



OFFICE OF THE ILLINOIS STATE TREASURER
MICHAEL W. FRERICHS

Request for Proposals
Integrated, Electronic Enterprise Treasury
Management Solution (“TMS”)
370-600-20-004

November 8, 2019

Proposals due by 2:00 p.m. CT on March 13, 2020

Ms. Maria Oldani
Chief Procurement Officer
400 West Monroe Street, Suite 401
Springfield, IL 62704

Office of the Illinois State Treasurer
Request for Proposals
Integrated, Electronic Enterprise Treasury Management System (“TMS”)
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1. OVERVIEW

The Office of the Illinois State Treasurer (“Treasurer”) is issuing this Request for Proposals (“RFP”) to solicit proposals from qualified firms (“Respondents”) to evaluate, select, and implement a commercially available, customizable, hosted treasury management solution that will transform the Treasurer’s highly manual, labor intensive current treasury management systems and processes into a centralized, streamlined and more automated solution that simplifies the data transfer from multiple disparate systems into a single, integrated data set. The Treasurer seeks a solution that provides real-time data analytics, forecasting and cash positioning with customizable dashboards per user and per function. The Treasurer seeks a Respondent who will provide software and implementation services as well as post implementation support. A Software-as-a-Service (“SaaS”) solution is desirable. Respondents shall submit their Proposals by 2:00 p.m. CT on March 13, 2020.

2. INTRODUCTION

The Treasurer is established under Article V of the Constitution of the State of Illinois of 1970 (“Constitution”). The authority and duties of the Treasurer are further described in numerous sources, including but not limited to the following: (1) statutes, such as the State Treasurer Act (15 ILCS 505), the Deposit of State Moneys Act (15 ILCS 520), and the Public Funds Investment Act (30 ILCS 235); (2) administrative rules; and (3) Treasurer policies. As noted above, the Treasurer is a constitutional office in the executive branch of the State of Illinois government. The Illinois State Treasurer, Michael Frerichs, is an elected official who serves as the State’s Chief Investment and Banking Officer responsible for receiving and safekeeping all public monies, ensuring liquidity is available to meet the State’s obligations, and investing the remaining funds in appropriate instruments that obtain the best risk-adjusted returns in accordance with applicable law. The Treasurer invests money on behalf of State of Illinois agencies, boards, and commissions (collectively, “State Agencies”).

The Treasurer actively manages approximately thirty-two billion dollars. The Treasurer’s investment approach is cautious to ensure the preservation of principal. The investment returns are significant: for every dollar spent to run the Treasurer’s Office, forty-two dollars are netted for the State’s residents.

The Treasurer’s mission is as follows:

The Illinois State Treasurer’s Office is dedicated to protecting the state’s portfolio, ensuring the liquidity of all investments, and consistently producing earnings at or above industry standards. Our investment decisions promote education, access, and opportunity for individuals and governmental bodies across our state to give families the tools to achieve the American Dream. The Treasurer’s Office is committed to fulfilling this mission in a highly professional and ethical manner, while striving for transparency, efficiency, and preservation of public trust.

In support of the Treasurer’s mission, and in compliance with Section 7 of the State Treasurer Act, 15 ILCS 505, the Treasurer receives:

“the revenues and all other public moneys of the state, and all moneys authorized by law to be paid to him, and safely keep the same.”

Pursuant to this authority, the Treasurer maintains demand deposit accounts with a financial institution for the purpose of providing a clearing system for payments made to State Agencies, including, but not limited to, payments in the form of coins, cash, checks, and electronic fund transfers as well as maintains demand deposit accounts with a financial institution for the purpose of accepting receipts and disbursing payments made by the Treasurer.

For full details on the Treasurer’s Investment Policies and Programs, please visit the Treasurer’s website at www.illinoistreasurer.gov.

2.1. Current Technology Landscape

When Treasurer Michael Frerichs took office in January 2015 a key objective of his administration was to embrace technology, mobility, and security. Quickly the Treasurer recognized the technology environment and culture inherited was more antiquated than expected and contracted with Plante Moran, one of the largest certified public accounting, professional services, and business advisory firms in the United States, for a comprehensive performance audit of office operations. Plante Moran concluded in April 2015 that the Treasurer’s systems would become ‘outdated and may be considered a liability within 3-5 years. The Treasurer accepted Plante Moran’s conclusion and immediately began the drive toward modernization. As a result, the Treasurer has taken several steps towards modernization to prepare the Treasurer for an integrated enterprise treasury management solution. As part of these modernization efforts, the Treasurer has taken the following steps:

1. Adopted a security first mind-set;
2. Embraced the cloud;
3. Implemented a 90% virtual server environment;
4. Deployed laptops to all mobile users;
5. Upgraded desktops and laptops to Windows 10;
6. Implemented automated updates to ensure client technology remains current;
7. Implemented a three-year hardware refresh plan ensuring environment remains current;
8. Implemented Microsoft Azure Government for cloud computing;
9. Implemented Microsoft Office 365 Government for all users;
10. Implemented a best practice governance model addressing the following areas:
 - a. Security
 - i. National Institute of Standards and Technology (“NIST”) Digital Identity Guidelines;
 - ii. ISO/IEC 27000 family Information Security Management Systems (“ISMS”);
 - iii. Information Technology Information Library (“ITIL”) Information Technology Service Management (“ITSM”); and
 - iv. International Information System Security Certification Consortium, or (“ISC”)², Certified Information Systems Security Professional (“CISSP”) best practices;

- b. Operations
 - i. ITIL ITSM;
 - ii. Microsoft Azure DevOps;
 - iii. Microsoft Certifications; and
 - iv. Cisco Certifications;
 - c. Project Management
 - i. ITIL ITSM;
 - ii. Software Development Life Cycle (“SDLC”);
 - iii. Project Management Institute (“PMI”) Project Manager Professional (“PMP”);
 - iv. PMI Professional in Business Analysis (“PBA”);
 - v. Agile Alliance;
 - vi. Scrum Alliance Certified Scrum Master (“CSM”);
 - vii. Scrum Alliance Certified Scrum Product Owner (“CSPO”);
 - viii. Scrum Alliance Certified Scrum Developer (“CSD”);
 - ix. Scrum Alliance Certified Scrum Professional (“CSP”);
 - x. International Institute of Business Analysis (“IIBA”) Certified Business Analyst Professional (“CBAP”);
 - d. Vendor Management
 - i. Relationship Management;
 - ii. Security Reviews; and
 - iii. Audit / Regulation Compliance Checks;
11. Embraced third-party-vendor solutions including:
 - a. Infrastructure as a Service (“IaaS”);
 - b. Platform as a Service (“PaaS”);
 - c. SaaS; and
 - d. Hosted Solutions;
 12. Expanded the operations model providing flexibility among the following:
 - a. On-premise;
 - b. Cloud; and
 - c. Hybrid on-premise / Cloud;
 13. Completely virtualized on-premise data center; and
 14. Extended communications to include:
 - a. WebEx for mobile meeting capabilities;
 - b. Mimecast for email journaling;
 - c. Office 365 for email; and
 - d. Skype for messaging.

With the conclusion of the Treasurer’s infrastructure modernization initiatives, the Treasurer is prepared and positioned to initiate the modernization of the critical business services for which the Treasurer is responsible, which include the following categories:

1. Banking;
2. Investments;
3. Accounting;
4. Governmental Fund Accounting/Warrant Processing with Illinois Office of the Comptroller Funds, Appropriations, Receipts, Paid Warrants (“FARP”); and

5. Risk Management.

2.2. Current Treasury Management Systems

Currently the Treasurer employs a home-grown, modular Treasurer's Information System (TIS) for electronic processing of banking, investments, and accounting as well as warrant processing with the Illinois Office of the Comptroller. Developed in Microsoft .NET Framework 4.0 with a COBOL component, and based in a siloed approach to development, TIS lacks the interoperability, reconciliation, workflow, and reporting capabilities to effectively and efficiently manage business processes in a fully automated manner. Many of the treasury management processes rely heavily on manual input and review as well as tools external to TIS such as MS Excel, MS Access, txt files, pdf files, image files and MS Word documents and forms.

3. INITIAL QUALIFICATIONS

Using *AD01: Initial Qualifications & Intent to Propose*, clearly show Respondent's product(s) and services meet these initial qualifications or Respondent's proposal will be rejected as non-responsive. The Treasurer may choose to determine initial qualifications by reading the Initial Qualifications & Intent to Propose document alone, so submissions should be sufficiently detailed to clearly demonstrate initial qualifications without reference to any other material.

The following initial qualifications must be met for proposals to be eligible for evaluation:

1. The proposed solution (including third-party solutions) must meet the Treasurer's Security Standards as defined in AD05: Requirements Specification/Requirements Traceability Matrix (RTM).
2. The Respondent must have been in the treasury management system solution delivery business for the last seven years providing all services, functions and subfunctions listed:
 - a. Banking
 - b. Investments
 - c. Accounting
 - d. Governmental Fund Accounting / Warrant
 - e. Risk Management
3. The proposed solution must have a successful, consecutive 5-year minimum life in the treasury management software application market in the last seven years
4. The proposed solution must represent an integrated treasury management system which may include third-party solutions; however, all components must be integrated with the core, line of business functionality proposed.
5. Respondent must have experience integrating with all third-party solutions being proposed in at least one previous implementation within the last five years (all third-party integration experience not required in the same implementation).
6. Respondent must have a minimum of three years' experience in the last five years performing data migrations / conversions of treasury management systems into the proposed solution.
7. Respondent must provide business continuity, disaster recovery, and contingency.
8. The Respondent must have three references of successful implementations, completed within the last five years, of the equivalent treasury management solution being proposed. ("Equivalent solution" is defined as either the same version of the application or one major

version earlier and for the same or greater approximate number of daily transactions, users, financial institutions, broker dealers, investments and money managed.)

- a. References must be governmental within the United States.
- b. If third-party solutions are being proposed, Respondents may submit 2 additional references to ensure that at least one reference, per each third-party solution implementation, is included in the Respondent references.

