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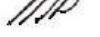
Chief Procurement Office General Services

Matt Brown, Chief Procurement Officer

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Notice 2012.09  
General Services

TO: State Purchasing Officers  
Agency Procurement Staff  
CMS Bureau of Strategic Sourcing

FROM: Matt Brown   
Chief Procurement Officer General Services

CC: Procurement Compliance Monitors  
Procurement Policy Board

DATE: April 3, 2012

SUBJECT: Continuing Disclosure for Multi-Year Contractors and Subcontractors

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This CPO Notice is effective April 3, 2012.

The Illinois Procurement Code requires that every person that has entered into a multi-year contract and every subcontractor with a multi-year subcontract shall certify, by July 1 of each fiscal year covered by the contract after the initial fiscal year, to the responsible chief procurement officer whether it continues to satisfy the certification requirements of Article 50 pertaining to eligibility for a contract award. 30 ILCS 500/50-2.

By issuance of this notice, the Chief Procurement Officer (CPO) requires State Agencies to ensure that, for each multi-year contract first solicited on or after July 1, 2010, each contractor and subcontractor complete the Continuing Disclosure Certification for Multi-Year Contractors form (attached). Continuing disclosure is not required if the contract is in its first initial fiscal year (i.e. entered into after July 1, 2011). Agencies should complete the Illinois Procurement Bulletin reference number and agency contract number fields on the form, as contractors and subcontractors likely will not have this information.

A General Notice will be issued on the Illinois Procurement Bulletin notifying contractors of the requirement to complete a Continuing Disclosure Certification form. Monthly notices will be generated on the Bulletin to remind contractors of the requirement to complete the form, but it is the responsibility of the agency to ensure contractors and subcontractors with multi-year

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contracts submit the required certification. Contractors who have multi-year subcontractors are required to have their subcontractors complete and return the form.

Once completed, the certification form should be returned by the contractor and any subcontractor to the agency. A copy of the certification shall be provided to the State Purchasing Officers (SPO) for review. The original certification shall be placed in the appropriate procurement file. All forms should be received back from the contractors and subcontractors by no later than Friday, June 29, 2012.

While this continuing certification requirement applies to multi-year contracts first solicited on or after July 1, 2010, all contractors and subcontractors have a continuing obligation to supplement disclosures required the Illinois Procurement Code during the term of any contract.

If there are any questions, please contact the Chief Procurement Office at 217-558-2231.

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