



OFFICE OF THE ILLINOIS STATE TREASURER
MICHAEL W. FRERICHS

Request for Proposals
Human Resource Management
Information System

370-800-17-002

July 5, 2016

Proposals due by 2:00 p.m. CT on August 12, 2016

Mr. Jim Underwood
Chief Procurement Officer
400 West Monroe Street, Suite 401
Springfield, IL 62704

**Office of the Illinois State Treasurer
Request for Proposals
Human Resource Management Information System**

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Appendix A Illinois State Treasurer Certifications, Disclosures Financial Interest and Potential Conflicts of Interest (Disclosure Form A), and the Disclosures Other Contract and Procurement Related Information (Disclosure Form B)

I. INTRODUCTION

The Office of the Illinois State Treasurer (“Treasurer”) is issuing this Request for Proposals (“RFP”) for a Human Resources Information System (“HRIS”). The Illinois State Treasurer’s office (“ISTO” or “Treasurer”) Human Resources Division (“HR Division”) is responsible for key areas such as timekeeping, benefits management and employee information management. The HR Division has presence in both Chicago as well as Springfield Offices. Currently, the HR Division along with ISTO employees uses multiple legacy disparate systems that record and track sensitive and confidential information. The current vision is to migrate the HR Division and ISTO employees to a single, robust enterprise HRIS solution.

II. BACKGROUND

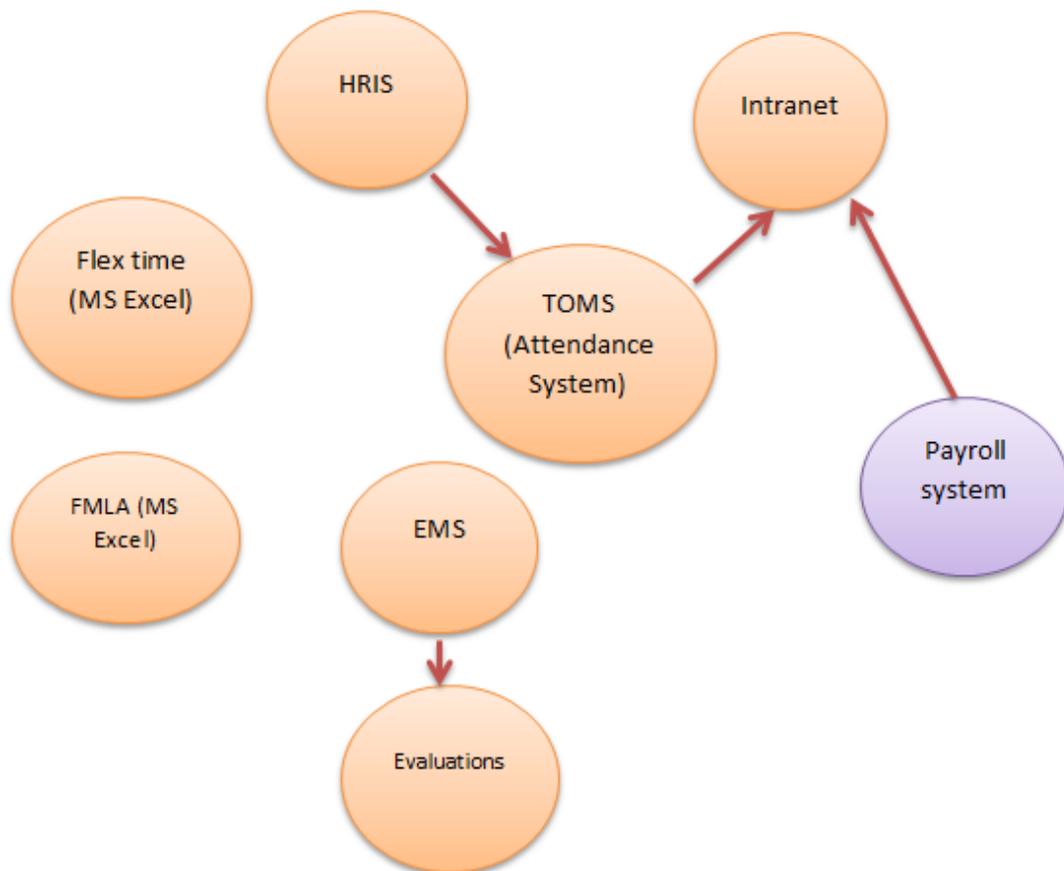
The ISTO’s objective is to provide employees access to a single, robust integrated enterprise HRIS solution. Currently, the HR Division along with ISTO employees use multiple legacy disparate systems that record and track private information like social security numbers, dates of birth, etc. Some of these legacy systems run on older technologies and are difficult to support. Each system calculates time differently. Current systems offer limited reporting capabilities to the HR staff and managers. The overall stability over the last 5 years has not been efficient and accessible, raising questions about data quality.

III. SCOPE OF WORK

<u>Project Objectives</u>	<u>Success Measures (Completion Criteria)</u>
Secure separate data	<ul style="list-style-type: none">- ISTO HR Data will be stored separately from State of Illinois and/or other constitutional branch offices.- Shared instances should not exist between ISTO HR data and other entities
ISTO HR data access	<ul style="list-style-type: none">- Only ISTO employees should be granted access to ISTO HR data- No users/super users from outside ISTO should have access to HR data
ISTO HR Data Audit requirements	<ul style="list-style-type: none">- Software vendor should have SOC1/2 audit certifications
Costs/Budget	<ul style="list-style-type: none">- Implementation as well as ongoing costs should be agreed upon and approved in writing by the ISTO
Real-time data availability	<ul style="list-style-type: none">- System should allow users to record data and make data available in real-time

	<ul style="list-style-type: none"> - Real-time reporting capabilities - Mobile view
Timekeeping system	<ul style="list-style-type: none"> - Requirements in scope section
Benefit Time Management System	<ul style="list-style-type: none"> - Requirements in scope section
Employee Management System	<ul style="list-style-type: none"> - Requirements in scope section
Accounting requirements	<ul style="list-style-type: none"> - Employee fiscal forecasting
Integrations	<ul style="list-style-type: none"> - Integrate HRIS with SharePoint - Integrate HRIS with TOMs Budget-Voucher (Phase 2)
Mobility	<ul style="list-style-type: none"> - HRIS system should be available on mobile devices such as iOS, android and windows
Geo-Fencing	<ul style="list-style-type: none"> - ISTO would like to explore use of Geo-Fencing to track operations in the field

Current State Model:



Currently ISTO has disparate HR information systems. Employees and HR Division staff have to login to multiple systems to record and access the information. This results in dual manual data entry, data quality and inefficient operations.

The following section provides a high level overview of current systems:

“Human Resources Information System (HRIS)” is used for time keeping, field reports, out of office requests and management reporting.

“TOMS (Attendance System)” contains employee benefit time while stored and maintained in TOMS by HR Team.

“Intranet” is a site where employees can view their benefit time information. There is integration between intranet and TOMS (Attendance System).

“EMS System” allows the HR team access for purposes of reviewing and recording employee master information.

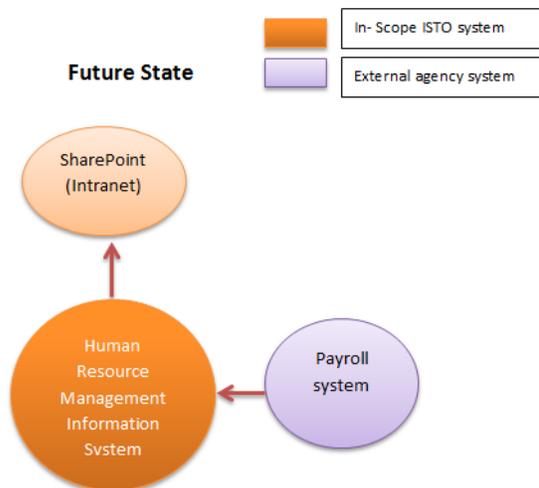
“Evaluations” is another module within EMS System. HR managers manually log employee evaluations in this module.

