

**MICHAEL W. FRERICHS**  
***ILLINOIS STATE TREASURER***

***REQUEST FOR NEW PROPOSALS***

***Management System and Technical Support for the  
Division of Unclaimed Property***

**May 22, 2015**

**Responses due by 2:00 p.m. on June 12, 2015**

The Honorable Michael W. Frerichs  
Treasurer of the State of Illinois  
Attn: Mr. Justin Cajindos, Chief of Staff  
400 West Monroe Street, Suite 401  
Springfield, IL 62704

## **1.0 INTRODUCTION**

The Treasurer of the State of Illinois (“Treasurer”) is issuing this Request for New Proposals to obtain new proposals from qualified professional vendors interested in providing a management system and technical support for the Division of Unclaimed Property, for the management and operation of the Illinois Unclaimed Property program pursuant to the Illinois Uniform Disposition of Unclaimed Property Act (“Act”), 765 ILCS 1025.

On March 30, 2015 the Treasurer issued an initial Request for Proposals (“RFP”) with responses due on April 27, 2015. However, only one response was filed by the deadline.

The Treasurer’s Procurement Rules provide that if “only one responsive bid, proposal, or response is received... new bids, proposals or responses may be solicited” (44 ILAC 1400.2505(e)).

## **2.0 SOLICITATION OF NEW RESPONSES**

The Treasurer and the Chief Procurement Officer have determined that it is in the best interests of the State to seek new responses for the RFP originally issued on March 30, 2015 for a Management System and Technical Support for the Division of Unclaimed Property.

Therefore, the Treasurer’s RFP issued on March 30, 2015 is incorporated into this Request for New Proposals except that Section 4 RFP PROCESS AND SCHEDULE is replaced as indicated below.

Pursuant to 4.11 Withdrawal/Modification of the March 30, 2015 RFP, the one response submitted may be withdrawn or modified by written letter at the discretion of the respondent; however, if the respondent does not withdraw or modify their response, such response will be continue to be considered as a valid binding offer pursuant to 4.12 Response to RFP is an Offer of the March 30, 2015 RFP.

## **3.0 RFP PROCESS AND SCHEDULE**

This section outlines the process and schedule associated with this RFP and the resulting Service Agreement.

### **3.1 RESPONSE DUE DATE**

All responses must be submitted, to the address below, **no later than 2:00 p.m., June 12, 2015** to:

The Honorable Michael W. Frerichs  
*Treasurer of the State of Illinois*  
Attn: Mr. Jim Underwood, Chief Procurement Officer

400 West Monroe Street, Suite 401  
Springfield, Illinois 62704

### **3.2 NO MANDATORY BIDDER'S CONFERENCE WILL BE HELD**

There will NOT be a mandatory bidder's conference in connection with this Request for New Proposals.

### **3.3 ADDITIONAL MANDATORY REQUIREMENTS**

The following requirements are mandatory and a failure to include each of the items below in your Response to the Request for Proposal may result in your Response being disqualified.

- i. The Respondents must answer all the questions in this RFP relating to the specific mandatory vendor services they are seeking to provide to the Treasurer.
- ii. Responses to this request should set forth the specific manner in which the Respondent will satisfy each requirement noted in this RFP. In addition, the Respondent may include a supplementary narrative describing the general conceptual approach to the delivery of specific services and any other information they believe is relevant.
- iii. The Respondent must submit the name, address and telephone number of an individual with authority to answer questions or provide clarification regarding their responses.
- iv. The Respondent must provide a list of previous and current clients for which they provide application, database management, and technical support for unclaimed property programs which are considered similar in nature to the specifications and requirements described herein.
- v. Responses must be submitted in a sealed envelope or package bearing the title "State Treasurer Request for Proposal for Unclaimed Property System" and the Respondent's name and address. The package must include a signed original and three (3) copies of the response along with a signed original and three (3) copies of the pricing. An electronic copy of the response should also be enclosed, and may be on CD-R or USB drive.
- vi. The Respondent must submit a fully executed State Certifications Form (Attached).
- vii. The Respondent must submit a fully executed Financial Interest and Potential Conflicts of Interest Disclosure Form (Attached).

- viii. The Respondent must submit a fully executed Other Contract and Procurement Related Information Disclosure Form (Attached).

### **3.4 SCHEDULE**

The following time schedule applies to this RFP:

05/22/15	RFP to be published on the Treasurer's website (www.treasurer.il.gov)
05/29/15	All questions pertaining to the RFP due by 12:00 p.m.
06/05/15	All answers to questions posted to the Treasurer's website by 4:00 p.m.
06/12/15	Responses to RFP due at 2:00 p.m., to address listed above.

### **3.5 RFP SOLE POINT OF CONTACT**

The Treasurer is the sole point of contact concerning this RFP. Questions or requests for clarification about this RFP should be in writing and directed to:

Jim Underwood  
Chief Procurement Officer  
Illinois State Treasurer Michael Frerichs  
Illinois Business Center  
400 W Monroe St, Suite 401  
Springfield, IL 62704  
217-782-1708  
[junderwood@illinoistreasurer.gov](mailto:junderwood@illinoistreasurer.gov)

### **3.6 QUESTIONS ABOUT 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 by 12:00 p.m., May 29, 2015. Respondents must prepare their questions in writing and send them by e-mail to the above contact person.

### **3.7 INTERNET/E-MAIL COMMUNICATIONS**

The Treasurer may also communicate with Respondents via e-mail. Each Respondent should provide an e-mail address with its response to RFP for ease of communication throughout this RFP process.

### **3.8 VERBAL COMMUNICATIONS**

Any verbal communication from the Treasurer's employees 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.

### **3.9 AMENDMENTS**

If it is necessary to amend this RFP, the Treasurer will post amendments on the Treasurer's website.

### **3.10 RESPONDENT'S COSTS**

The cost of developing a response to this RFP is each Respondent's responsibility and may not be charged to the Treasurer.

### **3.11 WITHDRAWAL/MODIFICATION**

A Respondent may, by a letter to the contact person, withdraw or modify a submitted response to RFP prior to the response due date.

### **3.12 RESPONSE TO RFP IS AN OFFER**

A submitted response to this RFP is a binding offer valid from the proposal opening date until 180 days thereafter.

### **3.13 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.

### **3.14 CHIEF PROCUREMENT OFFICER MAY CANCEL RFP**

If the Chief Procurement Officer (or acting Chief Procurement Officer) determines that it is in the State's best interest, he reserves the right to do any of the following:

- Cancel this RFP;
- Modify this RFP in writing as needed; or
- Reject any or all proposals received in response to this RFP.

### **3.15 EVALUATION OF RESPONSES TO RFP**

The Evaluation Committee will review responses based on the following criteria:

- Ability to provide the required services determined by general and specific experience in providing these services, a record of past performance of similar work and qualifications;
- Pricing; and,
- References.