



Notice 2016.02

Capital Development Board

To: State Purchasing Officers
CDB Procurement Staff
CDB Executive Director Jodi Golden

From: Margaret van Dijk, Chief Procurement Officer, Capital Development Board

Date: March 17, 2016

Subject: Continuing Disclosure for Multi-Year Vendors and Subcontractors

This CPO Notice is effective April 1st, 2016.

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.

CDB is requested to make available to the CPO's office a listing of all multi-year contracts it has with vendors, subcontractors, and subconsultants with an annual value of more than \$50,000. For the purposes of this list, a "multi-year contract" is one in which the term of the contract last for more than 12 months.

For vendors and subcontractors in the Illinois Procurement Gateway (IPG), CDB will maintain a list of those vendors and subcontractors that have an active IPG registration on or after the date vendors are notified of the requirement to recertify. CDB will contact all multi-year vendors and request the "Continuing Disclosure For Contractors and Subcontractors With Multi-Year Contracts" form (copy attached) be completed for vendors and subcontractors not registered in the IPG. For vendors with more than one multi-year contract, CDB may send the vendor a single notification letter that lists all of the vendor's multi-year contracts. Vendors who have multi-year subcontractors or subconsultants are required to obtain a completed Continuing Disclosure form from their subcontractors or subconsultants subject to the requirements above. All second tier subcontractors and subconsultants with contracts with an annual value of more than \$50,000 must also recertify.

Vendors and subcontractors with multiple multi-year contracts with "No Change" to their disclosures and certifications are allowed to list all of their multi-year contracts and submit one Continuing Disclosure form to CDB. CDB will maintain a record of all vendors, subcontractors, and subconsults with "No Change" for the procurement file.

Vendors and subcontractors with multi-year contracts who have changes to their disclosures or certifications are required to complete the Continuing Disclosure form identifying the change(s) and provide a detailed description of the change(s). Vendors and subcontractors with changes must provide new financial disclosures and standard certifications forms. Vendors, subcontractors, and subconsultants with multi-year contracts who



CHIEF PROCUREMENT OFFICE

Margaret van Dijk, Capital Development Board

have changes to their disclosures or certifications shall be submitted to the CPO for review and approval. CDB will maintain on a per contract basis a file of all vendors and subcontractors with changes.

A General Notice will be published in the Announcements section of CDB's webpage notifying vendors with multi-year contracts of the requirement to complete a Continuing Disclosure form and to obtain a completed Continuing Disclosure form from their subcontractors and subconsultants. Vendors and subcontractors who fail to return the Continuing Disclosures form by July 1 are subject to having their contracts canceled. 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 and certifications required by the Illinois Procurement Code during the term of any contract.

If there are any questions, please contact the Chief Procurement Office at 217-558-2156.

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