“Flex Time” contains an Excel spreadsheet used by HR team to record flexible working hours and earned extra time (“EET”).

“FMLA” is recorded in an Excel spreadsheet used by HR managers to record leave information.

“Payroll System” is a 3rd party system owned and supported by Illinois Department of Central Management System (“CMS”). HR managers manually records employee work hours for payroll purposes.

Future State Model:



The Future State goal is to deploy a single instance of Human Resource Management Information System that provides timekeeping, benefit time management, employee management and other reporting functionality. This system should be integrated with Intranet (SharePoint application). Potentially there would be a requirement to integrate the system with external payroll system. Industry best practices for integrations such as web-services, SFTP could be used. Detailed operational requirements are described below:

Timekeeping System (current systems affected include HRIS and TOMS)

Under the Future State Model, STO Employees should be able to:

- Clock or time in and out
- View their time in and out transactions
- View their current and historical benefit balances
- Make request for use of benefit time only if they have enough benefit time to cover the request made
- Receive confirmation of approval or denial of benefit time use
- Ask for entry corrections if errors are made
- Have supervisors make entry corrections (all types of entries) for subordinates and both parties receive confirmation of completion
- Enter “field reports” and then send a confirmation of the report entry to both the employee and the supervisor
- Facilitate two-way communication between supervisors and employees for work schedules, time off requests, notifications, etc.

Under the Future State Model, HR Employees should be able to:

- Have one timekeeping system. Currently ISTO employees have login to a remote access computer to run timekeeping reports or update the organizational/reporting chart
- Retain information when a title is removed or changed. Currently in HRIS when that employee history record goes away in the weekly summary view. This information is VERY important to provide to auditors
- Have out of office requests to be automatically taken out of employee benefit time. This would eliminate manually entering timekeeping records each week
- Enter holiday and early dismissal hours in advance without disruption of the system

Benefit Time Management System (Current systems affected: TOMS and HRIS)

Under the Future State Model, STO Employees should be able to:

- View their current and historical benefit balances including comp, EET and floating holiday

- Enter in a future date and calculate amount of vacation time they will have accrued

Under the Future State Model, HR Employees should be able to:

- Accumulate and track the number of hours earned and used for benefits such as vacation and sick
- Allow for entry of system wide one-time posting of benefit hours/days at year end such as the new year of personal days
- Allow for entries from one year to the next. Currently HR Employees have to post ALL entries through end of year before time can be entered for the next year
- Tracks employees' vacation earnings schedule and adjust earning days accordingly
- Tracks Family and Medical Leave Act ("FMLA") usage

Employee Management System (Current system affected: EMS)

Under the Future State Model, HR managers and HR employees should be able to do the following per category:

Union/payroll deductions

- Allow for entry of union membership
- Allow for tracking of dues amount, payment date and set-up reoccurring deductions
- Allow for the tracking of other reoccurring deductions such as medical, FICA, etc.

Shift Differential

- Calculate extra pay for working designated shifts and/or days or overtime entries

Evaluation system

- Allow for tracking of anniversary dates
- Allow entry of confirmation of completed evaluation
- Allow notations of warning letters
- Allow for notification that evaluation are due

Retention of Employee Information

- Allow for entry employee information such as but not limited to:
 - Hire date
 - Transfer date
 - Evaluation Date
 - Home address
 - Home/cell phone number
 - Emergency Contact information

- SS#
- Marital Status
- Salary
- Salary increases
- Gender
- Ethnicity
- Employee Type
- Union, coded, exempt
- Division
- Supervisor
- Job title
- Birth Date
- Disability Status
- Appropriation Code
- EEO/Category
- Union Step
- Employment History notes

Employee Fiscal Forecasting

Current State Model:

The Accounting team uses an excel sheet to calculate employees allocation for fiscal year. This information is not stored in any system and as a result is very difficult to manage and maintain.

Future State Model:

Fiscal forecasting functionality should be included in the HRIS system. There is formula which is used to derive percentages for any given employee. These percentages represent employee's allocation for that particular project/program. Accounting team would like to add the formula calculation logic requirement to the HRIS system solution in the future state. The future state system may be potentially integrated with ISTO's TOMS –Budget legacy system. Potential integration options will be web-service, SFTP.

Custom Report Maker

- Provides robust reporting tools that allows for the self-creation reports – not just canned reports
- Allows for all reports to be exported to Excel
- Allows usage of historical data to produce reports
- Allows for easy reporting for audit train questions which provides details with time/data stamp
- Allows for the tracking and reporting of labor to the assigned fund code
- Allow for quarterly and annual Department of Human Right reporting

Users Profile-Description of ISTO Employee Categories

Number of users:

Unclaimed Property pilot group – 44 employees
Illinois Funds/E-Pay pilot group – 17 employees
Civic Engagement pilot group – 12 employees
Total office wide (including pilot groups) – 179 employees

Mobile users: Civic engagement and leadership group users may need mobile access to HRIS application. Devices used run on iOS, Android and windows platform.

Office users: All other groups are office based and will access the application via a desktop or laptop.

System Requirements

Respondent shall provide a proven, flexible and customizable Human Resource Management Information System (“System”). This should be done through a comprehensive interface and interactive program with functions to meet the needs defined by the Treasurer in this RFP. The System must be reliable, secure and fully auditable. Respondent shall provide a System that:

1. Supports all aspects of the ISTO’s HR policies and procedures as further described throughout this RFP.
2. Will entertain bids either an in-house solution or a hosted solution. For an in-house solution see the **Software/Hardware Requirements** Section for platform requirements.
3. Has the capability to incorporate and bring online, in timeframes agreed to by the ISTO, new technology and routine system upgrade.
4. Has the capability to interface with related software packages to including, but not limited to Excel and State of Illinois payroll system.
5. Maintains detailed audit history.

6. Provides detailed report creation capabilities to include annual activity reports and date specific activity/transaction reports.
7. Provides the ability to convert all data in the existing system to the new System.
8. Supports multiple users using the system simultaneously.

Respondent shall describe the software package/language, proposed system layout, and timeline for development and online implementation of the Human Resource Management System. The Respondent's proposal must include as much detail relating to the specific information as provided in this request for proposal to demonstrate the firm's capability and its preliminary planning in successfully implementing the database model.

Software/Hardware Requirements

The Human Resource Management Information System requirements demand a product which guarantees accuracy, stability, integrity and a strong relational component capable of intensive and simultaneous transactions with a multi-user (up to 200 users) workstations capability.

The proposal must address the availability and accessibility of program updates, program edits, and corrections.

The hardware requirements of the Treasurer require the System to operate, at a minimum, within the Windows Server 2008/12 environment and Windows 7 Workstations. Other capabilities should be provided in the proposal.

The proposal must provide detailed information regarding software, hardware and model design and system capability. The proposal must provide a history of the System usage to include specific successes and failures, if applicable.

Administrative Module

In providing database management, data utility functions, security oversight/assignment, the proposed System must provide extensive management tools to ensure the functionality and security of the relational database in the database environment and in support of the set security rules for its specific users. Some of the specific functions of the required for the administration and management of the database and program include:

1. Advanced data correction tools/utilities
2. System Configuration Defaults
3. Ability to delete error reports/data
4. Utility to update database – county correction

5. Ability to create system/database totals
6. Security feature to perform user changes
7. Administrator function for statistics for individual or total users
8. Month end summary reports
9. Administrator function for user assignment security levels / password set
10. Logging or audit trail of all changes to data including the last person to make the change, the date/timestamp of the change, the old value and the new value.

Conversion and Implementation

Conversion of data from the ISTO's existing system and implementation of a new System is a crucial part of this contract.

Training/Reference guide

Vendor will provide on-site comprehensive training System to ISTO employees as part of the implementation process.

Vendor will create and maintain an online reference guide for the System that will be easily accessible to users. The reference guide will document the System, provide step-by-step instructions for common tasks, and contain more detailed articles to assist users and the Treasurer's IT staff.

