 12:29:00 AM** |
| Duration in Minutes | **7** |
| Agency Reference Number | **200100** |

### Participant Detail

| | |
|---|---|
| First Name (Required) | |
| Last Name (Required) | |
| Name Suffix (e.g., Sr., Jr., III) | |
| Participant Type (Required) | State Employee ▼ |
| Participant Role (Required) | Initiator ▼ |
| Job Title (Required) | |
| Representing (Required) | |
| Location (Required) | |
| Telephone Number (Required) | |
| Email Address | |

[Update] [Save]

**Communication Participants**

**Now we need to add the data for our lobbyist.**

S | Edit Communication Document Participants

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## Edit Communication Document Participants

### Communication Document Heading

| | |
|---|---|
| Communication Identifier | 251 |
| Communication Topic | **Award of Copier Contract** |
| Communication Mode | **Phone** |
| Author's Agency | **CMS - Central Management Services** |
| Communication Date/Time | **1/10/2011 12:29:00 AM** |
| Duration in Minutes | **7** |
| Agency Reference Number | **200100** |

### Participant Detail

| | |
|---|---|
| First Name (Required) | Jane |
| Last Name (Required) | Lobbyist |
| Name Suffix (e.g., Sr., Jr., III) | |
| Participant Type (Required) | Lobbyist |
| Participant Role (Required) | Contributor |
| Job Title (Required) | Chief Lobbyist |
| Representing (Required) | Copiers United America Association |
| Location (Required) | Springfield, IL |
| Telephone Number (Required) | 217-555-0001 |
| Email Address | |

Update  Cancel

### Communication Participants

**Notice the "Participant Type" of "Lobbyist".**
**Click Update.**

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## Edit Communication Document Participants

### Communication Document Heading

| | |
|---|---|
| Communication Identifier | 251 |
| Communication Topic | Award of Copier Contract |
| Communication Mode | Phone |
| Author's Agency | CMS - Central Management Services |
| Communication Date/Time | 1/10/2011 12:29:00 AM |
| Duration in Minutes | 7 |
| Agency Reference Number | 200100 |

### Communication Participants

| | Name | Type | Role | Job Title | Representing | Location | Telephone Number |
|---|---|---|---|---|---|---|---|
| Modify Delete | Will Blount | State Employee | Recipient | Employee | State of Illinois | 511 W. Capitol Avenue, Springfield, IL 62704 | 217-555-12 |
| Modify Delete | John Doe | Vendor | Initiator | Salesman | XYZ Copier Corporation | Chicago, IL | 312-555-55 |
| Modify Delete | Jane Lobbyist | Lobbyist | Contributor | Chief Lobbyist | Copiers United America Association | Springfield, IL | 217-555-00 |

| | |
|---|---|
| Add Participant | Click the ADD PARTICIPANT button to add an additional Participant to the Communication Document. |
| Save | Click the SAVE button to save the modifications made to the Participant data. |
| Cancel | Click the CANCEL button if you do not want to save any of the changes made to the Participant data. |

**Click Save.**

Page ▾  Safety ▾  Tools ▾  ❓ ▾  🔍  🌐

| View Communication Document

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**View Communication Document**

**Communication Document Heading**

| Communication Identifier | 251 |
| Communication Topic | Award of Copier Contract |
| Communication Mode | Phone |
| Author's Agency | CMS - Central Management Services |
| Communication Date/Time | 1/10/2011 12:29:00 AM |
| Duration in Minutes | 7 |
| Agency Reference Number | 200100 |

**Communication Document Text**

| Action Requested or Recommended | Vendor called to recommend that his product should be awarded the contract that was previously put out for bid. |
| Summary of Communication | Vendor called to recommend that his product should be awarded the contract that was previously put out for bid. I mentioned that the award had not yet been made, but notice of the award would be published to the Illinois Procurement Bulletin when the award was available. |
| Additional Information | None |

**Communication Document Participants**

| Name | Type | Role | Job Title | Representing | Location | Telephone | Email |
|---|---|---|---|---|---|---|---|
| Will Blount | State Employee | Recipient | Employee | State of Illinois | 511 W. Capitol Avenue, Springfield, IL 62704 | 217-555-1212 | |
| John Doe | Vendor | Initiator | Salesman | XYZ Copier Corporation | Chicago, IL | 312-555-5555 | |
| Jane Lobbyist | Lobbyist | Contributor | Chief Lobbyist | Copiers United America Association | Springfield, IL | 217-555-0001 | |