4. SCOPE OF WORK

The Contractor shall provide the Treasurer the services set forth in this Section 4 (collectively, the “Services”), in accordance with the requirements and specifications set forth in this RFP and applicable State and federal laws, rules, and regulations:

1. Implement a secure web-based TMS that will replace existing critical functionality and automate current manual paper-based processes including file import / export, reporting, data analytics, dashboards, audit and basic workflow functionality in addition to core treasury management functionality;
2. Assist Treasurer in the development of business processes that leverage the new functional capabilities of the TMS and align with industry best practices;
3. Implement a self-service State Agency portal for State Agencies in accordance with the RTM;
4. Implement a partner portal for Stage Agency and financial institution reporting including upload and download of documents in accordance with the requirements set forth in the RTM;
5. Deliver the following implementation services in accordance with the RTM:
 - a. A hosted web-based solution;
 - b. A solution that successfully integrates current Treasurer systems and systems introduced through this TMS RFP as defined during the project;
 - c. Effective project management based on industry best practices;
 - d. Effective organizational change management based on industry best practices;
 - e. Thoroughly trained staff;
 - f. Thoroughly prepared IT support team;
 - g. Quality functional define and design documentation;
 - h. Quality test documentation;
 - i. Quality system documentation and support materials; and
 - j. Data migration / conversion.
6. Provide an error-free and complete data conversion;
7. Provide on-going software and support for the proposed solution including a qualified, experienced and prepared solution support team;

8. Ensure the proposed solution supports all of the Treasurer's treasury management critical business services including the following: (a) accounting; (b) banking; (c) Governmental Fund Accounting: Funds, Appropriations, Receipts, Paid Warrants ("FARP"); (d) Investments; and (e) Risk Management;
9. Provide a refined project schedule containing tasks, milestones, and deliverables within three weeks of the effective date of the agreement;
10. Review the project schedule with the Treasurer at least monthly to ensure the project is proceeding as expected;
11. Obtain Treasurer's approval prior to confirming completion of any project phase;
12. Submit a modified project plan within three weeks of the effective date of the agreement;
13. Ensure continuity and consistency of Contractor's staff;
14. Notify Treasurer in advance of any change in personnel assigned, and provide a resume of the new assignee;
15. Ensure replacement of any personnel is with individuals of equal or advanced ability and qualifications;
16. Ensure that Contractor's staff is well-trained and knowledgeable in all aspects of the project in order to successfully complete the project;
17. Train and prepare Treasurer staff for ongoing operations of the system processes;
18. Work on-site in Springfield, IL, as requested by the Treasurer;
19. Perform all functional and technical definition, design, test, and acceptance strategies, implementation and transition planning, end user documentation and training, as well as documentation and training of Treasurer support personnel;
20. Provide the means for secure file transfers between the Contractor and the Treasurer from any of Contractor's work sites;
21. Ensure that the proposed solution(s) are compatible with the Treasurer's internal technical infrastructure and software standards;
22. Obtain Treasurer approval of all elements of the technical architecture before build work is initiated;
23. Collaborate with the Treasurer to minimize business operations during implementation, pilot, and transition to support;

24. Ensure that there are no conflicts with the new code or data structure such that the current TMS system’s processing capabilities are impacted;
25. Perform all required services set forth in TMS RFP Attachment AD05: Requirements Specifications/Requirements Traceability Matrix (“RTM”);
26. Perform all optional services set forth in the RTM, as desired by the Treasurer;
27. Ensure all services are performed in accordance with the Treasurer’s Security Standards set forth in the RTM;
28. Perform software service and support/maintenance of the TMS, as described in the RTM;
29. Perform all services in accordance with the requirements of this RFP, including all of its attachments;
30. Learn and apply Treasurer business rules during project discovery with an understanding that Treasurer treasury management relies on complex business rules and calculations that the solution must support; and
31. Design a solution with approval from the Treasurer during the project definition and design stage.

5. RFP KEY DATES AND DELIVERABLES

This section outlines the process and schedule associated with this RFP:

5.1. RFP Schedule

The following is the schedule for this TMS RFP:

Date	Event
November 8, 2019	RFP published on the Treasurer’s website.
December 9, 2019	Initial Qualification and Intent to Bid due by 2:00 p.m. CT.
December 16, 2019	Optional Respondent’s Conference at 2:00 p.m. CT.
December 30, 2019	All Respondent questions due by 2:00 p.m. CT.
January 28, 2020	Responses to All Questions Posted on the Treasurer’s website
March 13, 2020	Proposals due at 2:00 p.m. CT, including all references.
April 29, 2020	Notification of vendors selected to provide demonstrations.

Date	Event
Week of May 18, 2020	Full-day system demonstrations in Springfield, IL.
May 25, 2020	If applicable, Best and Final Offer due
May 26, 2020	Notification of award
August 10, 2020	Estimated Project Kickoff

These RFP dates are subject to change at the Treasurer’s discretion.

5.2. Contact Information

The Treasurer’s Chief Procurement Officer (“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 RFP prior to the submission of a Proposal. Respondents must submit their questions in writing via e-mail to the CPO, Maria Oldani, at moldani@illinoistreasurer.gov by 2:00 p.m. CT on December 30, 2019.

5.3. Notice of Initial Qualification & Intent to Bid

The Treasurer is requesting all Respondents complete and submit the Notice of Initial Qualification & Intent to Bid Form in AD01: Initial Qualification & Intent to Bid as an email attachment to the CPO confirming their intent and qualification to bid on this RFP. Please include the following in your submission:

Email Subject Line: TMS RFP – Intent to Propose on RFP – Respondent Name

Email Body: Please submit any identifying information indicating that the email message is to confirm interests in submitting a proposal. Minimally, Respondents are to include:

1. Respondent Name
2. Product(s) Represented
3. Contact Name
4. Contact Phone
5. Contact Email
6. Location of Office
7. Location of Support Office

REMINDER: *Please attach the completed AD01: Initial Qualification & Intent to Propose to the email. Failure to submit the AD01 is considered ‘unresponsive’.*

5.4. Optional Respondent’s Conference

All interested Respondents may attend the Optional Respondent’s Conference with prior written notification as detailed herein. If a Respondent intends to participate in the Optional Respondent’s Conference, Respondent must e-mail Maria Oldani at moldani@illinoistreasurer.gov by 2:00 p.m. CT on December 9, 2019. Participation in the Respondent Conference by phone is acceptable. The Optional Respondent’s Conference shall be on December 16, 2019, at 2:00 p.m. CT at the

following address:

Illinois Business Center
400 W. Monroe St., Suite 401
Springfield, IL 62704

For Respondents who wish to participate in the Optional Respondent's Conference by phone, the teleconference details will be provided after notice of intent to participate has been received and accepted.

5.5. Proposal Submittal

All Proposals must be received by mail or messenger by March 13, 2020, at 2:00 p.m. CT at the following address:

Maria Oldani
Chief Procurement Officer
Office of the Illinois State Treasurer
400 W. Monroe St., Suite 401
Springfield, IL 62704

6. RFP PROCESS

This section describes the RFP Process for this TMS RFP.

6.1. Questions about this RFP

Respondents must submit all questions about the intent or content of this RFP and request clarification of any and all procedures used for this RFP no later than December 30, 2019, at 2:00 p.m. CT. Respondents must document their questions electronically, identifying the RFP page, section, and subsections to which the question pertains. If a question is relative to a specific requirement or series of requirements, the question must include the Requirement ID for reference. Question format must be in a word processing format that can easily be copied / pasted into other documents.

Answers to questions will be posted on the Treasurer's Procurement website and emailed to all Respondents who submitted a completed and approved AD01: Initial Qualification and Intent to Propose.

All potential Respondents should submit any questions that could assist in clarifying aspects of the RFP. Failure to request clarification of any inadequacy, omission, or conflict will not relieve the Respondent of any responsibilities under this solicitation or any subsequent contract. It is the responsibility of the interested Respondent to ensure they received responses to questions if any are issued.

6.2. Internet/E-mail Communications

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

6.3. Oral Communications

Any oral communication from the Treasurer 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.

6.4. RFP Amendments

If it is necessary to amend this RFP, the Treasurer will post any amendment to its website at https://illinoistreasurer.gov/Office_of_the_Treasurer/Procurement/Procurement_Opportunities.

6.5. CPO may Cancel RFP

If the CPO determines it is in the State's best interest, she reserves the right to do any of the following: a) cancel this RFP; b) modify this RFP as needed; or c) reject any or all Proposals received in response to this RFP.

6.6. Respondents' Costs

The cost of developing a Proposal is each Respondent's responsibility and shall not be charged to the Treasurer.

It is anticipated vendor demonstrations will result from the Proposals. Respondent costs for any aspect of this RFP, including but not limited to the Optional Respondent's Conference and, if applicable, the Finalist Oral Presentation/Demonstrations are each Respondent's responsibility and may not be charged to the Treasurer.

6.7. Withdrawal of Proposal

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.

6.8. 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.

6.9. Proposal is a Firm Offer

A Proposal submitted in response to this RFP is a firm and 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.

6.10. Proposal is State Property

On the Proposal due date, all Proposals and related material submitted in response to this RFP become the property of the State of Illinois.

If the Proposal contains any information that Respondent considers to be exempt from public disclosure under the Illinois Freedom of Information Act (“FOIA”) (5 ILCS 140) or other applicable laws and rules, Respondent should submit in a separately sealed envelope an additional copy of the Proposal with proposed confidential information redacted, as detailed in Section 6.16.11 (“Redacted Copy”).

6.11. Additional Information

The Treasurer reserves the right to request additional information and to meet with representatives of Respondent to discuss their Proposals.

6.12. Finalists Selected

During this period in the RFP Process, the Treasurer’s selection team will review the Proposals and select finalists. The Treasurer will conduct due diligence on all finalists during this period including reference checks and potential site visits.

6.12.1. Scoring

The CPO will receive the TMS RFP Technical Proposals separately from the TMS RFP Cost Proposals (although both the Technical and Cost Proposal are due at the same time). TMS RFP Cost Proposals will only be opened and evaluated **after** all TMS RFP Technical Proposals have been reviewed and scored by the Selection Team.

The following table shows the weighted evaluation factors to be used in reviewing the Respondent Proposals.

Evaluation Factor	Weight
Functional	10
Technical	20
Maintenance and Support	35
Project Management, Implementation Management, & Operations	10
References and Experience	10
Diversity & Inclusion	10
Corporate Responsibility – Environmental, Social, and Governance Practices	5
Illinois Presence	10
Interview and Software Demonstration	10
Cost Proposal	20
Total	140

6.12.2. Evaluation Factors

1. Functional

Scoring will be based on the ability of the solution to meet the Treasurer's critical business services' functional requirements including user experience and flexibility in business rules definition. Compliance and adherence to the TMS RFP guidelines on Proposal format including completeness and quality will factor into the functional score.

2. Technical

Scoring will be based on the ability of the solution to meet the technical architectural requirements of the Treasurer including security, scalability, flexibility, ease of configuration and customization, use of industry best practices, and ability to integrate with other systems when required. Compliance and adherence to the TMS RFP guidelines on Proposal format including completeness and quality will factor into the technical score.

3. Maintenance and Support

Scoring will be based on the following: (1) thoroughness and reliability of service and support demonstrated through company reputation and company references; (2) responsiveness, testing, availability, and communication management; and (3) compliance and adherence to the TMS RFP guidelines on Proposal format including completeness and quality.

4. Project Management, Implementation Management, & Operations

Scoring will be based on comprehensiveness of project plan, quality of approach, thoroughness of testing practices and release management as well as the experience and references of the project team. Compliance and adherence to the TMS RFP guidelines on Proposal format including completeness and quality will factor into this scoring area.

