**Section 1300.2020 Small Purchases**

a) Application

Procurements of less than $100,000 for supplies or services, and less than $100,000 for professional and artistic services contracts that are for a nonrenewable term of less than one year, may be made without notice, competition or use of any prescribed method of source selection.

b) In determining whether a contract is under the limit, the value of the contract for the full term and any optional renewals shall be utilized. The stated value of the goods or services, plus any optional goods and services, shall be utilized. When the term is calculated month-to-month or in a similar fashion, the amount shall be calculated for a twelve month period.

c) Procurement requirements shall not be artificially divided to avoid using the other source selection methods set forth in Section 20-5 (Methods of Source Selection) of the Illinois Procurement Code or this Part.

d) If, after signing the contract, the actual need is determined to be greater than the small purchase amount identified in subsection (a), and the agency determines that reprocurement is not appropriate, the procedures for sole source or emergency procurement, whichever is applicable, must be complied with to obtain the additional supplies or services.

(Source: Amended at 42 Ill. Reg. 13585, effective June 29, 2018)