Following every upgrade or significant change in the System over the term of the contract, the Vendor will provide on-site comprehensive training to employees of the ISTO. This requirement may be waived upon mutual agreement by the Vendor and the ISTO.

Creative solutions/alternative suggestions

Respondents are encouraged to be as creative as possible in responding to this RFP. Based on your review of the background information, specific needs and requirements, discuss any creative approaches to this service which have not been specifically requested or would enhance efficiency and/or reduce costs.

IV. RFP PROCESS AND SCHEDULE

This Section outlines the process and schedule associated with this RFP.

A. Schedule

The following is the schedule for this RFP:

Date	Event
July 5, 2016	RFP published on the Treasurer's website.
July 19, 2016	Notice of intent to participate in the Bidder's Conference due by 2:00 pm CT.
July 20, 2016	Bidder's Conference at 2:00pm CT. (Optional)
July 26, 2016	All Respondent questions due by 2:00 p.m. CT.
July 29, 2016	If applicable, responses to all questions posted on the Treasurer's website by 4:00 p.m. CT.
August 12, 2016	Proposals due by 2:00 p.m. CT.
August 29, 2016	If applicable, interviews with final candidates.
September 2, 2016	If applicable, submission of best and final offer due by 2:00 p.m. CT.
September 6, 2016	Notification of award and begin negotiation of Agreement.

These dates are subject to change at the Chief Procurement Officer's ("CPO") discretion.

B. Contact information

The Treasurer's CPO is the sole point of contact concerning this RFP.

Respondents should submit questions about the intent or content of this RFP and request clarification of any and all procedures used for this procurement prior to the submission of a Proposal. Respondents must submit their questions in writing by e-mail to the CPO by 2:00 p.m. CT on July 26, 2016.

Jim Underwood
Chief Procurement Officer
Office of the Illinois State Treasurer
junderwood@illinoistreasurer.gov

C. Bidder's Conference

Each Respondent should e-mail notice of intent to attend the Bidder's Conference to Jim Underwood at junderwood@illinoistreasurer.gov prior to 2:00 p.m. CT on July 19, 2016. Attendance at the Bidder's Conference is optional, but it may be attended via teleconference. Teleconference number will be provided upon notice of intent. The Bidder's Conference shall be on at 2:00 p.m. CT on July 20, 2016 at the following address:

James R. Thompson Center
100 West Randolph Street, Suite 15-600
Chicago, IL 60601

D. Proposal Submittal

All Proposals must be submitted by mail or messenger to the following address, no later than 2:00 p.m. CT on August 12, 2016:

Mr. Jim Underwood
Chief Procurement Officer
400 West Monroe Street, Suite 401
Springfield, IL 62704

E. RFP Process

1. Questions about this RFP
Respondents must submit questions about the intent or content of this RFP and request clarification of any and all procedures used for this procurement prior to the submission of a Proposal. Respondents must prepare their questions in writing and send them by e-mail to the above contact person.
2. Internet/E-mail Communications
The ISTO may also communicate with Respondents via e-mail. Each Respondent should provide an e-mail address with its response for ease of communication throughout this RFP process.
3. Verbal Communications
Any verbal communication from the ISTO or its contractors concerning this RFP is not binding on the Treasurer and shall in no way alter a specification, term or condition of this RFP.
4. Amendment
If it is necessary to amend this RFP, the ISTO will post amendments on its website.
5. Respondent's Costs
The cost of developing a Proposal is each Respondent's responsibility and may not be charged to the ISTO.

6. Withdrawal of Proposal
A Respondent may withdraw its Proposal at any time prior to the deadline for receipt of Proposals. The Respondent must submit a written withdrawal request, addressed to the CPO and signed by the Respondent's duly authorized representative.
7. Modification of Proposal
A Respondent may submit an amended Proposal before the deadline for receipt of Proposal. Such amended Proposal must be a complete replacement for the previously submitted Proposal and must be clearly identified as such in the transmittal letter to the CPO.
8. Proposal is an Offer
A Proposal submitted in response to this RFP is a binding offer valid for 180 days after the due date for Proposals or the due date for the receipt of a best and final offer, whichever falls later.
9. Response to RFP is State Property
On the response due date, all responses and related material submitted in response to this RFP become the property of the State of Illinois.
10. CPO May Cancel the RFP
If the CPO determines it is in the Treasurer's best interest, he reserves the right to do any of the following:
 - a. Cancel this RFP;
 - b. Modify this RFP in writing as needed; or
 - c. Reject any or all responses received for this RFP.

V. EVALUATION PROCESS & CRITERIA

A. Mandatory Requirements

1. The Respondents must answer all the questions in this RFP.
2. Proposals must set forth the specific manner in which the Respondent will satisfy each RFP requirement.
3. The Respondents must submit the name, physical address, e-mail address, and telephone number of an individual with authority to answer questions or clarify the Proposal.

4. The Respondents must have prior experience of successfully implementing Human Resource Management Information System for public sector entities, preferably in state government.
5. The Respondents must have presence in the State of Illinois.
6. The Respondents must be able to demonstrate that the solution meets software and hardware requirements of the ISTO.
7. The Respondents must be able to demonstrate that the solution would be available on iOS, Android and Windows mobile platforms.
8. The Respondents must be able to demonstrate prior experience in deployment of Human Resource Management Information System in a unionized environment subjected to labor laws and regulations.
9. The Respondents must be able to demonstrate that the software solution will streamline the business processes and eliminate existing in-efficiencies.
10. The Respondents must be able to demonstrate industry best practices around management and security of HR data.
11. The Respondents must be able to demonstrate that the proposed solution meets the vision and future state business requirements of the Illinois State Treasurer's office.
12. The Respondents who are able to demonstrate portfolio consisting of systems solution for financials (banking & accounting) will be given a preference.
13. The Respondent and any sub-contractor(s) must submit a fully executed State Certifications Form, Appendix A.
14. The Respondent and any sub-contractor(s) must submit a fully executed Financial Interest and Potential Conflicts of Interest Disclosure Form, Appendix B.
15. The Respondent and any sub-contractor(s) must submit a fully executed Other Contract and Procurement Related Information Disclosure Form, Appendix C.

B. Evaluation Factor Weighting Table

This following table shows the weighted evaluation factors to be used in reviewing the Proposals:

Evaluation Factor	Weight
Background & Experience	35
Human Resource Management System Functionality	20
Reporting Abilities	15
Cost Proposal	20
Diversity	5
Illinois Presence	5
TOTAL	100

C. Evaluation Factors

1. Background and Experience

Scoring will be based on the thoroughness and clarity of the response, the breadth and depth of the similar engagements, the talent and experience of assigned personnel, and clear demonstration of a robust understanding of the issues relevant to the work required by this RFP.

The evaluation also will include reference checks regarding the Respondent’s work for previous clients receiving similar services to those proposed for Human Resource Management Information System.

2. Human Resource Management System Functionality

The evaluation will assess the Respondent’s ability to meet the ISTO’s Human Resource Management functional requirements as stated in this RFP document.

3. Reporting Abilities

The evaluation will assess the Respondent’s ability to provide timely and accurate reports as well as the quality of these reports.

4. Cost Proposal

Respondent’s Cost Proposal score will be scored based on an evaluation of its cost-effectiveness.

5. Diversity Score

Respondent's diversity score will be scored based on the answers Respondent provides to the diversity questions in Section VI.B of this RFP. The Evaluation Team shall award a higher diversity score to Respondents that are female, minority, person with disabilities, or veteran owned or managed. Having a higher percentage of subcontractors that are female, minority, person with disabilities, or veteran owned or managed shall also result in higher scores.

6. Illinois Presence Score

Respondent's Illinois presence shall be scored based on the answers Respondent provides to the Illinois presence questions in Section VI.B of this RFP. Respondents with a principal place of business in Illinois and a higher percentage of employees in Illinois shall receive higher scores.

