



CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

June 29, 2022

Mr. Matt von Behren
Procurement Policy Board
607 East Adams
Springfield, IL 62701

Ms. Kellye Keyes
Commission on Equity and Inclusion
100 W Randolph St. No 4-100
Chicago, IL 60601-3218

Re: CMS LEASE # XXXX, AGENCY, ADDRESS, CITY

Dear Mr. von Behren and Ms. Keyes,

In accordance with the Illinois Procurement Code, the Chief Procurement Office determined that renewing the lease of the current space is in the best interest of the State of Illinois as recommended by the Illinois Department of Central Management Services Bureau of Property Management Deputy Director Michael Pittman. Please see attached memorandum.

A provision for this renewal was included in Section 4.05 of Lease No. XXXX between the Illinois Department of Central Management Services and LESSOR dated MONTH DATE, YEAR (Lease) that was approved by both the SPO and the Procurement Policy Board prior to its execution. The ability to renew without a new procurement also saves costs to the State.

Please contact my office if you have any questions.

Sincerely,

Ellen H. Daley
Chief Procurement Officer, General Services

Attachment