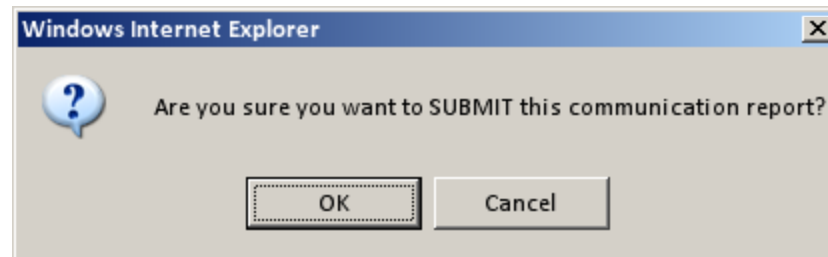| **Edit Heading/Text** | Edit the textual information associated with this Communication Document. |
| **Edit Participants** | Edit the participant list associated with this Communication Document. |
| **Submit** | Submit this Communication Document to the review process. |
| Delete | Delete this Communication Document. |

**OK, our Communication Document is complete. We click Submit to indicate we are done with it.**

**We are given a warning:**



```
Windows Internet Explorer                              [X]

   (?)     Are you sure you want to SUBMIT this communication report?


                [    OK    ]        [   Cancel   ]
```

**We are asked because once we submit this Communication Document, we can never edit it again.**  We can view it later, but we cannot edit it.

**After we click OK, the system gives us some feedback information:**



This is a "logical" conclusion to a Communication Document, so we notice that no buttons exist on this screen.

**We must use the navigation bar hyperlinks to move from this screen.**

NOTE:  Depending on your level of access to the system, the hyperlinks on the left side may be different than what is shown on the slide.

**After we choose <u>Existing Documents</u>, we see:**



We notice that the Communication Document we created is no longer in our top "needing completed" panel. It is in the bottom panel showing that it has been "submitted".

The center panel is also now showing that we need a written description of the communication from the registered lobbyist. This entry serves as a reminder to us that we are waiting for that written document.

Once we have that written document, in the form a PDF (Portable Document Format) file, we can attach it to the Communication Document. The PDF file can be generated by a scanner, or the lobbyist may have send such a file. Whatever the method that we received the file, PDF is the only format that can be attached to a Communication Document.

NOTE: Depending on your level of access to the system, the hyperlinks on the left side may be different than what is shown on the slide.

**Assuming we have the PDF and we are ready to attach it, we click the Attach button next to entry under "Communication Documents Requiring Lobbyist Reports", and we see:**



We can type the filename of where the PDF file is located on our computer, or we can click the Browse… button to locate it.