D. Evaluation Process

All Proposals will be reviewed for compliance with the RFP requirements and specifications. Proposals deemed non-responsive will be eliminated from further consideration. The CPO may contact the Respondent for clarification of the Proposals, and the Evaluation Committee may use other sources of publically available information to perform its evaluation. Finally, the Evaluation Committee will make a recommendation regarding the final Respondent.

VI. PROPOSAL

This Section provides the required elements for Respondent's Proposal.

A. PROPOSAL FORMAT

All Proposals must be submitted within the prescribed format to facilitate objective review. Any Proposal that materially deviates from this format will be rejected without further consideration of its content. Proposals that contain false or misleading statements or that provide references that do not support an attribute or condition claimed by the Respondent may also be rejected. Emphasis should be on clarity, brevity and completeness of response.

1. Cover Letter - The Proposal must be accompanied by a transmittal letter that provides the name, physical address, e-mail address, and the telephone number of the person or persons available for contact concerning the Proposal and who is authorized to make representations on behalf of the Respondent's organization.
2. Table of Contents - The Proposal must include a listing of the main chapters and paragraph headings contained in the response, including page numbers.
3. Introduction - The Proposal must include an introduction that briefly discuss such topics as the Respondent's background, management, expertise, facilities,

staffing, related experience and financial stability. The introduction may not exceed 3 pages.

4. Scope of Work - Provide a narrative, not to exceed 5 pages, describing the general conceptual approach to the delivery of specific services and any other information Respondent believes is relevant.
5. Answers to Questions - Respondent must respond to all of the questions provided in Section VI.B of this RFP. Respondent's answers must include the headings (e.g. "Background and Experience") and be numbered in the order provided in Section VI.B of this RFP.
6. Service Team - Provide an organizational chart and resumes for the proposed service team. Please identify the primary contact person and describe the role of each key person.
7. Unique Capabilities - Provide a summary, not to exceed 5 pages, of any unique expertise, products or services that distinguish your organization.
8. State Certifications and Disclosures - Respondent and any subcontractor(s) must complete and submit the following three (3) fully executed documents: Illinois State Treasurer Certifications, Disclosures Financial Interest and Potential Conflicts of Interest (Disclosure Form A), and the Disclosures Other Contract and Procurement Related Information (Disclosure Form B).

Proposals must be submitted in a sealed envelope or package bearing the title "Office of the Illinois State Treasurer Request for Proposals Human Resource Management Information System 370-800-17-002" and the Respondent's name and address. The package must include one (1) original and five (5) copies of the Proposal. A separate envelope must contain one (1) original and five (5) copies of the Cost Proposal. In addition, please provide one (1) electronic copies of the Proposal and one (1) separate electronic copies of the Cost Proposal. The electronic Proposal copy and the electronic Cost Proposal copy shall each be on a separate electronic storage device, such as a CD or thumb drive.

B. QUESTIONS TO BE ADDRESSED IN THE PROPOSAL

Background and Experience

1. Please provide the organization's name, the URL to its website, and the name, title, address, phone number, fax number, and email address of the individual who will be our primary contact.
2. Please provide the year your firm was established and give a brief history of your firm.
3. Please provide the address of the firm's headquarters and all branch offices.
4. Please identify all of your firm's lines of business, products, and services.

5. Please provide three (3) references for which your firm has provided services that are similar to the services being sought in this RFP.
6. Please provide a brief description of your firm's plans for growth over the next 3-5 years.
7. Please comment on the financial solvency of your firm. Do you have any firm debt? What is the minimum asset level required for your firm to remain profitable?
8. What is the current ownership structure of the firm? Please include employees at all levels.
9. Who are the principals and/or managing partners? How long has each such person been with the firm?
10. What provisions are in place to promote the retention of principals and/or managing partners?
11. Are any new hires expected in the near term, including sub-contractors? Please explain at what level these new hires are expected, and their anticipated compensation.
12. What is the internal decision-making process among the principals for (i) internal matters, (ii) new partners, and (iii) partnership operations and management decisions?
13. Please describe any significant changes in the organizational structure, ownership or management of your firm over the past three (3) years.
14. Please provide a summary organizational chart showing your proposed team, research staff and support staff; and potential, if any, subcontractors. Describe the role of each key person.
15. Please provide brief biographies and educational background of the professionals in the firm.
16. Please provide three (3) client references, current or past, and state the organization's name, their website (if any), a point of contact, physical address, telephone number, e-mail address, and the scope of work you provided.
17. Please provide a detailed summary of the firm's experience.

18. What role has the firm played in advising public clients on the creation, management of Human Resources Management Information System?
19. Please describe your experiences in coordinating with clients and their staff to gain insight and knowledge on what types of systems they require to manage all of their needs.
20. Please list and describe your familiarity and experience with record keeping programs/software.
21. Please describe, in detail, your process of converting all of our data to your system. Propose a list of milestones and deadlines that would be required for conversion and implementation,
22. Please include a description of the implementation/management team that would be assigned to this contract.
23. Please summarize the firm's understanding what existing or potential relationships could impact your firm's ability to provide the services outlined in this RFP? Would such relationships create ethics violation or conflict of interest situations?
24. What are your procedures for ensuring that there are no conflicts of interest on advice given to Illinois? How does your firm safeguard against potential conflicts of interest between your clients?
25. Please identify any item listed in Section III of this RFP that you are unwilling or unable to perform and explain why.

Reporting Requirements

26. Please describe how your firm will ensure standardization of such reporting across all of the Treasurer's programs.

Diversity

27. Is the Respondent or its affiliates female, minority, persons with disabilities, or veteran owned or managed? Please provide the number and percentage of Respondent's owners who are female, minority, military veterans, or persons with disabilities. Please cite with supporting data.
28. Please provide the number and percentage of Respondent's senior leaders (e.g. partner, president, COO, or managing director) who are female, minority, persons with disabilities, or military veterans. Please cite with supporting data.

29. Using the definition provided above, what is the percentage of Respondent's intended subcontractors for this project, if any, that are female, minority, persons with disabilities, or veteran owned or managed? Please cite with supporting data.
30. Please highlight any activities, projects, or services the Respondent administers to alleviate societal issues and enhance its commitment to corporate social responsibility. Please cite with supporting data.
31. Please explain how the Respondent pursues supplier diversity and note whether the Respondent maintains a supplier diversity program. Please provide a summary of objectives and cite supporting data (e.g. data on performance).

Illinois Presence

32. Please describe what presence the Respondent has in the State of Illinois. Such "presence" can be demonstrated by the percentage of Respondent's full-time employees or employees who spend more than half their time in Illinois and having physical offices or a principal place of business located in Illinois.
33. Using the definition provided above, what is the percentage of Respondent's intended subcontractors for this Project, if any, that have an Illinois presence?

C. COST PROPOSAL

Responses must include information regarding the proposed amount of compensation for services, either as a lump sum, by hourly rate or by other criteria. In setting forth such information, separate the current fiscal year fee from the fee for the next two fiscal years. The figures provided should include all fees/costs.

Pricing schedules must cover a four (4) year period. All of the Respondent's costs to the State must be included in the pricing, as outlined above, and consistent with the requirements outlined throughout this RFP.

VII. CONTRACTUAL TERMS

The Contractor must specifically agree to each contractual provision set forth below.

1. Contractual Responsibility
If chosen to provide the services under this RFP, Contractor will be contractually responsible for all services provided.
2. Governing Law; Venue.
The Agreement shall be governed in all respects by the laws of the State of Illinois. Venue shall be proper only in the Illinois Court of Claims in accordance with the Illinois Court of Claims Act (705 ILCS 505/1 *et seq.*). By execution of the Agreement, Contractor acknowledges and agrees to the exclusive jurisdiction

of the Illinois Court of Claims over any and all lawsuits arising under or out of any term of the Agreement.

3. Internal Controls

The selected Contractor shall annually provide the Treasurer with a copy of the Annual Report or Form 10-K of its parent holding company and its most recent SSAE 16 report which will include the attestation of the company's independent registered accounting firm regarding the company's internal control over financial reporting.