5. References and Experience

Scoring will be based on the quality of the overall proposed solution including experience in implementing the proposed solution; experience implementing the proposed solution with other U.S. governmental TMS Projects; degree to which previous TMS projects have exceeded proposed budget/schedule; flexibility and willingness to work with customer's SMEs both business and technical; experience with front-line support/Help Desk; critical and non-critical support request response; personnel qualifications; and Respondent's qualifications. Company stability, availability of resources, likelihood of company/product line survival, and degree of product usage in the industry are also factors in the Treasurer's evaluation. The evaluation also will include reference checks regarding the Respondent's work for previous clients receiving similar services to those requested herein. Compliance and adherence to the TMS RFP guidelines on Proposal and References format including completeness and quality will factor into the references and experience score.

6. Diversity and Inclusion

The Respondent's diversity score shall be scored based on the answers the Respondent

provides to the Diversity and Inclusion questions in Section 9.4.3.

7. Corporate Responsibility – Environmental, Social, and Governance Practices

The Respondent’s corporate responsibility score will be based on the answers the Respondent provides to the Corporate Responsibility questions in Section 9.4.4.

8. Illinois Presence

The Respondent’s Illinois presence shall be scored based on the answers the Respondent provides to the Illinois Presence questions in Section 9.4.5. Respondents with a principal place of business in Illinois and a higher percentage of employees in Illinois shall receive higher scores in this area.

9. Interview and Software Demonstration

The Respondent’s interview and software demonstration score will be scored as described in Section 6.13.

10. Cost Proposal

The Evaluation Team shall evaluate the cost-effectiveness of the Respondent’s Cost Proposal in order to determine the Cost Proposal score.

6.13. Finalists’ Oral Interview and Software Demonstration

Finalist Respondents will be invited to make an oral presentation at the Treasurer’s Springfield, IL office during this phase of the RFP Process. Respondents are required to bring all of their key named resources to the oral presentations and should be prepared to provide a software demonstration. More details regarding oral interviews will be provided to the finalist Respondents at the time finalists are selected.

Finalists’ Oral Interview and Software Demonstrations will be scored as follows:

Category	Description	Weight
Quality of Presentation	Preparedness Engagement of participants Organization and structure of demonstration Professionalism of Respondent Participants	3
Demonstrated Knowledge of Product(s)	Ease with which the demonstration is navigated Response to Treasurer questions	3
Expertise and Professionalism of Respondent Team Members Demonstrated in Interviews	Ability to describe role on project Ability to describe the proposed solution including implementation and support Ability to describe and provide examples of experience on other projects relative to the role and responsibilities assigned on the Treasurer’s TMS Project.	4

6.14. Successful Respondent Announcement

During this period in the RFP Process, the Respondent will be notified of preliminary contract award. Final award is not granted until the successful completion of contract negotiations.

6.15. Transition from Procurement to Implementation Project

Once the contract is successfully negotiated the CPO will hand off the project to the Treasurer's Project Management Office ("PMO") for project initiation. During the transition, the Treasurer's PMO will collaborate with the Respondent to identify any assistance the PMO can provide to ensure a successful onboarding of the Respondent's project team.

6.16. 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. Narratives should provide a concise description of capabilities to satisfy the requirements of this RFP. Emphasis should be on clarity and completeness of response. The following are the sections that must be provided in the Proposal. The sections should be labeled accordingly.

6.16.1. Cover Letter

The Proposal must be accompanied by a transmittal letter that designates the name, physical address, e-mail address, and the telephone number of the person or persons available for contact concerning the Proposal. Such persons must be authorized to make representations on behalf of the Respondent.

6.16.2. Table of Contents

Include a listing of the main chapters and paragraph headings contained in the Proposal, including page numbers.

6.16.3. Introduction

Include any introductory remarks, not to exceed two (2) pages, deemed appropriate. Briefly discuss such topics as the Respondent's background, management, facilities, staffing, related experience and financial stability.

6.16.4. Narrative

Provide a narrative, not to exceed five (5) pages, describing the general conceptual approach to the delivery of specific services and any other information Respondent believes is relevant.

6.16.5. Answers to Questions

Respondent must respond to all of the questions. Respondent's answers must include the headings (e.g. 9.5.2 Banking) and be numbered in the order provided in Section 9 Requirements.

6.16.6. Service Team

Provide an organizational chart, brief biographies, and resumes for the proposed Service team, including support staff. Please identify the primary contact person and describe the role of each key person. If there is a staffing turnover, this will apply to all new and incoming staff assigned to this project.

6.16.7. Subcontractors

Respondent shall provide a list of the subcontractor(s) that will be used to provide the Services, if any, and the general type of work to be performed by each subcontractor.

6.16.8. Unique Capabilities

Provide a summary not to exceed five (5) pages of any unique expertise, features, or services that distinguish Respondent's technology solution.

6.16.9. State Certifications and Disclosures

Respondent and any subcontractor(s) must 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) attached as AD18.

6.16.10. Cost Proposal

Respondent's price ("Cost Proposal") shall be provided in a separately sealed envelope. The required elements of the Cost Proposal are provided in Section 10 of this RFP.

6.16.11. Redacted Copy

All Proposals received by the Treasurer will be open to the public, though a Respondent may request that the Treasurer treat certain information as confidential in accordance with 44 Ill. Admin. Code §1400.2505. If Respondent requests confidential treatment of any information it considers to be exempt from public disclosure under FOIA or other applicable laws and rules, Respondent should submit a Redacted Copy, including redacted versions of any attachments for which Respondent seeks confidential treatment, which copy shall be clearly identified as the "Redacted Copy." In a separate attachment to the Redacted Copy, Respondent shall supply a listing of the provisions of the Proposal, identified by section number, for which it seeks confidential treatment, identify the basis of each claimed exemption and show how that basis applies to the request for exemption in accordance with 44 Ill. Admin. Code §1400.2505(1). The Redacted Copy must retain as much of the Proposal as possible.

A request for confidential treatment will not supersede the Treasurer's legal obligations under FOIA. The Treasurer will not honor requests to keep entire Proposals confidential, and will in any event disclose the successful Respondent's name, the substance of the Response, and the price. In responding to a request made under FOIA, the Treasurer reserves the right to rely on Respondent's decision whether to submit a Redacted Copy with its Proposal, and the Treasurer is under no

obligation to notify the vendor prior to providing a complete and unredacted Proposal, with any unredacted attachments, if Respondent does not elect to provide a Redacted Copy with its Proposal as described in this Section.

7. BACKGROUND

This Section provides an overview of the critical treasury management services provided by the Treasurer and expected to be automated and integrated with this contract award. Included in this section is an identification and description of stakeholders involved in Treasurer services and functions; descriptions of Treasurer business functions performed by each division including the tools stakeholders currently interface with in performing these functions; and identification of the business challenges and opportunities per division / function driving this TMS RFP.

*It is important to note that all technology tools identified in this section pertain to stakeholder **direct** interaction with the technology and do not identify backend components or integrations supporting the stakeholder’s actions. The Technology section of this TMS RFP describes the architecture, infrastructure, systems and data employed to support the Treasurer’s treasury management business functions.*

7.1. General

Pursuant to State laws, such as the State Treasurer Act (15 ILCS 505), the Public Funds Investment Act (30 ILCS 235), and the Deposit of State Moneys Act (15 ILCS 520), the Treasurer offers banking, payment, and investment services for the State of Illinois and local governments. Relevant to this RFP, the Treasurer provides the following:

- 1) The receipt and reporting of all revenues and fees collected by State agencies;
- 2) -The custody of all monies and securities belonging to or held in trust by the State;
- 3) The investment of temporarily idle State and local government monies; and
- 4) The processing of warrants drawn by the Illinois Office of the Comptroller (“IOC or Comptroller”).

7.2. Stakeholders

This TMS RFP identifies the Treasurer’s teams who participate in the treasury management business functions relative to this RFP (internal stakeholders) and stakeholders external to the Treasurer who participate in the Treasurer’s treasury management business processes relative to this RFP (external stakeholders).

7.2.1. Internal Stakeholders

The Treasurer’s divisions participating in, responsible for, and accountable for activities related to this RFP include the following:

Division	Responsibility
1) Banking	a) Bank Relationship Management b) Bank Account Administration

Division	Responsibility
	<ul style="list-style-type: none"> c) Daily Cash and Liquidity Management d) State Agency Deposit Processing e) Cash Position/Forecasting f) Treasury Payments/Acknowledgements
2) Investments	<ul style="list-style-type: none"> a) Investment Management b) Portfolio Management
3) Fiscal Operations	<ul style="list-style-type: none"> a) General Ledger Accounting b) Bank Account Reconciliation c) Governmental Fund Accounting including ‘FARP’: <ul style="list-style-type: none"> a. Funds b. Appropriations c. Receipts d. Paid Warrants d) Interest Allocation
4) Information Technology (IT)	<ul style="list-style-type: none"> a) Maintenance and Support of Treasurer’s current TMS Solution – Treasurer’s Information System (“TIS”) b) Maintenance and Support of Treasurer’s current Treasurer’s Office Management System (“TOMS”) c) Maintenance and Support of Treasurer’s system integrations with Office of the Illinois Comptroller (“IOC”) Statewide Accounting Management System (SAMS) d) Maintenance and Support of all system integrations for Treasurer’s operations e) Help Desk Support for all Treasurer systems f) Architect, plan and manage all Treasurer IT operations g) Relationship management of third party, commercial off-the-shelf (COTS), and SaaS vendor relationships h) IT Security Management and oversight for all systems, data and integrations i) Project Management Office (“PMO”) responsible for project management and project oversight
5) Legal	<p>Provides legal oversight related to the following:</p> <ul style="list-style-type: none"> a) TMS RFP procurement b) TMS solution c) Contract negotiations with selected vendor d) Product and services implementation
6) Procurement	<ul style="list-style-type: none"> a) Ensures the TMS RFP procurement follows all Treasurer processes and practices

Division	Responsibility
	supporting Illinois law b) Ensures the TMS project follows all Treasurer processes and practices supporting Illinois law

7.2.2.External Stakeholders

The stakeholders external to the Treasurer who will participate in, be responsible for, and / or accountable for activities related to this RFP include the following:

