



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

BDE PROCEDURE MEMORANDUM

NUMBER: 11-06

SUBJECT: BDE Manual Revision – Chapter 66

DATE: March 14, 2011

Chapter 66 of the BDE Manual has been revised to address findings from an audit of the letting process by the Illinois Office of Internal Audits (IOIA). See Chapter 66 of the BDE Manual on-line to view the revisions.

Background

Sections 66-4.04(a), 66-4.04(b), 66-4.04(e), and 66-4.05 – The IOIA audit found the procedures in the BDE Manual for the letting process were written in general terms and did not include the steps that should be taken in order to ensure the timely processing of contracts. Specifically, the BDE Manual did not address:

- the process for handling and documenting contract deficiencies and their resolution;
- requirements for documenting all communications made to resolve deficiencies;
- when deficiency letters should be sent; or
- requirements for documenting reasons for the late execution of contracts.

To address this finding, the sections of the BDE Manual referenced above have been revised to include more specifics as to how the Proposals and Contracts Subunit handles and documents deficiencies in bid proposals and delays in executing contracts.

Engineer of Design and Environment _____

Scott E. Smith