**Clicking the Browse… button, we get a pop-up window:**
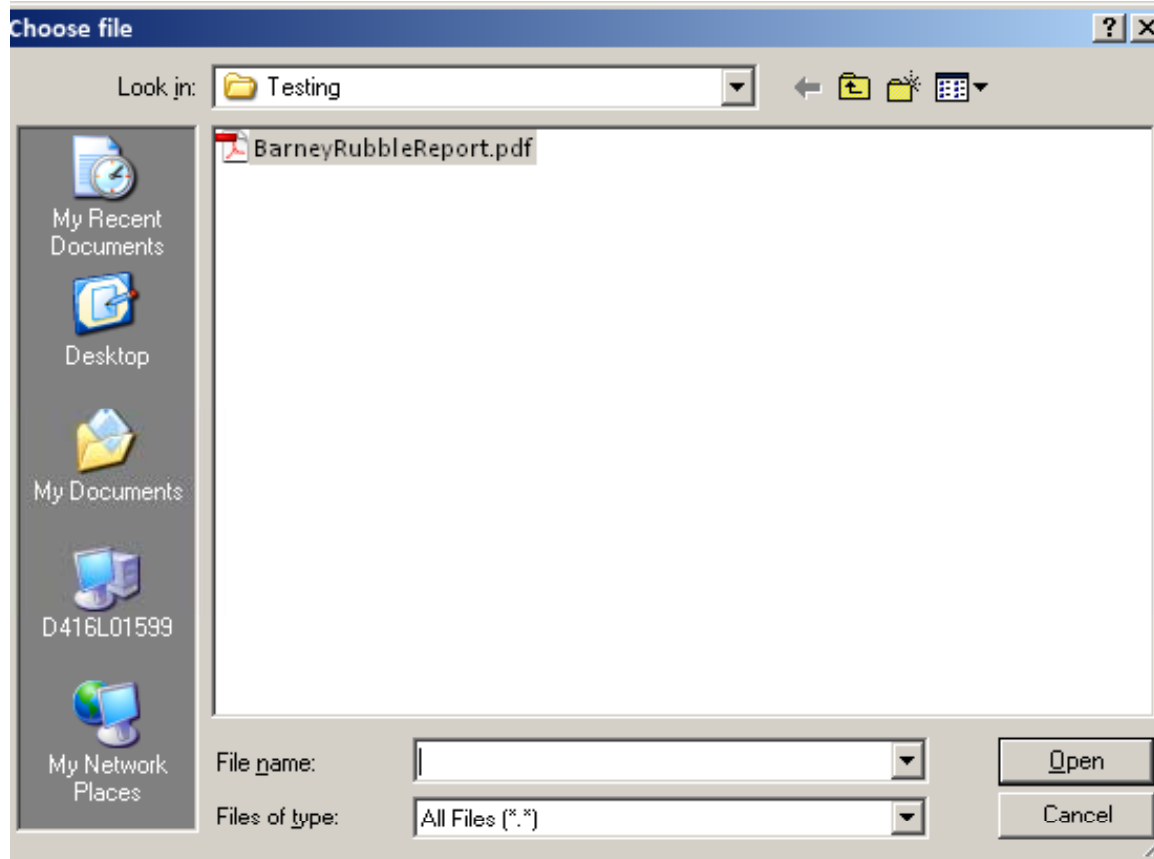


Using a dialog such as this should be familiar, and we easily locate our file, then click Open.

**Either typing the filename or having used the Browse… button will get us to this point:**



Before we can submit the Lobbyist Report, we must click the Preview button to see it:

Existing Documents
Logout

**Communication Document Heading**

| Communication Identifier | 231 |
| Communication Topic | Would I like a free copy of XYZ Software? |
| Communication Mode | Phone |
| Author's Agency | CMS - Central Management Services |
| Communication Date/Time | 10/7/2010 4:00:00 PM |
| Duration in Minutes | 2 |
| Agency Reference Number | |

**Communication Document Participant Detail**

| First Name | Barney |
| Last Name | Rubble |
| Name Suffix (e.g., Sr., Jr., III) | |
| Participant Type | Lobbyist |
| Participant Role | Contributor |
| Job Title | Lobbyist |
| Representing | Bedrock Interests |
| Location | 2387 Witchhazel Ln, Shale City, WA |
| Telephone Number | 988-555-1212 |
| Email Address | |

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```
 9          and the provision of any service or activity committed by
10          law to the jurisdiction or responsibility of the Illinois
11          Department of Transportation, including the direct or
12          reimbursable expenditure of all federal funds for which the
13          Department of Transportation is responsible or accountable
14          for the use thereof in accordance with federal law,
15          regulation, or procedure, the Secretary of Transportation.
```

Submit    Click the Submit Button to exit saving attachment.
Cancel    Click the Cancel Button to exit without attaching.

Naturally, all of the controls are available to view the PDF attachment: paging, zoom, and scrollbars allow as thorough of preview as is desired.

**Once the image is previewed, it can be submitted by clicking Submit, and results are displayed:**



**Again, this is a conclusion step of a process, so the navigation bar is the only way to exit this screen.**

**Existing Documents** returns our listing of work:



At this point, our previously created Communication Document shows in our "Submitted Previously" panel, and our top two "work in progress" panel show we have nothing left to do.

NOTE:  Depending on your level of access to the system, the hyperlinks on the left side may be different than what is shown on the slide.

**This completes our training tutorial.**

# What if I need help?

- **Log-in/ID and Password (State employees only):**

  For questions regarding Log-in/ID and Password difficulties, please call the CMS Help Desk directly at: 800-366-8768 Select OPTION 1 and then OPTION 13.

- **Reporting Requirements (State employees only):**

  For questions on reporting requirements, you should contact your agency or university Ethics Officer.

- **Executive Ethics Commission Rules:**

  For questions regarding the Executive Ethics Commission Rules, please call the EEC at 217-558-1393. Illinois Relay (for deaf and hard of hearing persons) 1-800-526-0844

- **Communications Database Assistance:**

  For questions regarding the usage of the communications database system, contact the Procurement Call Center at 866-455-2897. **State Employees: Please do not call the Procurement Call Center with questions regarding Log-in/ID and Password issues or reporting requirements**.

- Technical assistance is also available by emailing:
  ppb.pcrs@illinois.gov

end