4. Disaster Recovery and Backup Facilities

Contractor shall prepare and test a plan for recovery of financial transactions and related information in the event of a disaster or system failure. Contractor shall furnish a copy of the plan, test results, and the results of the annual audit of the disaster recovery plan to the Treasurer.

5. Term of Agreement

The initial term of the contract will be five (5) years. The Treasurer may elect to extend the contract, not to exceed a total term of ten (10) years (including the initial five (5) years).

6. Termination for Cause/Reduction of Fee

Notwithstanding any foregoing language to the contrary, the Agreement may be terminated by the Treasurer under any of the following circumstances:

- a. Contractor fails to furnish a satisfactory performance within the time specified;
- b. Contractor fails to perform any of the provisions of this Agreement, or so fails to make progress as to endanger performance of this Agreement in accordance with its terms;
- c. Any services provided under the Agreement are rejected and are not promptly corrected by Contractor, or repeatedly rejected even though Contractor offers to correct services promptly;
- d. There is sufficient evidence to show that fraud, collusion, conspiracy, or other unlawful means obtained the Agreement;
- e. Contractor is guilty of misrepresentation in connection with another contract for services to the State;
- f. Contractor is adjudged bankrupt or enters into a general assignment for the benefit of their creditors or receivership due to insolvency;
- g. Contractor disregards laws and ordinances, rules, or instructions of a contracting officer or acts in violation of any provision of the Agreement or this part, or the Agreement conflicts with any statutory or constitutional provision of the State of Illinois or of the United States; and
- h. Any other breach of contract or other unlawful act by Contractor occurs.

Prior to terminating the Agreement for cause, the Treasurer shall issue a written warning that outlines the remedial action necessary to bring the Contractor into conformance with the Agreement. If such remedial action is not completed to the satisfaction of the Treasurer within thirty (30) business days, a second written warning may be issued. If satisfactory action is not taken by Contractor within five (5) business days of the date of the second written warning, the Agreement may be cancelled and the Treasurer may recover any and all damages involved with the transition to a new vendor including incidental and consequential damages. Failure by the Treasurer to issue a warning or cancel this Agreement does not waive any of the Treasurer's rights to issue subsequent warnings.

In addition, the Treasurer reserves the right to reduce the fee paid to Contractor as compensation for services under the Agreement during any period Contractor fails to perform with reasonable care any of its obligations under the Agreement.

7. Review

Treasurer's staff may conduct periodic performance reviews of the Contractor, during which its compliance with all aspects of the Agreement will be reviewed and assessed.

8. Liability and Indemnification

Contractor shall indemnify and hold the Treasurer harmless from and against any and all losses, including but not limited to, losses due to the negligent acts or omissions or willful misconduct of Contractor, its employees, or agents. Contractor has a duty to select, with due diligence, all other entities that shall be necessary to implement the Agreement. Contractor shall establish and enforce reasonable procedures to assure the Treasurer of the performance by all other entities of the services necessary to implement this Agreement.

9. Confidentiality

a. Contractor shall be prohibited from using or disclosing confidential information received in the course of fulfilling its obligations pursuant to the Agreement, except in the performance of its internal responsibilities and normal functions. Confidential information includes all information but the following:

- i. Information already known or independently developed by the recipient;
- ii. Information required to be released by law;
- iii. Information in the public domain through no wrongful act of the recipient;
and
- iv. Information received from a third party who was free to disclose it.

This Section shall survive the termination of the Agreement.

b. Use of Confidential Information by Employees and Agents of Contractor

The requirement of confidentiality under this Agreement also applies to the employees and agents of the Contractor. The Contractor shall use its best efforts to ensure that its employees and agents adhere to the confidentiality requirements set forth herein. Use by and disclosure to employees and agents of Confidential Information to the extent necessary to carry out the terms and purposes of this Agreement is acceptable.

c. Protection of Confidential Information

The Contractor represents, warrants, and covenants that it has implemented and will maintain an information security program reasonably designed to protect Confidential Information, including customer information, which program includes administrative, technical, and physical safeguards to ensure the security and confidentiality of all customer information, to protect against anticipated threats or hazards to the security or integrity of such customer information, and to protect against unauthorized access to or use of such customer information.

d. Privacy Policy

Contractor will comply with any applicable federal or state laws or regulations, as well as any privacy policy developed by the Treasurer. Contractor further agrees to establish, maintain, and comply with a privacy policy with respect to the Project that meets the requirements of applicable law.

e. Program Lists

The Contractor specifically agrees that it shall not, and shall cause its subcontractors and affiliates not to, sell, provide, or otherwise disclose information from, any program list to any third party, unless otherwise directed to or approved by the Treasurer or required by applicable law.

10. Subcontractor

The Contractor must state whether the services of a subcontractor will be used. The Agreement must include the names and addresses of all subcontractors and the expected amount of money each will receive under the Agreement. The Contractor will be required to obtain written approval from the Treasurer prior to adding or changing subcontractors. Subcontractors will be required to complete the attached State Certifications and Disclosure Forms, found at Appendices A, B, and C.

Contractor has a duty to select, with due diligence, all other entities that shall be necessary to implement the Agreement. Contractor shall establish and enforce reasonable procedures to assure the Treasurer of the performance by all other entities of the services necessary to implement this Agreement.

11. Assignment

Each term and provision of the Agreement is binding and enforceable against and inures to the benefit of any successors of the Treasurer and any successors of Contractor, but neither this Agreement nor any of the rights, interests, or obligations is assignable without the prior written consent of the other party. Any attempt by Contractor to transfer or assign any rights or obligations related to the provision of services under this Agreement, without the prior written consent of the Treasurer, shall render this Agreement voidable by the Treasurer. The Treasurer may unilaterally bind any successor of the provider to the terms and conditions of any Agreement between the parties.

12. Services

Contractor shall not modify any service or the manner of providing such service under this Agreement without the prior written authorization of the Treasurer. Modification means any change to an existing service or the addition of a new service.

13. Access to Information

Upon request, the selected Contractor shall provide the Treasurer access to all files, records, participant email addresses, documents, and data pertaining to its services to the Treasurer in its possession and control regardless of how that information is stored. The information shall be provided in a form acceptable to the Treasurer.

14. State Certifications/Disclosures

The Agreement will incorporate Contractor's fully executed State Certifications and Disclosure Forms, a copy of which is attached hereto as Appendixes A, B, and C.

15. Right to Audit Books and Records

The Contractor and any subcontractor shall maintain, for a minimum of three (3) years after the termination of the Agreement, adequate books, records, and supporting documents related to the Agreement. These documents shall be available for review and audit by the Treasurer and the Illinois State Auditor General. The Contractor agrees to cooperate fully with any audit conducted by the Auditor General or the Treasurer and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this section shall establish a presumption in favor of the Treasurer for the recovery of any funds paid by the Treasurer under the underlying agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

16. Work Product

a. Ownership of Work Product.

Except as otherwise agreed to in writing, all work product including, but not limited to, documents, reports, data, information, and ideas specially

produced, developed or designed by you under any agreement for the Treasurer, whether preliminary or final, will become and remain the property of the Treasurer, including any copyright or service marks you developed on behalf of the Treasurer. The Treasurer shall have the right to use all such work product without restriction or limitation and without further compensation to you.

b. Return of Work Product

Within thirty (30) days after expiration or termination of the Agreement, the Contractor shall deliver to Treasurer, or to a third party, if so instructed by the Treasurer, all Work Product in Contractor's possession in the performance of the Agreement. If requested by the Treasurer, the Contractor shall certify in writing that all such Work Product has been delivered to the Treasurer.

VIII. PRICING

A. Terms

Pricing schedules must cover an anticipated contract term of four (4) years.

B. Other Costs

All of the Respondent's costs to the Treasurer must be included in the pricing, as outlined above, and consistent with requirements outlined throughout this RFP.

