



Change In Certification Status for Multi-year Contractors and Subcontractors

The Illinois Procurement Code requires that every person that has entered into a multi-year contract in excess of \$50,000 and every subcontractor with a multi-year subcontract in excess of \$50,000 shall certify, by January 1 of each fiscal year covered by the contract after the initial fiscal year, to the responsible chief procurement officer (CPO) whether it has had changes affecting its ability to satisfy the certification requirements of Article 50 pertaining to eligibility for a contract award. 30 ILCS 500/50-2.

If a contractor or subcontractor continues to meet all requirements of Article 50, then it is not required to submit any certification to the CPO. If work under the multi-year contract has been substantially completed before contract expiration even though the contract has not yet expired, then it is not required to submit any certification to the CPO.

If changes have occurred, then the contractor or subcontractor shall provide with its certification a detailed explanation of the circumstances leading to the change in certification status. In addition to the explanation, new financial disclosure forms and certification statements may be required. A contractor or subcontractor that makes a false statement material to any given certification required under Article 50 is, in addition to any other penalties or consequences prescribed by law, subject to liability under the the Illinois False Claims Act for submission of a false claim.

Find a full copy of the Illinois Procurement Code at <http://www.ilga.gov/legislation/ilcs/>.

1. Contract Information

Illinois Procurement Bulletin reference number

Agency Contract Number

Agency Name

Vendor Name

This form is submitted by the: (Check one) Prime Contractor Subcontractor

Contract Start Date

Contract End Date

2. Certification - Change In Certification Status

I certify as legal representative of the contracting Vendor that Vendor no longer meets the the Illinois Procurement Code's certification and/or other requirements found in 30 ILCS 500/50. I have provided below a detailed explanation (and attached additional pages as necessary) of the circumstances leading to the change in certification status. Original or copy of handwritten signature is required.

Vendor Signature

Date

Vendor Printed Name

Title

3. Explanation for Change In Certification Status