



## Notice 2015.06 General Services

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

From: Matt Brown *MB*  
Chief Procurement Officer General Services

Date: April 14, 2015

Subject: Continuing Disclosure for Multi-Year Vendors and Subcontractors

cc: Procurement Policy Board

---

This CPO Notice is effective April 14, 2015.

The Illinois Procurement Code requires every person that has entered into a multi-year contract and every subcontractor with a multi-year subcontract to certify to the respective Chief Procurement Officer by July 1 of each fiscal year covered by the contract whether it continues to satisfy the Article 50 requirements pertaining to eligibility for a contract award. See 30 ILCS 500/50-2.

By issuance of this notice, the Chief Procurement Officer (CPO) is requiring State Agencies to provide a listing of all multi-year contracts it has with vendors on the attached spreadsheet. This applies to all contracts solicited on or after July 1, 2010. Please provide this information to your State Purchasing Officer by no later than May 1, 2015. For purposes of this list, a "multi-year contract" is one in which the term lasts for more than 12 months.

The Chief Procurement Office will then contact all multi-year vendors not registered in the Illinois Procurement Gateway and request the Continuing Disclosure form be completed for that vendor. Vendors who have multi-year subcontracts must obtain a completed disclosure form from their subcontractors subject to the requirements of Section 50-2.

A General Notice will be issued on the Illinois Procurement Bulletin notifying vendors with multi-year contracts of the requirement to complete a Continuing Disclosure form and to obtain the completed form from their subcontractors. Monthly notices will be generated on the Bulletin to remind vendors of the requirement to complete the form. Vendors and subcontractors who fail to return the Continuing Disclosure form by July 1 are subject to having their contracts cancelled.



## CHIEF PROCUREMENT OFFICE

Matt Brown, General Services

Once received, the original Continuing Disclosure will be provided to the State Purchasing Officer for inclusion in the procurement file. All forms should be received back from the vendors and subcontractors no later than Tuesday, June 30, 2015.

While this continuing certification requirement applies to multi-year contracts first solicited on or after July 1, 2010, all vendors and subcontractors have a continuing obligation to supplement disclosures required by 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.

-End-