APPENDIX A
ILLINOIS STATE TREASURER CERTIFICATIONS

_____ (“CONTRACTOR”) makes the following certifications:

1.0 ANTI-BRIBERY.

CONTRACTOR certifies that it is not barred from being awarded a contract or subcontract under Section 50-5 of the Illinois Procurement Code (30 ILCS 500/50-5). Section 50-5 prohibits a contractor from entering into a contract with a State agency if the contractor has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, or if the contractor has made an admission of guilt of such conduct with is a matter of record. The contractor further acknowledges that the chief procurement officer may declare the related contract void if this certification is false.

2.0 BID-RIGGING/BID-ROTATING.

CONTRACTOR certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3, 33E-4).

3.0 DRUG FREE WORKPLACE.

This certification is required by Section 3 of the Drug Free Workplace Act (30 ILCS 580/3). The Drug Free Workplace Act, effective January 1, 1992, requires that CONTRACTOR shall not be considered for the purposes of being awarded a contract for the procurement of any services from the State unless CONTRACTOR has certified to the State that CONTRACTOR will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract payments, termination of the contract and debarment of contracting opportunities with the State for at least one (1) year but not more than five (5) years.

CONTRACTOR certifies and agrees that it will provide a drug free workplace by:

- a. Publishing a statement:
 - i. Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the grantee’s or contractor’s workplace.

- ii. Specifying the actions that will be taken against employees for violation of such prohibition.
- iii. Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - a. abide by the terms of the statement; and
 - b. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- b. Establishing a drug free awareness program to inform employees about:
 - i. the dangers of drug abuse in the workplace;
 - ii. CONTRACTOR's policy of maintaining a drug free workplace;
 - iii. any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. the penalties that may be imposed upon an employee for drug violations.
- c. Providing a copy of the statement required by Section (a) to each employee engaging in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- d. Notifying the Treasurer's Office within ten (10) days after receiving notice under part (b) of paragraph (iii) of Section (a) above from an employee or otherwise receiving actual notice of such conviction.
- e. Imposing a sanction on, or requiring the satisfactory participation in drug abuse assistance or rehabilitation program by, an employee who is so convicted, as required by Section 5 of the Drug Free Workplace Act.
- f. Assisting employees in selecting a course of action in the event of drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
- g. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

4.0 ANTI-BOYCOTT CERTIFICATION.

CONTRACTOR certifies that neither CONTRACTOR nor any substantial-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 (50 U.S.C.A. App. § 2401 et seq.) or the regulations of the U.S. Department of Commerce promulgated under that Act.

5.0 NON-DISCRIMINATION.

CONTRACTOR certifies that it is in compliance with the State and Federal Constitutions, the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, and all applicable rules that prohibit unlawful discrimination in performance of this Agreement and all other activities, including employment and other contracts. As a condition of receiving the Agreement, CONTRACTOR represents or certifies that services, programs and activities provided under the Agreement are and will continue to be in compliance with State and Federal Constitutions, the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, and all applicable laws that prohibit unlawful discrimination.

6.0 AMERICANS WITH DISABILITIES ACT.

CONTRACTOR certifies that it is in compliance with the Americans with Disabilities Act (“ADA”) (42 U.S.C. 12101 et seq.) and the regulations thereunder (28 CFR 35.130) prohibit discrimination against persons with disabilities by the Treasurer, whether directly or through contractual arrangements, in the provision of any aid, benefit or service. As a condition of receiving the Agreement, CONTRACTOR represents or certifies that services, programs and activities provided under the Agreement are and will continue to be in compliance with the ADA.

7.0 ILLINOIS HUMAN RIGHTS ACT.

CONTRACTOR certifies that it is presently in compliance with all of the terms, conditions and provisions of Section 5/2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105), together with all rules and regulations promulgated and adopted pursuant thereto.

8.0 FELONY.

CONTRACTOR certifies that it has not been barred from being awarded a contract under Section 50-10 of the Illinois Procurement Code (30 ILCS 500/50-10). Section 50-10 prohibits a contractor from entering into a contract with a State agency if the contractor has been convicted of a felony and 5 years have not passed from the completion of the sentence for that felony. The contractor further acknowledges that the chief procurement officer may declare the related contract void if this certification is false.

9.0 FORMER EMPLOYMENT.

CONTRACTOR has informed the Treasurer’s Office in writing if CONTRACTOR was formerly employed by the Treasurer’s Office and has received an early retirement incentive under Section 14-108.3 or 16-133.3 of the Illinois Pension Code (30 ILCS 105/15a).

10.0 INDUCEMENT.

CONTRACTOR has not paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor has CONTRACTOR accepted any money or other valuable thing, or acted upon the promise of same, for not bidding on a State contract (30 ILCS 500/50-25).

11.0 REVOLVING DOOR PROHIBITION.

CONTRACTOR certifies that neither it nor its employees and agents are in violation of section 50-30 of the Illinois Procurement Code (30 ILCS 500/50-30). Section 50-30 prohibits for a period of (2) years after terminating an affected position

certain State employees and their designees from engaging in any procurement activity relating to the State agency most recently employing them for a specified period of time.

12.0 REPORTING ANTICOMPETITIVE PRACTICES.

CONTRACTOR shall report to the Illinois Attorney General and the Chief Procurement Officer any suspected collusion or other anticompetitive practice among any bidders, offerors, contractors, proposers or employees of the State (30 ILCS 500/50-40, /50-45, /50-50).

13.0 DISCRIMINATORY CLUB.

CONTRACTOR agrees not to pay any dues or fees on behalf of its employees or agents or subsidize or otherwise reimburse them for payments of any dues or fees to a discriminating club as prohibited by Section 2 of the Discriminatory Club Act (775 ILCS 25/2).

14.0 TAXPAYER IDENTIFICATION NUMBER AND LEGAL STATUS OF CONTRACTOR.

CONTRACTOR shall be in compliance with applicable tax requirements and shall be current payment of such taxes. Under penalty of perjury, CONTRACTOR certifies that #_____ is its correct Taxpayer Identification Number and that it is doing business as a (please check one):

- | | |
|---|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Government Entity |
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Nonresident alien |
| <input type="checkbox"/> Partnership/Legal Corporation | <input type="checkbox"/> Estate or trust |
| <input type="checkbox"/> Tax Exempt | <input type="checkbox"/> Pharmacy (Non-Corp) |
| <input type="checkbox"/> Corporation providing or billing medical and/or health care services | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery (Corp) |
| <input type="checkbox"/> Corporation NOT providing or billing medical and/or health care services | <input type="checkbox"/> Limited Liability Company (select applicable tax classification.) |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> C = corporation |
| | <input type="checkbox"/> P = partnership |

15.0 LICENSE; AUTHORIZED BIDDER OR OFFEROR

CONTRACTOR, directly or through its employees, shall have and maintain any license required by this Agreement. CONTRACTOR further certifies that it is a legal entity authorized to do business in Illinois prior to the submission of the bid, offer, or proposal pursuant to section 20-43 of the Illinois Procurement Code (30 ILCS 500/20-43).

16.0 APPROPRIATION.

This Agreement is subject to termination and cancellation in any year for which the General Assembly fails to make an appropriation for payments under the terms of the contract.

17.0 RECORDS RETENTION; RIGHT TO AUDIT.

CONTRACTOR agrees to maintain books and records related to the performance of the contract and necessary to support amounts charged to the State under the contract for a minimum of three years from the last action on the contract or after termination of the Agreement, whichever is longer. Contractor further agrees to cooperate fully with any audit and to make the books and records available for review and audit by the Auditor General, chief procurement officers, internal auditor and the Treasurer; CONTRACTOR agrees to cooperate fully with any audit conducted by the Auditor General or the Treasurer and to provide full access to all relevant materials. The three-(3)-year period shall be extended for the duration of any audit in progress during the term. Failure to maintain the books, records and supporting documents required by this Section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under this Agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

18.0 CONFLICTS OF INTEREST.

CONTRACTOR has disclosed, and agrees that it is under a continuing obligation to disclose, to the Treasurer financial or other interests (public or private, direct or indirect) that may be a potential conflict of interest that would prohibit CONTRACTOR from entering into or performing the Agreement. Conflicts of interest include, but are not limited to, conflicts under Section 1400.5020 of the Treasurer's Procurement Rules (44 Ill. Adm. Code 1400.5020) and Sections 50-13, 50-20, and 50-35 of the Illinois Procurement Code (30 ILCS 500/50).