External Stakeholder	Responsibility
1) Illinois Office of the Comptroller	a) Illinois Chief Fiscal Control Officer <ul style="list-style-type: none"> a. Maintains the state’s central fiscal accounts b. Orders payments into the treasury c. Issues warrants against any funds held by the Treasurer b) Electronically and manually interfaces with the Treasurer for fund management and balancing c) Electronic and hard-copy communication / notifications
2) Illinois State Agencies (State Agencies, Boards and Commissions)	a) The Treasurer serves as the ‘bank’ for Illinois State Agencies. b) The Treasurer provides a one-way banking portal to Agencies so Agencies can view money transactions including current status and Treasury. Select agencies have the ability to request demand drafts against their accounts based on transaction volume. c) While state agencies don’t directly electronically transfer data to Treasurer systems, state agencies may be impacted by changes in Treasurer processes as a result of this TMS Project. <ul style="list-style-type: none"> a. IOC serves as the intermediary between State Agencies and the Treasurer d) Electronic and hard-copy communication / notifications
3) Financial Institutions	a) The Treasurer enters into contracts with various financial institutions to provide banking services including but not limited to: <ul style="list-style-type: none"> i. Wire Transfers ii. ACH Transactions iii. Safekeeping and Lockbox

External Stakeholder	Responsibility
	<ul style="list-style-type: none"> iv. Daily Reports v. Monthly Reports b) Electronic interfaces for most data exchange <ul style="list-style-type: none"> i. .bai ii. .csv iii. .pdf c) Electronic and hard-copy communications / notifications
4) Broker Dealers	<ul style="list-style-type: none"> a) The Treasurer works with multiple broker dealers for investments b) Electronic interfaces for most data exchange c) Electronic and hard-copy communications / notifications
5) Third Party Software Application Vendors	<ul style="list-style-type: none"> a) The Treasurer has many Software as a Service (SaaS) and hosted solution vendors that may be impacted by this TMS RFP Solution
6) Federal Reserve Bank	<ul style="list-style-type: none"> a) The Treasurer maintains a correspondent relationship for Custody Processing Services and maintains Warrant Clearing processes with the Federal Reserve Bank. <ul style="list-style-type: none"> a. Fiscal Operations – Warrant section processes the warrants presented to the Federal Reserve Bank for payment b. Fiscal Operations – Warrant section receives Federal Reserve Bank reports and files <ul style="list-style-type: none"> i. Fiscal Operations imports Check21 files into TIS
7) Illinois Governor’s Office of Management and Budget (GOMB)	<ul style="list-style-type: none"> a) General Obligation Bonds are issued under the General Obligation Bond Act 30 ILCS 330. b) Illinois Governor’s Office of Management and Budget (GOMB) accountable for funds and tracking sale and disposition of funds c) Treasurer works with GOMB and the payment agent to ensure payments are received and applied properly
8) Illinois General Assembly	<ul style="list-style-type: none"> a) Source for Fund Definition
9) Illinois State Toll Highway Authority	<ul style="list-style-type: none"> a) Treasurer manages a separate portfolio of investments on behalf of the Illinois State Toll Highway Authority

7.3. Descriptions of Current Business Functions by Division

This section describes the responsibilities and accountabilities of the Treasurer's divisions involved in the activities related to this RFP.

7.3.1.State Investments & Banking Division

The Treasurer's agency organization consolidates Investments and Banking into one division under the management of the Director of State Investments and Banking.

7.3.1.1. Banking

Section 7 of the State Treasurer's Act, 15 ILCS 505/7, requires the Treasurer to "receive the revenues and all other public monies of the state, and all monies authorized by law to be paid to him, and safely keep the same." Pursuant to this authority, the Treasurer maintains demand deposit accounts with multiple financial institutions for the purpose of performing the following functions: 1) accepting receipts (deposits) in the form of coins, cash, checks, drafts, electronic fund transfers, electronic checks, credit card payments, debit card payments, and other similar payment instruments; and 2) disbursing payments made by the IOC or state agencies. These financial transactions are currently conducted within a framework of 40 bank accounts across eight banks. The account into which monies are deposited is based on the type of deposits, e.g., ACH, lockbox, etc., or a specific agency, e.g., Department of Revenue. Cash transfers among accounts are dependent upon information gathered by Treasurer staff and liquidity management decisions by senior State Investments and Banking Division staff.

The Treasurer's State Investments and Banking staff are currently responsible for manually downloading and recording the balance and transaction information from financial institutions. This information is currently entered in an MS Excel spreadsheet to support liquidity management decisions. The Banking staff is also responsible for recording the current day transactions in the form of journal entries into TIS for general ledger accounting.

The Banking Division is also responsible for agency deposit processing. State agencies are able to access information regarding monies deposited or received electronically through a web portal developed and maintained by the Treasurer. Agency deposits, depending on their type, are deposited into one of several contractual financial institutions. Each deposit can include an agency identifier. Once the deposits are processed the agencies have access to the information on the Treasurer's Illinois Agencies Web Portal. Currently, agencies prepare paper forms to indicate the specific funds to which deposited monies should be credited. These paper forms are required for depositing to specific funds at the IOC. This paper process also triggers a transfer of monies by the Treasurer between bank accounts for investment purposes.

Specific tools banking stakeholders interface with to perform banking functions include:

Tool	Description	Users & Use (CRUD-IE) CRUD-IE: C=Create; R=Read; U=Update; D=Delete; I=Import; E=Export
TIS Banking	<ol style="list-style-type: none"> 1. Treasurer developed system for financial institution transaction tracking and reporting 2. Electronic import / export 3. Manual data entry 4. Manual Adjustment Transactions Reviewed, Approved and Maintained 	<p>Treasurer Banking Team (CRUD-IE) Fiscal Operations Team (R, U)</p>
TIS Clearing	<p>Treasurer developed system for verification, error processing, and approval of daily Financial Institution transactions including closing out the day's business</p> <p>Electronic import / export Manual data entry Returned Check Processing Change to returned item processing, many returns are electronic Source for Illinois Agency Web Portal Manual Adjustment Transactions Reviewed, Approved and Maintained</p>	<p>Treasurer Clearing Team (CRUD-IE) Fiscal Operations Team (R, U)</p>
TIS Accounting > General Ledger	<ol style="list-style-type: none"> 1. Treasurer developed system for Chart of Account definition and posting transactions to the General Ledger 2. Electronic import / exports 3. Manual data entry 4. Performed by Fiscal Operations 5. Manual Adjustment Transactions 6. Reviewed, Approved and Maintained by Fiscal Operation 7. Suspense Accounts 8. Maintained by Fiscal Operations 	<p>Treasurer Banking Team (CRUD-IE) Fiscal Operations Team (CRUD-IE)</p>
Illinois Agencies Web Portal (SharePoint site developed and hosted by Treasurer)	<ol style="list-style-type: none"> 1. Secured web site for state agencies, boards and commissions to log in and access their non-negotiables drafts produced in TIS Clearing 2. View from Portal 3. Exports from portal in .xls, .csv, and .pdf 	<p>Portal data is populated from TIS > Clearing daily or EOD Friday for previous week's transactions resulting in the issuance of a non-negotiable with no Treasurer user</p>

Tool	Description	Users & Use (CRUD-IE) CRUD-IE: C=Create; R=Read; U=Update; D=Delete; I=Import; E=Export
	4. State Agencies have three options for Non-negotiable draft availability on the Web Portal: <ol style="list-style-type: none"> Weekly – Standard Accounts Bi-Weekly – Refunded Accounts On-Demand – Pre-approval required State Agencies can request an exception for a daily draft 5. If there are issues with access to the Web Portal, agencies can ‘Request’ non-negotiable drafts either by letter, email or fax	intervention required. IL State Agencies (R, E) IL State Boards (R, E) IL State Commissions (R, E)
Treasurer Microsoft Excel Workbooks (multiple)	Various MS Excel Workbooks are used by the Treasurer for banking transaction recording, tracking and reconciliation	Treasurer Banking Team (CRUD-IE) Fiscal Operations Team (CRUD-IE)
MS Access	State Agency Federal Fund Receipts (Letters of Credit)	Treasurer Banking Team (CRUD-IE)
Financial Institution import files (.bai, .csv, .pdf, .txt)	Daily Bank Reports Monthly Bank Reports	Treasurer Banking Team (CRUD-IE) Fiscal Operations Team (CRUD-IE)
Email for all notifications and some approvals (MS Outlook)	Financial Institutions IOC State Agencies	Treasurer Banking Team (CRUD) Fiscal Operations Team (CRUD) State Agencies (CRUD)
FAX for document exchange and approvals	Financial Institutions IOC State Agencies	Treasurer Banking Team (CRUD-IE) Fiscal Operations Team (CRUD-IE) State Agencies (CRUD-IE)

*CRUD-IE: C=Create; R=Read; U=Update; D=Delete; I=Import; E=Export

Business Challenges and Opportunities

- 1) Highly manual transaction processing for many participating State Agencies especially in:
 - a. State Agencies to Financial Institution Deposit Processing
 - b. State Agencies to IOC

- c. IOC to Treasurer
 - d. Treasurer to IOC
 - e. Treasurer to State Agencies (Illinois Agencies Web Portal)
- 2) Highly manual Clearing Process
 - 3) Highly manual Non-Negotiable Draft Process
 - 4) Highly manual Adjustment Transaction Process
 - 5) Highly manual Suspense Management
 - 6) Highly manual Letter of Credit process
 - 7) Hard-copy signatures required
 - 8) Returned Checks create a negative general ledger clearing account balance

7.3.1.1.1. Treasury Deposit Processing

Funds deposited through the Treasurer clearing processes do not become available for expenditure until the deposits are processed through the Illinois Office of the Comptroller (IOC). Once IOC processes the deposits, the funds become part of the State Treasury and are then available to the State Agencies. Since the State Agencies do not immediately expend their monies, the Treasury builds up a balance of funds. These funds are invested by the Treasurer in order to safeguard the balance, provide liquidity and deliver a return.

The Treasurer receives a daily deposit from State Agencies via IOC which includes, but is not limited to:

- 1) Non-negotiable drafts
- 2) State of Illinois Warrants
- 3) University Checks from locally held bank accounts
- 4) TIS Reports
- 5) IOC Returned ACH Report
- 6) Bank Statements
- 7) Bank Transaction Advices
- 8) Securities Lending Reports

Included with each individual instrument is an associated IOC Form, hard-copy signed by the originating State Agency, then countersigned by IOC and Treasurer during the processing of the State Agency deposit. The IOC forms potentially included in the Daily IOC Deposit include:

IOC Form ID	IOC Form Name	IOC Form Description
C63	Expenditure Adjustment Transmittal	<ol style="list-style-type: none"> 1. Used to direct returns of erroneous or overpayments back into IOC Fund 2. Draft represents a refund or reimbursement of an expenditure made by the agency
C64	Receipt Deposit Transmittal (RDT)	<ol style="list-style-type: none"> 1. Lists receipt account code to direct deposit fund 2. Draft represents new revenue to the State Treasury
C65	Salary Refund	<ol style="list-style-type: none"> 1. Used to direct salary funds back into IOC fund 2. Draft represents a reimbursement of an erroneous

IOC Form ID	IOC Form Name	IOC Form Description
		payroll transaction

There are 7 ‘multi-colored’ copies of each IOC Form and each copy is designated to a stakeholder based on the stakeholder role in deposit processing. Each Stakeholder is accountable for their role in deposit processing and must retain their ‘color’ form for tracking and reporting purposes. IOC Form colors include:

IOC Form ‘Color’*	Distribution / Stakeholder Accountable
1. White	Returned to Comptroller
2. Blue	Treasurer - Banking Division
3. Buff	Treasurer - Warrant Division
4. Pink	Returned to (State) Agency
5. Canary	Retained by Comptroller
6. Goldenrod	Retained by State Agency (Originating Copy retained by the Agency and not sent to IOC)
7. Green	Comptroller

**Actual IOC Forms are no longer different colors but are instead designated at the bottom of the page as the ‘color’ they represent.*

The Treasurer’s Banking Team, with Fiscal Operations Team, process the hard-copy IOC Daily Deposit and enter the deposit information in the Treasurer’s MS Excel Daily Cash Workbook and other transaction tracking MS Excel Workbooks. The Daily Cash Workbook (DCW) is the current tracking and reporting mechanism for daily deposit tracking. The deposit entry tab of the DCW is currently exported from the workbook into TIS as an .xls file, which automatically generates the 200+ line voucher journal entry for accounting.

