**Section 1600.15 Definition of Terms Used in This Part**

As used throughout this Part, terms defined in the Illinois Procurement Code shall have the same meaning as in the Code and as further defined below, and each term listed in this Section shall have the meaning set forth below unless its use clearly requires a different meaning. Terms may be defined in particular Sections for use in that Section.

 "Bid" – The response to an Invitation for Bids.

 "Bidder" – Any person who submits a bid.

 "Brand Name or Equal Specification" – A specification that uses one or more manufacturer's names or catalogue numbers to describe the standard of quality, performance, and other characteristics needed to meet State requirements, and that allows the submission of equivalent products.

 "Brand Name Specification" – A specification limited to one or more items by manufacturers' names or catalogue numbers.

 "Code" – The Illinois Procurement Code [30 ILCS 500].

 "Concession" – The right or a lease to engage in a certain activity for profit on the lessor's premises (e.g., a refreshment or parking concession).

 "Consulting Services" – Services provided by a business or person as an independent contractor to advise and assist an agency in solving specific management or programmatic problems involving the organization, planning, direction, control or operations of a State agency. The services may or may not rise to the level of professional and artistic as defined in the Code and this Part.

 "Contract" – A contract may be in written or oral form. The term contract as used in the Code and this Part includes any agreement or lease that requires the payment of State funds by the OLG in exchange for goods or services but it does not include bonds issued by or on behalf of any State agency or contracts relating to bonds issued by or on behalf of a State agency when the contractor or vendor is neither selected nor paid by the State agency.

 "Contractor" or "Vendor" – The terms contractor and vendor are used interchangeably for purposes of the Code and this Part.

 "Day" – Calendar day. In computing any period of time, the day of the event from which the designated period of time begins to run shall not be included, but the last day of the period shall be included unless it is a Saturday, Sunday, or a State holiday, in which event the period shall run to the end of the next business day.

 "Items" – Anything that may be procured under this Code.

 "Invitation for Bids" or "IFB" – *The process by which a purchasing agency requests information from bidders, including all documents, whether attached or incorporated by reference, used for soliciting bids*. [30 ILCS 500/1-15.45]

 "Procurement Officer" – The Chief Procurement Officer (CPO) or appropriate State Purchasing Officer (SPO) who conducts the particular procurement, or a designee of either.

 "Proposal" – The response to a Request for Proposals.

 "Qualified Products List" – An approved list of supplies described by model or catalogue numbers that, prior to competitive solicitation, the State has determined will meet the applicable specification requirements.

 "Request for Proposals" or "RFP" – *The process by which a purchasing agency requests information from offerors, including all documents, whether attached or incorporated by reference, used for soliciting proposals*. [30 ILCS 500/1-15.75]

 "Responsive Bidder" – *A person who has submitted a bid that conforms in all material respects to the Invitation for Bids*. [30 ILCS 500/1-85]

 "Responsible Offeror" – A person who has submitted an offer that conforms in all material respects to the Request for Proposals.

 "Service" – *The furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports or supplies that are incidental to the required performance* [30 ILCS 500/1-15.90] and the financing thereof.

 "Specification" – Any description of the physical, functional, or performance characteristics, or of the nature of, a supply or service. A specification includes, as appropriate, requirements for inspecting, testing, or preparing a supply or service item for delivery. Unless the context requires otherwise, the terms "specification" and "purchase description" are used interchangeably throughout this Part.

 "Specification for a Common or General Use Item" – A specification that has been developed and approved for repeated use in procurements.

 "State Agency" – *Includes all boards, commissions, agencies, institutions, authorities, and bodies politic and corporate of the State, created by or in accordance with the constitution or statute, of the executive branch of State government and does include colleges, universities, and institutions under the jurisdiction of the governing boards of the University of Illinois, Southern Illinois University, Illinois State University, Eastern Illinois University, Northern Illinois University, Western Illinois University, Chicago State University, Governors State University, Northeastern Illinois University, and the Board of Higher Education. However, this term does not apply to public employee retirement systems or investment boards that are subject to fiduciary duties imposed by the Illinois Pension Code or to the University of Illinois Foundation. "State Agency" does not include units of local government, school districts, community colleges under the Public Community College Act, and the Illinois Comprehensive Health Insurance Board*. [30 ILCS 500/1-15.100]

 "Supplies" – *All personal property, including but not limited to equipment, materials, printing, and insurance, and the financing of those supplies*. [30 ILCS 500/1-15.110]

 "Unsolicited Offer" – Any offer other than one submitted in response to a solicitation.