19.0 LATE PAYMENTS.

Late payment charges, if any, shall not exceed the formula established in the Illinois Prompt Payment Act (30 ILCS 540/1) and the Illinois Administrative Code (74 Ill. Adm. Code 900).

20.0 LIABILITY.

The State's liability for damages is expressly limited by and subject to the provisions of the Illinois Court of Claims Act (705 ILCS 505/1) and to the availability of suitable appropriations.

21.0 DEBT DELINQUENCY.

CONTRACTOR certifies that it, or any affiliate, is not barred from being awarded a contract or subcontract under section 50-11 of the Illinois Procurement Code (30 ILCS 500/50-11). Section 50-11 prohibits a contractor from entering into a contract with the Treasurer's Office if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the

Debt Collection Board. CONTRACTOR further acknowledges that the Treasurer's Office may declare the Agreement void if this certification is false or if CONTRACTOR or any affiliate is determined to be delinquent in payment of any debt during the term of the Agreement.

22.0 EDUCATIONAL LOAN DEFAULT.

CONTRACTOR certifies that it is not barred from being awarded a contract under the Educational Loan Default Act (5 ILCS 385). Section 3 of the Educational Loan Default Act prohibits an individual from entering into a contract with the Treasurer's Office if that individual is in default of an educational loan. CONTRACTOR further acknowledges that the Treasurer's Office may declare the Agreement void if this certification is false or if CONTRACTOR is determined to be in default of an educational loan during the term of the Agreement.

23.0 FORCE MAJEURE.

Failure by either party to perform its duties and obligations shall be excused by unforeseeable circumstances beyond its reasonable control, including acts of nature, acts of the public enemy, riots, labor or material shortages, labor disputes, fire, flood, explosion, legislation, and governmental regulation.

24.0 ANTITRUST ASSIGNMENT.

CONTRACTOR hereby assigns, sells and transfers to the State of Illinois all right, title and interest in and to any claims and causes of action arising under antitrust laws of Illinois or the United States relating to the subject matter of the Agreement.

25.0 PROHIBITION OF GOODS FROM FORCED LABOR.

CONTRACTOR certifies that it is not barred from being awarded a contract under the State Prohibition of Goods from Forced Labor Act (30 ILCS 583). Section 10 of the State Prohibition of Goods from Forced Labor Act prohibits a contractor from entering into a contract with the Treasurer's Office if that contractor knew that the foreign-made equipment, materials, or supplies furnished to the State were produced in whole or part by forced labor, convict labor, or indentured labor under penal sanction. CONTRACTOR further acknowledges that the Treasurer's Office may declare the Agreement void if this certification is false or if CONTRACTOR is determined to have known that the foreign-made equipment, materials, or supplies furnished to the State during the term of the Agreement were produced in whole or part by forced labor, convict labor, or indentured labor under penal sanction.

26.0 PROHIBITION OF GOODS FROM CHILD LABOR.

CONTRACTOR certifies in accordance with Public Act 94-0264 that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12.

27.0 SARBANES-OXLEY ACT AND ILLINOIS SECURITIES LAW

CONTRACTOR certifies that it is not barred from being awarded a contract or subcontract under section 50-10.5 of the Illinois Procurement Code (30 ILCS 500). Section 50-10.5, amongst other things, prohibits a contractor from bidding or entering into a contract or subcontract with the Treasurer's Office if the contractor or any officer, director, partner, or other managerial agent of the contractor has been convicted in the last 5 years of a felony under the Sarbanes-Oxley Act of 2002 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 or if the contractor is in violation of Subsection (e). CONTRACTOR further acknowledges that the Treasurer's Office may declare the agreement void if this certification is false or if CONTRACTOR is determined to have been convicted of a felony under the Illinois Sarbanes-Oxley Act of 2002 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 during the term of the agreement.

28.0 DISPUTES.

Any claim against the State arising out of this Agreement must be filed exclusively with the Illinois Court of Claims (705 ILCS 505/1). The State shall not enter into binding arbitration to resolve any agreement dispute. The State of Illinois does not waive sovereign immunity by entering into this Agreement. Any provision containing a citation to an Illinois statute (cited "ILCS") may not contain the complete statutory language. The official text, which is incorporated by reference, may be found in the appropriate chapter and section of the Illinois Compiled Statutes. An unofficial version may be viewed at www.ilga.gov.

29.0 THIRD-PARTY PAYMENTS.

CONTRACTOR certifies that no fee was paid to a third-party in expectation of being awarded a contract by the Treasurer.

30.0 MOST FAVORABLE TERMS.

If more favorable terms are granted by the CONTRACTOR to any similar governmental agency in any state in a contemporaneous agreement let under the same or similar financial terms and circumstances for comparable supplies or services, the more favorable terms will be applicable under the Agreement between the Treasurer's Office and the CONTRACTOR.

31.0 BOARD OF ELECTIONS REGISTRATION

_____ The CONTRACTOR certifies that they are **not required to register** as a business entity with the State Board of Elections pursuant to the Illinois Procurement Code (30 ILCS 500/20-160). Further, the CONTRACTOR acknowledges that all contracts or subcontracts between State agencies and a business entity that do not comply with this Section shall be voidable under Section 50-60 of the Illinois Procurement Code (30 ILCS 500/50-60).

(or)

_____ The CONTRACTOR certifies that they **have registered** as a business entity with the State Board of Elections and acknowledges a continuing duty to update the registration pursuant to the Illinois Procurement Code (30 ILCS 500/20-160). Further, the CONTRACTOR acknowledges that all contracts or subcontracts between State agencies and a business entity that do not comply with this Section shall be voidable under Section 50-60 of the Illinois Procurement Code (30 ILCS 500/50-60).

32.0 COLLECTION AND REMITTANCE OF ILLINOIS USE TAX

The CONTRACTOR certifies that it is not barred from being awarded a contract under section 50-12 of the Illinois Procurement Code (30 ILCS 500/50-12). Section 50-12 prohibits a contractor from entering into a contract or subcontract with a State agency if the CONTRACTOR or affiliate has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The CONTRACTOR further acknowledges that the contract or subcontract may be voided if this certification is false.

33.0 ENVIRONMENTAL PROTECTION ACT VIOLATIONS

The CONTRACTOR certifies that it is not barred from being awarded a contract or subcontract under section 50-14 of the Illinois Procurement Code (30 ILCS 500/50-14). Section 50-14 prohibits a CONTRACTOR from entering into a contract or subcontract with a State agency if the CONTRACTOR has been found by a court or the Pollution Control Board to have committed a willful or knowing violation of the Environmental Protection Act within the last (5) years. The CONTRACTOR further acknowledges that the contracting State agency may declare the related contract or subcontract void if this certification is false.

34.0 LEAD POISONING PREVENTION ACT VIOLATIONS

The CONTRACTOR certifies that it is not barred from entering into a contract or subcontract under section 50-14.5 of the Illinois Procurement Code (30 ILCS 500/50-14.5). Section 50-14.5 prohibits a CONTRACTOR from entering into a contract or subcontract with the State of Illinois or a State agency if the CONTRACTOR, while the owner of a residential building, committed a willful or knowing violation of the Lead Poisoning Prevention Act. The CONTRACTOR further acknowledges that the Treasurer may declare the related contract or subcontract void if this certification is false.

35.0 BOND ISSUANCES

The CONTRACTOR certifies that it is not barred from being awarded a contract or subcontract under section 50-21 of the Illinois Procurement Code (30 ILCS 500/50-21). Section 50-21 prohibits State agencies from entering into contracts or subcontracts with respect to the issuances of bonds or other securities by the State or a State agency with any entity that uses an “independent consultant” as defined in section 50-21.