Any balancing issues encountered with the IOC Daily Deposit are directed to the IOC by the Treasure via email or phone call. Balancing issues are managed and tracked by the Treasurer via manual notes written and affixed to the IOC Forms and entered into the Daily Cash Workbook (DCW) and other transaction tracking MS Excel Workbooks. Balancing issues identified are returned to the IOC and / or State Agency for correction.

Once balanced, the Treasurer processes all required paperwork and any checks received are deposited to the concentration bank via electronic check scanner. If required, wire transfer and ACH transaction will be executed for the movement of monies based on the deposit type.

Specific tools banking stakeholders interface with to perform treasury deposit processing include the following:

Tool	Description	Users & Use (CRUD-IE*)
TIS Banking	1. Treasurer developed system for	i. Treasurer Banking

Tool	Description	Users & Use (CRUD-IE*)
	financial institution transaction tracking and reporting a) Electronic import / export b) Manual data entry	Team (CRUD-IE)
TIS Clearing	1. Treasurer developed system for verification, error processing, and approval of daily Financial Institution transactions including closing out the day's business a) Electronic import / export b) Manual data entry 2. Returned Check Processing 3. Source for Illinois Agency Web Portal	i. Treasurer Banking Team (CRUD-IE) ii. Fiscal Operations Team (R, U)
TIS Accounting	1. Review/posting of General Ledger Transactions created in TIS Banking 2. Mark Non-Negotiable Drafts as Paid and create general ledger posting	i. Fiscal Operations Team (R, U)
Daily Cash Workbook (DCW) (MS Excel)	1. Treasurer developed the Daily Cash Workbook (DCW) MS Excel workbook to facilitate the manual input of deposits 2. DCW is Imported to TIS Accounting to create journal entries for the vouchers. 3. Fiscal Operations reviews and approves the transactions for post to TIS General Ledger 4. ACH / Wire Transfer sheets generated as result of Manual DCW input	i.

Business Challenges and Opportunities

- 1) Treasurer **must** integrate with existing IOC's Statewide Accounting Management System (SAMS) either electronically or manually adhering to all IOC guidelines and rules
- 2) Highly manual Daily Comptroller Deposit Process
 - a. The Treasurer is in the process of working on a Proof of Concept (POC) to integrate this functionality into current TIS as an interim solution until the TMS RFP Project is implemented.
 - i. The POC is automating the investment tracking duplicated in the Daily Cash Workbook (DCW) workbook already handled in TIS.
- 3) Highly manual transaction processing for many participating State Agencies especially in:

- a. State Agencies to Financial Institution
 - b. State Agencies to IOC
 - c. IOC to Treasurer
 - d. Treasurer to IOC
 - e. Treasurer to State Agencies (Illinois Agencies Web Portal)
- 4) Hard-copy signatures required from IOC and Treasurer (or Treasurer’s Seal / Stamp)

7.3.1.1.1.1. Fiscal Year End Process

Investments and Banking is required to provide Fiscal Operations all information required for the fiscal year end audit. Fiscal Operations prepares the annual financial statements which are then examined by an external accounting firm working on behalf of the Office of the Auditor General.

All clearing deposits in transit must be accounted for on June 30 for fiscal year end reporting. Any deposits made to a clearing bank on June 30, but not reported to the Treasurer until the next working day, must be posted to the appropriate general ledger clearing account in the TIS system the first business day of July but reflect a deposit date of June 30 so the deposit is included in the appropriate fiscal year end reporting.

Specific tools banking stakeholders interface with to perform fiscal year end functions include:

Tool	Description	Users & Use (CRUD-IE*)
TIS Banking	Treasurer developed system for financial institution transaction tracking and reporting Electronic import / export Manual data entry	Treasurer Banking Team (CRUD-IE)
TIS Banking > Clearing	Treasurer developed system for verification, error processing, and approval of daily Financial Institution transactions including closing out the day’s business Electronic import / export Manual data entry Returned Check Processing Source for Illinois Agency Web Portal	Treasurer Banking Team (CRUD-IE) Fiscal Operations Team (R, U)
Various Excel Workbooks	Various MS Excel Workbooks are maintained by the Treasurer or received from vendors for tracking balances, earnings, ratings, and other various metrics	
FY Year-End Letters – MS Access Audit Database	Currently using Access Audit database or manual processes to notify financial institutions of audit confirmations	

Business Challenges and Opportunities

1. Highly manual data sharing process between Banking and Accounting divisions
2. Data necessary for Accounting year end not tracked/maintained in TIS system
3. Treasurer IT runs the following jobs for fiscal year end processing:
 - a. Computer Operator to run the first three month-end steps at beginning of day (Bloomberg Pricing, Update Pricing, IA End of Month)
 - b. Job InvestmentSystemsDaily, then INVEndOfMonth
 - c. TIS with Weekly drafts in TIS Batch Operations
 - d. GLEndOfMonth
 - e. Backup
 - f. Year End Process (create year-end balanced for GL accounts)
 - g. After warrants processing, IT to verify IOC receives files
 - h. WPSEndOfMonth
 - i. Backup system for fiscal year end files (GL697, GL950 and GL960 are created with this process)
 - j. INV700 – report showing all purchases and sales of all investments

7.3.1.1.1.2. General Obligation Bonds

General Obligation Bonds are issued under the General Obligation Bond Act 30 ILCS 330. When a bond sale occurs, the Illinois Governor’s Office of Management and Budget (GOMB) will request the Treasurer provide wire transfer instructions of the settlement of good faith deposits, if applicable, and the bond sale proceeds. These funds are wire transferred to the concentration bank account. Sales can be either new money or refunded money. GOMB will provide a closing letter detailing the bond funds that will receive the deposits along with the specific dollar amounts. Refunded bonds require the funds be deposited into a special designated account for this type of transaction. In cases of a refunded bond sale, IOC issues a warrant for the wire transfer to the Escrow agent based on a Treasurer issued voucher. GOMB is notified once all sale proceeds have been received, and if applicable, when refunded monies have been sent to the Escrow agent.

Specific tools banking stakeholders interface with to perform General Obligation Bond functions include:

Tool	Description	Users & Use (CRUD-IE*)
Various Excel Workbooks	General Obligation Bonds are tracked manually in an Excel workbook An excel workbook is created that contains all outstanding GO bond’s principal and interest payments	Banking (CRUD)
Email for all notifications and some approvals (MS Outlook)	Confirm manually with counterparty/GOMB	

Business Challenges and Opportunities

- 1) Highly manual bond tracking process
- 2) Manual forecasting related to bond tracking arbitrage

7.3.1.1.1.3. Risk Management

The safety of principal is the foremost objective of the state’s investments. State Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio. To achieve this objective, diversification and investment stewardship is required to ensure that the Treasurer prudently manages market, operational, reputational, financial, legal, sustainability, interest rate, and credit risks. The State Investments portfolio shall remain sufficiently liquid to enable the State to meet all operating and cash flow requirements that might be reasonably projected. The State Investments portfolio is diversified to mitigate the risk of loss resulting from concentration of assets in a specific maturity, a specific issuer, or a specific class of securities.

The Treasurer seeks to invest all funds under its control in a manner that provides the highest risk-adjusted investment return using authorized instruments. To achieve this objective, the Treasurer has a responsibility to recognize and evaluate risk factors that may have a material and relevant financial impact on the safety and/or performance of investments. The Treasurer prudently integrates sustainability factors into investment decision-making, investment analysis, portfolio construction, risk management, due diligence and investment ownership.

The Treasurer maintains a list of approved financial institutions, which shall be utilized by authorized investment officers. State funds may not be deposited in any financial institution unless the Treasurer’s investment officers have conducted a safety and soundness review of the financial institution by consulting various bank rating services.

The Treasurer maintains a list of approved security broker/dealers, which shall be utilized by authorized investment officers. All broker/dealers who wish to qualify to bid for investment transactions shall initially, and on a periodic basis upon request, provide to the Treasurer’s credit review staff documentation pertinent to the firm’s financial condition, ownership status, registration with applicable government agencies, and any other documentation deemed necessary by the Treasurer.

Specific tools banking stakeholders interface with to perform Risk Management functions include:

Tool	Description	Users & Use (CRUD-IE*)
Various Excel Workbooks	Daily Cash Workbook (DCW)	Banking (CRUD-E)
Email for all notifications and some approvals (MS Outlook)	Confirm contractual financial institutions for positive pay transactions	Banking (CRUD)

Business Challenges and Opportunities

- 1) Input of information needed to calculate the daily cash position is entirely manual, providing opportunity for human error.

7.3.1.2. Investments

Pursuant to Article V, Section 18 of the Illinois Constitution, the Treasurer is “responsible for the safekeeping and investment of monies and securities deposited with him, and their disbursement upon order of the Comptroller.” TIS is the official system of record for all of the investment transactions by the Treasurer’s State Investments and Banking Division staff. TIS is utilized by the State Investments & Banking, and Fiscal Operations Divisions to ensure that all investments are accurately recorded, and all investment income is properly accounted. Based on information on deposits made by the State agencies into the Treasurer’s contractual bank accounts, the Treasurer’s Investment staff is responsible for executing and managing the investment of cash until the state agencies execute their expenditures. Trades are executed via phone, TradeWeb, Bloomberg, or web portal and settlement details are provided to the custodian bank via fax or email. In addition, third-party investment firms manage a predetermined portion of a specific asset class and provide activity and analytics to the Treasurer.

Information from TIS is utilized in the manual calculation of required investment data (for example, yield and weighted average maturity (“WAM”), monitoring compliance with counterparty limits, and the preparation of annual financial statements. Outstanding investments are also keyed into an Excel spreadsheet for daily cash positioning.

