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Governor



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To: DCFS Vendors/Providers

From: Debra D. Matlock, Deputy Director
Division of Procurement, Contract Administration and Compliance

Subject: FY14 DCFS Contract Boilerplate – Changes from FY13 Boilerplate

On December 21, 2012, the Chief Procurement Officer for General Services (CPO-GS) implemented new templates and forms to be used on all procurements beginning January 1, 2013. In that the Department of Children and Family Services' contracts follow the templates published by the Chief Procurement Officer pursuant to the Illinois Procurement Code 30 ILCS 500/20-55 ["The general form of contracts shall be determined by the chief procurement officer."], we have implemented the new CPO-GS forms for our FY14 Contracts.

We recognize that our vendors and providers will need to review the new contract boilerplate and familiarize themselves with the new document. The sequence of terms and provisions has changed, including sections that require completion by the vendor/provider. In the Contract Information Box "Not Part of Contractual Provisions" on page 2, we are now seeking information if a vendor/provider is a Minority-owned, Female-owned or Persons with Disabilities-owned Business. Supplemental Provisions are now Section 5. The Standard Certifications have been updated. There is a new format and new information required for the Financial Disclosures and Conflicts of Interest. The Taxpayer Identification Number information is now the last page of the Contract. The substantive content of the FY2014 Contract Boilerplate otherwise remains substantially unchanged from the FY2013 Contract Boilerplate.

Attached is a chart comparing the FY14 Contract Boilerplate to the FY13 Contract Boilerplate, listing the sections in the new FY14 formatted document, and the corresponding section from the FY13 contract document. Changes to sections are summarized in the chart.

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FY14 DCFS BOILERPLATE NEW FORMAT SECTION	FY13 DCFS BOILERPLATE CORRESPONDING SECTION
Cover Page -- CONTRACT SIGNATURES	Included Chief Procurement Officer
Page 2 -- Information box "Not Part of Contractual Provisions" -- Provider checks if Minority, Female, or Person with Disabilities Owned Business (not mandatory); other entries FOR STATE AGENCY USE	Did not include information re: Small Business Set-Aside, Minority-Owned Business, Female-Owned Business, Persons With Disabilities-Owned Business, Other Preferences
Page 3 -- Defines the CONTRACT and includes Table of Contents. Contract Sections are in different sequence.	Cover Page defines Contract, and includes Table of Contents, Signatures, State Use Only information box
Section 1. DESCRIPTION OF SUPPLIES AND SERVICES	Section 2
Not included	2.1 Goal
1.1 -- Program Plan will be inserted following this Page 4	2.2 Program Plan followed this page
1.2	2.3
1.3	2.4
1.4 -- New provision ties to Exhibit F	
1.5 -- Includes new statutory requirement for subcontracts to be provided within 15 days of execution. Subcontractors may identify information deemed proprietary or confidential.	2.5.2, 2.5.3 (included requirement for Subcontract Agreement to be provided within 20 days of execution), 2.5.5
1.5.1 -- Includes requirement for subcontracts to use Subcontract Agreement and Subcontractor Standard Certifications and Financial Disclosures and Conflicts of Interest, and to provide Subcontractor Budget if subcontract is for more than 10% of the total amount of Contract.	2.5.3
1.5.2 -- Includes requirement for new or replaced subcontracts to use Subcontract Agreement and Subcontractor Standard Certifications and Financial Disclosures and Conflicts of Interest, and provide Subcontractor Budget if subcontract is for more than 10% of the total amount of Contract.	2.5.4
1.6 -- Includes Complete Address of Location where services will be performed	2.7
Section 2. PRICING	Section 3
2.1 -- Pricing/Rate Schedule will be inserted following Page 7	3.1 -- Pricing/Rate Schedule followed Page 5
2.2	3.2
2.3	3.4
2.4	3.5
2.5	3.6
2.6	3.3

