



## Notice 2017.05 General Services

To: Agency Procurement Staff  
Central Management Services Bureau of Strategic Sourcing  
State Purchasing Officers

From: Ellen H. Daley 

Date: April 18, 2017

Subject: Continuing Disclosure for Multi-Year Contractors and Subcontractors

CC: Procurement Compliance Monitors  
Procurement Policy Board

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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 contract award. See 30 ILCS 500/50-2. A “multi-year contract” is one in which the term of the contract lasts for more than 12 months.

To satisfy this continuing disclosure requirement, the Chief Procurement Officer for General Services requires state agencies to **complete one of three options** for each multi-year contractor and multi-year subcontractor:

- Option #1: Print the Vendor Information window from the Illinois Procurement Gateway (IPG), or
- Option #2: Obtain a completed Continuing Disclosure for Contractors and Subcontractors with Multi-Year Contracts form (click [Here to access](#)), or
- Option #3: Obtain a new set of financial disclosures.

### **Option #1 Instructions: IPG**

To verify that a vendor is currently registered in the IPG, search for the vendor on the IPG Registered Vendor Directory found at this URL:

<https://ipg.vendorreq.com/FrontEnd/SearchRegistry.asp?QT=C56DF4AAAC20AC51C2C73E4E1E4E6DD939C22C318D9F0C1F>

Only if the vendor has an active registration will they appear in the search results. When you click on the vendor’s name, a printable Vendor Information window will open. This information shall be placed in the appropriate procurement file.

### **Option #2 Instructions: Continuing Disclosure for Contractors and Subcontractors with Multi-Year Contracts Form**

State 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, before sending to the vendor.



# CHIEF PROCUREMENT OFFICE

Ellen Daley, General Services

The vendor shall complete the Continuing Disclosure for Contractors and Subcontractors with Multi-Year Contracts form (attached) and return it to the state agency. The state agency shall provide a copy of the form to their State Purchasing Officer (SPO) for review. The original form shall be placed in the appropriate procurement file. All forms should be received back from the contractors and subcontractors no later than Friday June, 30, 2017.

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.

A General Notice will be issued on the Illinois Procurement Bulletin notifying contractors with multi-year contracts of the continuing disclosure requirement and options to satisfy the requirement.

If there are any questions, please contact the Chief Procurement Office at 217.558.2231.

## **Effective Date**

This CPO Notice is effective immediately.