The Treasurer’s investment portfolio averages \$12 – 15 billion providing the necessary liquidity to meet the State’s daily obligations while investing remaining funds in authorized short/long-term investment opportunities. The current asset classes are the following: money market funds, repurchase agreements, U.S. Treasury securities, agency securities, municipal securities, commercial paper, and corporate bonds. In addition, the TIS includes certificates of deposit, venture capital funds, pools (i.e. GNMA, FNMA, FHLMC, etc.) and income earned from a securities lending program. Pooled investment interest is allocated to each State agency fund participating in the investment pool. Based on information in the TIS, interest is allocated based on each fund’s daily average balance in the investment pool over the month. Interest is paid monthly on or about the 15th of the following month. Multiple TIS modules and Excel workbooks currently support the Treasurer’s interest allocation process. The Treasurer’s State Investments & Banking and Fiscal Operations Divisions also participate in a securities lending program. Eligible securities are identified at the time of trade, and on a daily basis a listing of available inventory is provided to the contractual financial institution. The available and committed securities are currently tracked in TIS and Excel.

The Treasurer’s Financial Analysis Subcommittee reviews recommendations of current and new broker/dealers on a regular basis in regard to performance and qualification status. Banking institutions are also reviewed on a pre-determined schedule.

7.3.1.3. Collateral

All State deposits, repurchase agreements, and securities lending shall be secured as required by the Treasurer and provided for by the Deposit of State Moneys Act (15 ILCS 520) and the Treasurer’s Acceptable Collateral Listing, which may change from time to time. The Treasurer may take possession and title to any securities held as collateral and hold such securities until it is prudent to dispose of them.

Securities lending cash or securities collateral shall have the meaning set forth in the Securities Lending Agreement between the Treasurer and a financial institution (“Treasurer’s Agent”). The Treasurer’s Agent may reinvest cash collateral as indicated in the Securities Lending Agreement. The Treasurer or Treasurer’s Agent may take possession and title to any cash or securities held as collateral and hold such securities according to the Securities Lending Agreement

For more information, please see the Treasurer’s Investment Policy at:
<https://illinoistreasurer.gov/InvestmentPolicyStatement.pdf>

7.3.1.4. Time Deposit

The Treasurer of the State of Illinois (“Treasurer”) has general statutory authority pursuant to the Public Funds Deposit Act (30 ILCS 225) to deposit state funds in financial institutions throughout the State. “The Treasurer... may require such bank or savings and loan association to deposit ... securities ... equal in market value to the amount by which the funds deposited exceed the federally insured amount.” The Deposit of State Moneys Act (15 ILCS 520/10.) authorizes the Treasurer to contract with any financial institution to provide custody and safekeeping services subject to the rules and regulations promulgated by the Treasurer.

For more information, please see the Treasurer’s website at:
https://illinoistreasurer.gov/Invest_in_Illinois/Overview

7.3.1.5. Technology Development Accounts

Legally named the Technology Development Account I (TDA I), lawmakers in 2002 authorized the initial round of \$74 million in investments to Illinois venture capital firms. Lawmakers in 2011 authorized a second round of TDA funding, called TDA II. However, the treasury did not act on the authorization. Illinois Treasurer Michael Frerichs, however, used the TDA II authority to establish and launch the \$222 million ILGIF investment fund and began making investments in 2016. In August 2018, the Illinois General Assembly amended the Technology Development Act (30 ILCS 265), authorizing the Illinois Treasurer to segregate up to five percent (5%) of the State’s investment portfolio to primarily invest with venture capital, growth equity and private debt firms located in Illinois with a goal of investing in technology businesses seeking to locate, expand or remain in Illinois.

For more information, please see: <https://www.ilgif.com/>

7.3.1.6. Securities Lending

The Treasurer may lend any securities acquired under its’ Investment Policy. However, securities may be lent under this Policy only in accordance with Federal Financial Institution Examination Council guidelines and only if the securities are collateralized at a level sufficient to assure the safety of the securities, taking into account market value fluctuation. The securities may be collateralized by cash or collateral acceptable under Sections 11 and 11.1 of the Deposit of State Moneys Act. Securities lending cash collateral may be invested according to the Securities

Lending Agreement between the Treasurer and the Treasurer’s Agent.

For more information, please see the Treasurer’s Investment Policy at:
<https://www.illinoistreasurer.gov/InvestmentAndFinancialPolicies>

Specific tools investment stakeholders interface with to perform investment functions include:

Tool	Description	Users & Use (CRUD-IE*)
Treasurer’s Information System (TIS) Investments	Import and export files with the contractual financial institution indicating what assets are available for securities lending and what assets have been lent	Banking (CRUD-E)
TIS Accounting	Manual journal entry at the end of each fiscal year to change the amount to \$0.00.	
Microsoft Excel Workbooks (multiple)	One report received from financial institution is an Excel workbook containing detailed earnings information.	
Financial Institution import files (.bai)	Daily Bank Reports Monthly Bank Reports	
Email for all notifications (MS Outlook)	Receive email notifications from financial institutions if we need to send the institution a security to be lent.	

Business Challenges and Opportunities

- 1) Treasurer’s office did not correctly code the status of an investment (whether it is lent or not). If coded incorrectly, would be out of balance when the files are imported from the financial institution.

7.3.2. Fiscal Operations Division

Section 11 of the State Treasurer Act, 15 ILCS 505/11, requires the Treasurer to countersign any issued warrant (payment mechanism), “if the warrant is in proper form and there are sufficient monies in the fund to pay the warrant.” The Treasurer is also required to “make a record of the date and amount of each warrant.” 15 ILCS 505/11. Furthermore, the Treasurer must “keep regular and fair accounts of all monies received and paid out by him, stating, particularly, on what account each amount is received or paid out.” 15 ILCS 505/12. The Statewide Accounting area is responsible for the daily balancing and record keeping of funds held with the State of Illinois. The sections within Statewide Accounting consist of Warrant, Forgery, Protested Taxes, General Ledger and Bank Reconciliations. For purposes of this TMS RFP, only Warrant, General Ledger and Bank Reconciliation, as well as reporting related to these sections will be addressed.

Each State of Illinois Agency (including state agencies, boards and commissions) is responsible for one or more funds (monies dedicated to a specific State program or purpose). Each State

agencies' funds are deposited to the Treasurer for safekeeping and are invested by the Treasurer on behalf of the State agencies. The Illinois Office of the Comptroller (IOC), as the Chief Fiscal Control Officer of the State, serves as the intermediary between the State agencies and the Treasurer to ensure separation of duties as legislatively mandated. Because the two separate constitutional offices provide the complete financial transaction services for the State agencies, and because both offices have developed home-grown, proprietary systems to manage the financial transactions, and because the critical functionality performed by the systems is based in outdated technology that lacks integration between systems; both offices, as well as State agencies, are required to execute their financial transactions in a highly manual manner with paper instruments being delivered between the State agencies, IOC and the Treasurer via courier, USPS, state courier, fax and email. Manual entry of data included on the hard copy instruments is the norm, however some electronic file exchange does exist in limited instances. File validations of electronic files lacks automation and requires manual review from multiple users at each and every office and agency involved at the various stages within the process.

For purposes of this TMS RFP, the accounting functions of the Treasurer's Fiscal Operations Division has been subdivided into two categories:

1. Accounting
2. Governmental Fund Accounting (FARP)
 - a. Funds
 - b. Allocations
 - c. Receipts
 - d. Paid Warrants

For the daily balancing and recordkeeping of the State's funds, the Treasurer's Fiscal Operations staff use the governmental fund accounting system (TIS-Warrant) and the general ledger cash accounting system (TIS-Accounting).

7.3.2.1. Accounting

As previously stated, the Treasurer is statutorily required (15 ILCS 505/12) to "keep regular and fair accounts of all moneys received and paid out by him, stating, particularly on what account each amount is received or paid out." The Treasurer's general ledger includes the set of numbered accounts for all accounting records and provides a complete record of financial transactions required for preparation of financial statements including accounts for assets, liabilities, equity, revenues and expenses. The Treasurer's Information System (TIS) Accounting module serves as the Treasurer's General Ledger and records and tracks all of the State's cash balances and General Ledger journal entries for financial transactions processed including but not limited to those for Investments, Banking, Clearing, Time Deposit, and Warrant functions. TIS is the reconciliation tool for the cash balancing of financial institution accounts to all of the funds held at the Illinois Office of the Comptroller (IOC).

The Banking, Clearing, Investment, Time Deposit, Warrant and Accounting staff all post financial activity into the General Ledger. The Statewide Accounting section staff will review for accuracy the general ledger activity and will balance the general ledger daily. All discrepancies are addressed with the appropriate division/area for remedy. Most State of Illinois agencies have Treasurer general ledger accounts set up to make deposits of revenues. These deposits are balanced

and processed through the Treasurer’s Clearing section and are also reconciled through bank account reconciliations completed by the Statewide Accounting section staff (see Banking Section of this TMS RFP).

State agencies may request a clearing account setup to process payments and receipts. The Treasurer will establish the clearing account to receive a non-negotiable draft “weekly” unless otherwise instructed by the agency. Clearing options available to the state agencies include:

1. Weekly
2. Bi-weekly
3. On Demand

The standard process is for an agency to receive a non-negotiable draft on Monday morning which represents the previous week’s activity. This draft is produced automatically within the TIS system and downloaded by the agencies through the State Treasurer’s Web Portal. Selected agencies have their general ledger clearing accounts set up as “demand draft” account. State agencies request “demand” non-negotiable drafts through the State Treasurer’s Web Portal. All the information on the creation and cancellation of drafts is maintained and can be accessed either on line through a search function of the TIS system or in hard copy within the daily clearing work packet.

After the non-negotiable drafts have been approved by Banking Division staff, they are available on the State Treasurer’s Web Portal for the agencies to download. Weekly drafts are available for download on Monday morning’s beginning at 8:00 a.m. Month end drafts are available for download on the Web Portal on the first business day of the following month. Clearing activity reports are available through the Web Portal at any time for the state agencies. If a state agency is unable to download from the Web Portal, the non-negotiable draft or activity report will be printed by the Treasurer’s Clearing Section and delivered to the agency via messenger or mail.

The General Ledger clearing accounts that are designated as “refund” accounts are typically setup to issue drafts bi-weekly to ensure that all deposited checks are cleared before the draft representing them is created.

