




## Notice 2013.09 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 16, 2013

SUBJECT: Continuing Disclosure for Multi-Year Contractors and Subcontractors

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This CPO Notice is effective April 16, 2013.

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 to the responsible chief procurement officer whether it continues to satisfy the certification requirements of Article 50 pertaining to eligibility for a contract award. This certification must be completed by July 1 of each fiscal year. 30 ILCS 500/50-2.

By issuance of this notice, the Chief Procurement Officer (CPO) is requiring State Agencies to obtain for each multi-year contract it has with contractors a completed Continuing Disclosure for Multi-Year Contracts form (attached). This applies to all contracts solicited on or after July 1, 2010. Contractors who have multi-year subcontracts are required to have their subcontractors complete and return the form. 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 with multi-year contracts of the requirement to complete a Continuing Disclosure 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 obtain from contractors and subcontractors with multi-year contracts the required certification.



**CHIEF PROCUREMENT OFFICE**  
Matt Brown, General Services

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 by the State agency 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 no later than Friday, June 28, 2013.

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 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.

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