36.0 POLITICAL CONTRIBUTIONS

The CONTRACTOR certifies that it is not barred from being awarded a contract or subcontract under section 50-37 of the Illinois Procurement Code (30 ILCS 500/50-37). Section 50-37 prohibits business entities whose contracts with State agencies, in the aggregate, annually total more than \$50,000, or whose aggregate pending bids and proposals on State contracts total more than \$50,000, and any affiliated entities or affiliated persons of such business entity, from making any contributions to any political committee established to promote the candidacy of the office holder responsible for awarding the contract on which the business entity has submitted a bid or proposal during the period beginning on the date the invitation for bids or request for proposals are issued and ending on the day after the date the contract is awarded.

37.0 LOBBYING RESTRICTIONS

The CONTRACTOR certifies that it is not barred from being awarded a contract or subcontract under section 50-38 of the Illinois Procurement Code (30 ILCS 500/50-38). Section 50-38 prohibits a CONTRACTOR from billing the State for any lobbying costs, fees, compensation, reimbursements, or other remuneration provided to any lobbyist who assisted the CONTRACTOR in obtaining the contract or subcontract.

38.0 DISCLOSURE OF BUSINESS OPERATIONS WITH IRAN (30 ILCS 500/50-36)

Each bid, offer, or proposal submitted for a State contract, other than a small purchase defined in Section 20-20 [of the Illinois Procurement Code], shall include a disclosure of whether or not the bidder, offeror, or proposing entity, or any of its corporate parents or subsidiaries, within the 24 months before submission of the bid, offer, or proposal had business operations that involved contracts with or provision of supplies or services to the Government of Iran, companies in which the Government of Iran has any direct or indirect equity share, consortiums or projects commissioned by the Government of Iran and:

(1) more than 10% of the company's revenues produced in or assets located in Iran involve oil-related activities or mineral-extraction activities; less than 75% of the company's revenues produced in or assets located in Iran involve contracts with or provision of oil-related or mineral – extraction products or services to the Government of Iran or a project or consortium created exclusively by that Government; and the company has failed to take substantial action; or

(2) the company has, on or after August 5, 1996, made an investment of \$20 million or more, or any combination of investments of at least \$10 million each that in the aggregate equals or exceeds \$20 million in any 12- month period that directly or significantly contributes to the enhancement of Iran's ability to develop petroleum resources of Iran.

You must check one of the following items and if item 2 is checked you must also make the necessary disclosure:

There are no business operations that must be disclosed to comply with the above cited law.

The following business operations are disclosed to comply with the above cited law:

CONTRACTOR

By:

Signature

Name

Title

Date

DISCLOSURES
FINANCIAL INTEREST AND POTENTIAL CONFLICTS OF INTEREST
(Disclosure Form A)

The Treasurer's Procurement Regulations (44 Ill. Adm. Code 1400.5035) require that contractors/offers desiring to enter into certain contracts with the State of Illinois must disclose the financial and potential conflicts of interest information as specified below.

Contractor/offers shall disclose the financial interest and potential conflicts of interest information identified in Sections 1 and 2 below as a condition of receiving an award or contract. Submit this information along with your bid, proposal or offer.

This requirement applies to contracts with an annual value exceeding \$10,000.

A publicly traded entity may submit its 10K disclosure in satisfaction of the disclosure requirements set forth in both Sections 1 and 2 below.

Sec. 1. Disclosure of Financial Interest in the Contractor/Offers

- a. If any individuals have one of the following financial interests in the contractor/offers (or its parent), please check all that apply and show their name and address:

Ownership exceeding 5%	(____)
Ownership value exceeding \$106,447.20	(____)
Distributive Income Share exceeding 5%	(____)
Distributive Income Share exceeding \$106,447.20	(____)

Name: _____

Address: _____

- b. For each individual named above, show the type of ownership/distributable income share: sole proprietorship _____ stock _____ partnership _____ other _____ (explain)

_____.

- c. For each individual named above, show the dollar value or proportionate share of the ownership interest in the contractor/offers (or its parent) as follows:

If the proportionate share of the named individual(s) in the ownership of the contractor/offers (or its parent) is 5% or less, and if the value of the ownership interest of the named individual(s) is \$106,447.20 or less, check here (____)

If the proportionate share of ownership exceeds 5% or the value of the ownership interest exceeds \$106,447.20, show either.

The percent of ownership _____%

or
The value of the ownership interest \$_____

Sec. 2. Disclosure of Potential Conflicts of Interest. For each of the individuals having the level of financial interest identified in Section 1 above, check “Yes” or “No” to indicate which, if any, of the following potential conflicts of interest relationships apply. If “Yes,” please describe (use space under applicable section to explain your answers – attach additional pages as necessary).

- | | | | |
|----|--|--------------|-------------|
| a. | State employment, currently or in the previous 3 years, including contractual employment of services | Yes
_____ | No
_____ |
| b. | State employment for spouse, father, mother, son, or daughter, including contractual employment for services in the previous 2 years. | Yes
_____ | No
_____ |
| c. | Elective status; the holding of elective office of the State of Illinois, the government of the United States, any unit of local government authorized by the Constitution of the State of Illinois, or the statutes of the State of Illinois currently or in the previous 3 years. | Yes
_____ | No
_____ |
| d. | Relationship to anyone holding elective office currently or in the previous 2 years; spouse, father, mother, son, or daughter. | Yes
_____ | No
_____ |
| e. | Appointive office; the holding of any appointive government office of the State of Illinois, the United States of America, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois, which office entitles the holder to compensation in excess of expenses incurred in the discharge of that office currently or in the previous 3 years. | Yes
_____ | No
_____ |
| f. | Relationship to anyone holding appointive office currently or in the previous 2 years; spouse, father, mother, son, or daughter. | Yes
_____ | No
_____ |
| g. | Employment, currently or in the previous 3 years, as or by any registered lobbyist of the State government. | Yes
_____ | No
_____ |
| h. | Relationship to anyone who is or was a registered lobbyist in the previous 2 years; spouse, father, mother, son, or daughter. | Yes
_____ | No
_____ |
| i. | Compensated employment, currently or in the previous 3 years, by any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee with either | Yes
_____ | No
_____ |

the Secretary of State or the Federal Board of Elections.

- | | | | |
|----|--|--------------|-------------|
| j. | Relationship to anyone; spouse, father, mother, son, or daughter, who is or was a compensated employee in the last 2 years of any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections. | Yes
_____ | No
_____ |
|----|--|--------------|-------------|

This disclosure is submitted on behalf of

(Name of Contractor/Offeror)

Official authorized to sign on behalf of contractor/offeror:

Name (printed) _____ Title _____

Signature _____ Date _____

DISCLOSURES
OTHER CONTRACT AND PROCUREMENT RELATED INFORMATION
(Disclosure Form B)

The Treasurer's Procurement Regulations (44 Ill. Adm. Code 1400.5035) require that contractors/offerors desiring to enter into certain contracts with the State of Illinois must disclose the information as specified below.

Contractor/offeror shall disclose the information identified below as a condition of receiving an award or contract.

This requirement is applicable to only those contracts with an annual value exceeding \$10,000.

You must submit this information along with your bid, proposal or offer.

- a. Contractor/offeror shall identify whether it has current contracts (including leases) with other units of State of Illinois government by checking "Yes" _____ or "No" _____.

If "Yes" is checked, identify each contract by showing agency name and other descriptive information such as purchase order or contract reference number (attach additional pages as necessary).

- b. Contractor/offeror shall identify whether it has pending contracts (including leases), bids, proposals, or other ongoing procurement relationships with other units of State of Illinois government by checking "Yes" _____ or "No" _____.

If "Yes" is checked, identify each such relationship by showing agency name and other descriptive information such as bid or project number (attach additional pages as necessary).

This disclosure is submitted on behalf of _____
(Name of Contractor/Offeror)

Official authorized to sign on behalf of contractor/offeror:

Name (printed) _____ Title _____

Signature _____ Date _____