The following forms are used to deposit funds into the State Treasury by state agencies:

IOC Form ID	IOC Form Name	IOC Form Description
C63	Expenditure Adjustment Transmittal	<ol style="list-style-type: none"> 1. Used to direct returns of erroneous or overpayments back into IOC Fund 2. Draft represents a refund or reimbursement of an expenditure made by the agency
C64	Receipt Deposit Transmittal (RDT)	<ol style="list-style-type: none"> 1. Lists receipt account code to direct deposit fund 2. Draft represents new revenue to the State Treasury
C65	Salary Refund	<ol style="list-style-type: none"> 1. Used to direct salary funds back into IOC fund 2. Draft represents a reimbursement of an erroneous payroll transaction

The Illinois Office of the Comptroller (IOC) records each transaction in the IOC's proprietary system Statewide Accounting Management System (SAMS) and orders the cash into the State Treasury by forwarding a countersigned copy of the C-64, C-63 or C-65 forms to the State Investments and Banking Division. These documents are stamped with the date received by the Comptroller's Office. An Accountant I or Accountant II in the Treasury Operations section in the State Investments and Banking Division receive these documents along with the financial instrument (includes non-negotiable drafts). They will prepare a daily deposit summary which shows the total of the daily receipts and the appropriate general ledger account distribution. The daily deposit summary, along with the paid non-negotiable drafts, bank advices and interest advices, are sent to Fiscal Operations, Statewide Accounting section for processing.

All adjusting debits and credits are entered manually into the TIS system. Supporting documentation for each of these transactions is reviewed and approved by the Senior Accountant in the Clearing section. All supporting documentation is retained in the daily work files. In the Senior Accountant's absence, these transactions are reviewed and approved by a member of the State Investments and Banking Division Senior Staff. Any transactions resulting in a movement of cash from one clearing bank to another clearing bank are approved by a State Investments and Banking Division Senior Staff member.

There are instances when a return check will create a negative general ledger clearing account balance. These negative balances are generally offset the next time an agency makes a deposit into the general ledger clearing account. If an agency attempts to draw a demand non-negotiable draft on a general ledger clearing account that has a negative balance, the clearing staff will download the previous day's deposits to see if a deposit will be posted to cover the negative balance. If not, the agency is contacted and notified of the situation. A non-negotiable demand draft on a general ledger clearing account with a negative balance or on a general ledger clearing account with insufficient balance to cover the draft will not be issued unless approved by either the Director of State Investments and Banking or the Deputy Director of State Investments and Banking. The Senior Accountant in Clearing monitors all general ledger clearing accounts with negative balances and works with the agency to resolve the negative position.

The Fiscal Operations Division, Statewide Accounting section maintains adjustment accounts on the general ledger chart of accounts. These adjustment accounts are tied to a specific clearing bank. These adjustment accounts are generally used for items \$10.00 or less that cannot be identified or are of such a nominal amount that it would not be cost effective to pursue the issue. An example of this latter situation would be when an agency sends the Treasurer's Office notice that the agency made a mathematical error on their deposit ticket that resulted in the deposit being over or under by pennies. Rather than go back to the clearing bank and requesting an adjustment to the deposit, the Clearing section will prepare an adjustment request form. Clearing staff will attach supporting documentation to the adjustment request and the form will be signed by a member of the State Investments and Banking Division Senior Staff.

Specific tools Accounting stakeholders interface with to perform Accounting functions include:

Tool	Description	Users & Use (CRUD-IE*)
TIS Accounting		Fiscal Operations C, R, U Investments C, R, U Banking C, R, U
Various Excel Workbooks	Excel workbooks are used in order to perform the daily accounting functions.	
Email for all notifications and some approvals (MS Outlook)	Email correspondence between Investments/Banking and Fiscal Operations for special circumstances.	
Statewide Accounting Management System (SAMS)	Illinois Office of the Comptroller (IOC) proprietary software application	Fiscal Operations R, U, I IOC Staff C, R, U

Business Challenges and Opportunities:

- 1) Bank statements are not auto imported
 - a. Users must copy and paste transactions from bank statements that have been downloaded by Banking and stored in a network drive. Process takes two people at approximately 30 minutes per day per person and is highly manual with opportunity for user error.
- 2) General Ledger is unable to display search results depending on criteria
 - a. Performance issue with the current system in searching and bringing back results
 - b. Issues when trying to search using multiple fields
- 3) No workflow for Accounting staff to request missing or inaccurate bank statements
 - a. Highly manual process to resolve instances where Banking may have made an error
 - b. No electronic tracking or notification

7.3.2.1.1. Bank Reconciliation

The Treasurer's Fiscal Operations is also responsible for reconciling the general ledger to bank statements on a daily basis. Bank reconciliation is currently a manual process utilizing TIS Accounting General Ledger activity reports, Financial Institution bank statements and Excel workbooks.

There are approximately 46 daily and 40 monthly bank accounts reconciled by the Statewide Accounting section staff. Bank statements are obtained either in hard copy from the State Investments and Banking Division or on-line from information State Investments and Banking staff has downloaded from the financial institution's Treasury Management System. Statewide Accounting section staff will retrieve the General Ledger transactions for the previous day and use that along with the bank statement to prepare an Excel spreadsheet reconciliation of each bank account. The Statewide Accounting Manager will review each of these on a daily/monthly basis. The Statewide Accounting Manager performs the review and places their initials and date on the reconciliation. This is then locked so no information can be changed. Copies of the reviewed bank reconciliations are then saved to a shared drive, which the State Investments and Banking

Division can access as needed. Statewide Accounting section staff also receives monthly account statements and reconciliations from State Agencies for reconciliation.

The Fiscal Operations team spends an estimated 11 hours daily performing the reconciliations of approximately 40 bank accounts.

Specific tools Accounting stakeholders interface with to perform Bank Reconciliation functions include:

Tool	Description	Users & Use (CRUD-IE*)
TIS Accounting	Debit and Credit memos accessed by Fiscal Operations staff	Fiscal Operations C, R, U Investments C, R, U Banking C, R, U
Various Excel Workbooks	Used for Reconciliation	Fiscal Operations C,R,U,D Banking R Investments R
Email for all notifications and some approvals (MS Outlook)	Emails between State Investments/Banking and Fiscal Operations on a case- by – case basis	
Statewide Accounting Management System (SAMS)	Illinois Office of the Comptroller (IOC) proprietary software application	Fiscal Operations C, R, U IOC Staff C, R, U

Business Challenges and Opportunities:

- 4) Highly manual bank account reconciliation

7.3.2.1.2. Financial Reporting

The Treasurer’s Fiscal Operations’ Financial Reporting section is responsible for the accurate reporting of all investments made by the Treasurer on behalf of the State of Illinois and its constituents. The investments made by the Treasurer consist of monies from funds administered by all State agencies, as well as programmatic monies administered by third party organizations (programmatic monies are not included in the scope of the TMS project.)

For purposes of this TMS RFP the Fiscal Operations’ financial reporting defined includes:

- 1) Generally Accepted Accounting Principles (GAAP) Reporting
 - a. The Treasurer’s Office Fiscal Officer Responsibilities financial statements consists of the Statements of Assets and Other Debits, Liabilities, and Accountabilities and Statements of Investment Income. These financial statements are not presented in the traditional framework of Generally Accepted Accounting Principles (GAAP).
- 2) Governmental Accounting Standards Board (GASB) Reporting
 - a. All GASB standards are examined for applicability to the Treasurer’s Office Fiscal Officer Responsibilities financial statements. Excel spreadsheets are utilized to create tables for financial statement footnote disclosures for all applicable GASB standards upon implementation.

Specific tools Accounting stakeholders’ interface with to perform Financial Reporting functions include:

Tool	Description	Users & Use (CRUD-IE*)
Statewide Accounting Management System (SAMS)	Illinois Office of the Comptroller (IOC) proprietary software application used for fiscal year end reporting with the IOC	Fiscal Operations R, U Investments R, U Banking R, U
TIS – Accounting/ Warrant/ Investments/ Time Deposits	For fiscal year - end financial reporting	Fiscal Operations C, R, U
WEDGE	Illinois Office of the Comptroller (IOC) proprietary software application For fiscal year end reporting with the Comptroller at the fund level	Fiscal Operations R IOC Staff C, R, U

Business Challenges and Opportunities:

- 1) SAMS and WEDGE is controlled by IOC.

7.3.2.2. Governmental Fund Accounting (FARP)

TREASURER is responsible for the management of Funds, Appropriations, Receipts and Paid Warrants (FARP) for all Illinois agencies, boards and commissions (State Agencies). The Treasurer’s TIS includes a warrant system, which is the Treasurer’s governmental fund accounting record for all State funds. The Treasurer's principal use of this system is to determine whether there are sufficient appropriations and available fund balances to disburse before the Comptroller releases payments. Every business day, the Treasurer receives electronic files of all transactions pertaining to state agencies from the Illinois Office of the Comptroller (IOC) for balancing Treasurer records to IOC records.

7.3.2.2.1. Warrant Processing

Currently, in addition to Electronic Fund Transfers (EFTs), the State uses Warrants as the payment instrument for all State agency financial transactions. The Treasurer is investigating the possibility of shifting to a bank check payment instrument and hope to have transitioned from Warrants prior to, or in parallel with the TMS solution implementation. For purposes of this TMS RFP, the current process for Warrants is included to provide perspective and insight into opportunities for modernization and as a consideration for the TMS proposed solution.

Every business day, the Treasurer receives from the Illinois Office of the Comptroller (IOC) electronic files of warrants issued and a PDF file for balancing Treasurer records to Comptroller records. All warrants are laser printed with the Treasurer/Comptroller facsimile signatures. The issue files are used to update the Funds, Appropriations, and Warrant Outstanding Master File, maintained on the TIS Warrant System. Once the warrants are added to the master file, the TIS Warrant System generates an “Update Errors Report” (WPS100-02), identifying issues for which

an insufficient appropriation or fund balance exists. Warrants with an insufficient fund balance are indicated in TIS Warrant System via notification to the user for manual research and resolution. Warrants that pass this critical test are released to the Comptroller's Office for disbursement. The Comptroller sends the Treasurer a daily "Void" file, which flags and removes voided warrants from the warrant outstanding file. The Warrant System is systematically adjusted for void warrants that will not be replaced.

NOTE: Other miscellaneous files are received on a daily basis from the Comptroller which are posted to the TIS Warrant system which affect the Funds, Appropriates and Receipts balances.

Warrant transaction processing cutoff times include:

1. IOC Warrant Cut-off at 2:00 p.m.
2. TREASURER Warrant Cut-off at 3:00 p.m.

The Treasurer's Fiscal Operations Team spends approximately two hours per day, every day, processing Warrants.

7.3.2.2.1.1. Check 21 Warrant Processing

The Treasurer receives a file from the Federal Reserve Bank and Illinois National Bank (INB) daily. These files are imported into TIS and are reconciled to Treasurer records, if a record does not match it is rejected. Rejected records are reviewed and researched for a resolution. Records that cannot be resolved are returned to the Federal Reserve Bank in an electronic file or manually. Treasurer informs the IOC of warrants that have been paid.

Business Challenges and Opportunities:

- 1) IOC does not provide payee name to validate warrants presented.