FY14 DCFS BOILERPLATE NEW FORMAT SECTION	FY13 DCFS BOILERPLATE CORRESPONDING SECTION
Section 3. TERM AND TERMINATION	Section 1
3.1	1.1
3.2	1.2
3.3	1.3
3.4	1.4
3.5	4.1
3.6	2.11
3.7	1.4
Section 4. STANDARD BUSINESS TERMS AND CONDITIONS	Section 4
4.1.1 -- Invoices will be sent to person identified as Program Monitor on Department website	3.7, 3.8.1 -- Send invoices to: the individual and address outlined in the Contract Program Plan/Scope of Services.
4.1.2	3.8.2
4.1.3 -- New statutory requirement	
4.1.4	3.8.3
4.1.5	3.8.4
4.1.6 -- New statement regarding federal funding	
4.1.7	3.8.5
4.1.8	3.8.7
4.2	2.5.1
4.3	4.2
4.4	4.3
4.5	4.4
4.6	4.5
4.7	4.6
4.8	4.7
4.9	4.8
4.10	4.9
4.11	4.10
4.12	4.11
4.13	4.12
4.14	4.13
4.15	4.14
4.16	4.15
4.17	4.16, 4.17
4.18	4.18
4.19	3.8.6, 4.19
4.20 -- Includes Department's right to reduce or suspend service referrals to Vendor	4.20
4.21	4.21
4.22	2.8
4.23.1	2.9.1
4.23.2	2.9.2
4.23.3	2.9.3
4.24.1	2.10.1

FY14 DCFS BOILERPLATE NEW FORMAT SECTION	FY13 DCFS BOILERPLATE CORRESPONDING SECTION
4.24.2	2.10.2
4.24.3 -- New statutory notice	
4.25	2.12
Section 5. STATE SUPPLEMENTAL PROVISIONS	Section 7
5.1 -- Identifies Budget as Exhibit B, includes Subcontractor Budget, State Board of Elections Certificate of Registration	7.1
Section 6. STANDARD CERTIFICATIONS	Section 5
6.1	5.1
6.2 -- Updated to reflect Federal requirements	5.2
6.3	5.3
6.4	5.4
6.5	5.5
6.6	5.6
6.7	5.7
6.8	5.8
6.9	5.9
6.10 -- Includes amended statutory requirements	5.10
6.11	5.11
6.12	5.12
6.13	5.13
6.14	5.14
6.15	5.15
6.16	5.16
6.17	5.17
6.18	5.18
6.19	5.19
6.20	5.20
6.21	5.21
6.22	5.22
6.23	5.23
6.24	5.24
6.25	5.25
6.26	5.26
6.27	5.27
6.28	5.28
6.29	5.29
6.30 -- New statutory requirement	
6.31 -- New certification of authority to do business in Illinois	
6.32	5.30
6.33	5.31 -- Included requirement for notarized signature

FY14 DCFS BOILERPLATE NEW FORMAT SECTION	FY13 DCFS BOILERPLATE CORRESPONDING SECTION
Section 7. FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST	Section 6. DISCLOSURES AND CONFLICTS OF INTEREST
7 -- New first and fourth paragraphs. Identifies there are 10 Steps to be completed.	6.0 -- Instructions: Identified six sections to be completed.
Step 1 - Option 1	Section 1: A
Step 1 - Option 2 is now 200 shareholders	Section 1: B was 400 shareholders
Step 1 - Option 3	Section 1: C
Step 1 - Option 4 – New Foreign Entities	
Step 1 - Option 5 – New Not-for-Profit Entities	
Step 1 - Option 6	Section 1: C
Step 2 - Option A	Section 1: C. i.
Step 2 - Option B – New specifies requirement for Exhibit F for Not-for-Profits	
Step 3	Section 6
Step 4	Section 1: C. ii, Section 2
Step 5 -- New Item 11 for Key Management staff conflicts of interest	Section 1: C. ii.
Step 6	Section 1: C. ii.
Step 7 -- New requirement for disclosure of Related Party transactions	
Step 8 -- Updated to reflect Federal requirements of no 10-year limitation	Section 3
Step 9 -- Includes Affiliates and requirement to track and allocate funding received under the Contract and contracts with other government entities. Includes format for information.	Section 5
Step 10 -- Includes telephone number and email address of signatory.	Signature required notarization
Section 8. DISCLOSURE OF BUSINESS OPERATIONS WITH IRAN	Section 6.0 - Section 4
TAXPAYER IDENTIFICATION NUMBER	Page 2