7.3.2.3. Debt Management

The Treasurer is not responsible for management of long-term debt and capital finance. The Treasurer is, however, responsible for executing payments associated with debt instruments. Information regarding required payments is provided to the State Investments & Banking and Fiscal Operations Divisions as payments are required. The State Investments & Banking Division also maintains an Excel spreadsheet of upcoming debt-related payments to use in cash forecasting.

7.3.3. Information Technology

The Treasurer's Information Technology (IT) Division meets the technology needs of the Treasurer through the provision of electronic solutions, while also using a security first mindset. The IT Division maintains all operational systems and provides both hardware and software support for the Treasurer's infrastructure, hardware and software, local area networks, and wide area networks. Modernization is a priority of the IT Division.

TIS, described and mentioned in previous sections of this RFP, is a proprietary system developed over a number of years by the Treasurer's IT Division. Although modernization efforts have been completed on many of the TIS modules, legacy modules remain which are based on first

generation .NET. COBOL modules are currently processing treasury business including:

- 1) TIS Investments contains the COBOL code which operates the entire Treasurer investments system
- 2) TIS Accounting contains the COBOL code which processes Interest Allocation (IA)

The COBOL code is running on an emulator on a Windows 7 box. The table below lists the TIS modules, functions, and interfaces related to this TMS RFP.

TIS Module	Treasury Functions	Interfaces
TIS Banking	Payments only vouchered in TIS – directed by DCW and input to institutions manually Cash Accounting - Transfers vouchered in TIS Banking	TIS Accounting
TIS Clearing	Deposit Processing (Agency identification) Cash reconciliation (bank statement activity reconciled/approved to ensure all deposits accounting for) Draft Entry & Approval	Agency Portal TIS Accounting
TIS Investments	Trade tracking/recording Confirmation (manual - outside TIS) Settlement (manual - outside TIS) Accounting Portfolio Analytics Interest Allocation	Investment Trading Portal (manual - outside TIS) Bloomberg TIS Accounting TIS Interest Allocation
TIS Accounting	General Ledger – Cash Accounting Interest Allocation	TIS Banking TIS Clearing TIS Investment TIS Time Deposit TIS Warrant
TIS Warrant	Governmental Fund Accounting – FARP (Funds, Appropriations, Receipts and Paid Warrants)	TIS Accounting TIS Forgery

7.3.3.1. Security

The Treasurer’s IT Division works under a security-first mind-set and embraces secure cloud solutions. The Treasurer follows security best practices including the following:

- 1) NIST Digital Identity Guidelines
- 2) ISO/IEC 27000 family Information Security Management Systems (ISMS)
- 3) Information Technology Information Library (ITIL) Information Technology Service Management (ITSM)
- 4) International Information System Security Certification Consortium, or (ISC)², Certified Information Systems Security Professional (CISSP)

7.3.3.2. Project Management Office (“PMO”)

The Treasurer’s PMO provides governance on all Treasurer projects and ensures compliance with Treasurer PMO standards, policies and procedures. The PMO provides oversight on vendor projects while providing flexibility in collaborating with vendors to accommodate vendor-established project management practices. The Treasurer’s PMO follows best practices in project management and business analysis, as established by the following professional organizations’ certifications:

- 1) Project Management Institute (PMI) Project Manager Professional (PMP)
- 2) Project Management Institute (PMI) Professional in Business Analysis (PBA)
- 3) Agile Alliance
- 4) Scrum Alliance Certified Scrum Master (CSM)
- 5) Scrum Alliance Certified Scrum Product Owner (CSPO)
- 6) Scrum Alliance Certified Scrum Developer (CSD)
- 7) Scrum Alliance Certified Scrum Professional (CSP)
- 8) International Institute of Business Analysis (IIBA) Certified Business Analyst Professional (CBAP)

7.3.4. Legal

Legal provides legal oversight related to all aspects of the TMS procurement, contract negotiation, and implementation.

7.3.5. Internal Audit

Internal Audit assists in advancing the strategic mission of the Treasurer by providing independent and objective assurance and consulting services to the Treasurer’s Team. Internal Audit assists in the identification, evaluation, and mitigation of risk; collaborates with the Treasurer’s Team to ensure internal controls exist and are functioning as designed and expected via internal audits and reviews; and organizes, addresses, and monitors the progress of corrective action resulting from Internal and External Audit findings. Internal Audit serves as the Treasurer’s primary liaison with external auditors.

7.4. Descriptions of Current Business Functions by External Stakeholder

This section describes the responsibilities and accountabilities of the external stakeholders involved in the activities related to this RFP.

7.4.1. Illinois Office of the Comptroller (IOC)

The IOC is a Constitutional Office of the State of Illinois Government and maintains the State’s central fiscal accounts; orders payments into treasury; and issues warrants against any funds held by the Treasurer. The Illinois State Comptroller, Susana A. Mendoza, is an elected official who serves as the Chief Fiscal Officer (CFO) for the State of Illinois since January 2017.

The IOC serves as the intermediary between State Agencies and the Treasurer in regard to deposit and warrant processing.

The Treasurer interacts daily with the IOC via telephone, email, USPS, State messenger service, fax, Check Viewer web application, and electronic file exchange via Secure File Transfer Protocol (SFTP) in order to process Treasurer daily business. Most of the transactions between the IOC and Treasurer are highly manual and hard-copy paper driven.

Correlating financial ‘cutoffs’ between the Treasurer and IOC and between IOC and State Agencies are as follows (exceptions apply on a case-by-case basis):

Service	Frequency	Owner	Cutoff	Considerations
IOC Cutoff to State Agencies	Daily	IOC	11:30 a.m. CT	State Agency Transactions after 2:00 p.m. CT are dated for next business day
IOC Cutoff to State Agencies	Monthly	IOC	Last business day of month 11:30 a.m. CT	Transactions occurring on the last business day of the month after 2:00 p.m. CT are dated for the last day of the month
IOC Cutoff to Treasurer – Warrant Area	Daily	IOC	Files are available by 8:00 a.m. CT	IOC processes fund activity files overnight in batch processing to be reported to STO for import by 8:00 a.m. CT next banking day
IOC Cutoff to Treasurer – Warrant area	Monthly	IOC	12:30 p.m. CT	Final Fund Transfers are emailed to Treasurer for processing on the same day as received for reconciliation resulting in balance transactions between treasurer and IOC
Investments Cutoff	Daily	Treasurer	3:00 p.m. CT	For input into the Treasurer investment system (TIS Investments). Transactions impacted include: trades, vouchers for cash movements and agency deposit

Service	Frequency	Owner	Cutoff	Considerations
				posting.
Investments Cutoff	Monthly	Treasurer	Last business day of month 3:00 p.m. CT	For input into the Treasurer investment system (TIS Investments). Transactions impacted include: trades, vouchers for cash movements and agency deposit posting.
General Ledger Cutoff	Daily	Treasurer	3:00 p.m.	Nightly batch process for posting Transactions after 3:00 p.m. if G/L has been closed are dated for the next business day
General Ledger Cutoff	Monthly	Treasurer	Last business day of month	Nightly batch process for posting Transactions occurring on the last business day of the month after 3:00 p.m. are dated for next business day

7.4.2. Illinois State Agencies

The Treasurer is responsible for the procurement of banking services for State Agencies in a manner that presents the most advantageous solution for their needs. This includes the receipt, custody, and safekeeping of all State public monies to ensure sufficient appropriations and sufficient fund balances are on hand for the payment of the State’s obligations.

Pursuant to this authority, the Treasurer maintains accounts with multiple financial institutions for the purpose of (1) accepting receipts in the form of coins, cash, checks, drafts, electronic funds transfer, electronic checks, credit card payments, debit card payments, and other similar payment instruments and (2) disbursing payments made by the IOC or State Agencies.

IOC serves as an intermediary between the Treasurer and State Agencies to process State Agencies’ deposits and warrants. State Agencies process their financial business daily with the IOC via telephone, email, State messenger service, USPS, Check Viewer web application, and

electronic file exchange via Secure File Transfer Protocol (SFTP). Most of the transactions between the State Agencies and IOC, as well as the subsequent transactions and interactions with the Treasurer, are highly manual and hard-copy paper driven.

See Illinois Office of the Comptroller section of this RFP for details regarding transaction ‘cutoffs.’

7.4.3. Financial Institutions

The Treasurer is responsible for the procurement of banking services for Illinois government agencies, boards, and commissions in a manner that presents the most advantageous solution to their individual needs. This includes the receipt, custody and safekeeping of all public monies of the State and ensure sufficient appropriations and sufficient fund balances are on hand for the payment of the State’s obligations.

Pursuant to this authority, the Treasurer maintains accounts with multiple financial institutions for the purpose of (1) accepting receipts in the form of coins, cash, checks, drafts, electronic fund transfers, electronic checks, credit card payments, debit card payments, and other similar payment instruments and (2) disbursing payments made by the Comptroller or State agencies.

The Treasurer’s Office maintains numerous accounts with external financial institutions to process deposits for check clearing, lockbox services, ACH transactions, depository and custodial services, and electronic payment transactions on the State’s behalf. The Treasurer’s Office continually looks for more efficient solutions to meet the banking needs, of the agencies we serve. Some examples of these types of services include electronic check scanners, onsite cash vaults, and electronic cash letters. In fiscal year 2018, the Treasurer’s Office processed \$170 billion in receipts and \$170 billion in expenditures on behalf of the State of Illinois.

7.4.4. Broker Dealers

Broker/Dealers are utilized to facilitate investment transactions and approved debt securities issuers serve as the various issuers deemed suitable for purchases. The Treasurer’s Office works with a number of qualified broker/dealers that provide services executing trades and facilitating investment transactions.

Information on how to become an approved broker dealer, and a listing of approved broker dealers is included on the Treasurer’s Office website:

https://www.illinoistreasurer.gov/Financial_Institutions/BrokerDealers_Counterparties

7.4.5. Third-Party Software Application Vendors

The Treasurer currently employs nine third-party software tools to conduct treasury management functions. Other third-party solutions included in the Treasurer Product Portfolio that may be leveraged for and / or integrated with the TMS Project include the following:

Product	Description / Current Use	Consideration for Future Use
Sales Force	Contact Management / Limited	Contact Management

Product	Description / Current Use	Consideration for Future Use
		Vendor Management
Hyland OnBase / ShareBase	Document Imaging / Limited Document Storage / Limited Document Share / Limited Document Workflow / Limited	Document Imaging Document Storage Document Share Document Workflow
MS Azure	Tools & Services / Limited	Tools & Services
Bloomberg	Request daily market prices to import into TIS – Time Deposit and TIS – Investments (End of day market price)	Automated connection and interface with Bloomberg/or a pricing service built in to the proposed solution
MS Excel		
MS Access		
Treasury Curve	Web based portal utilized for executing money market transactions.	Automated connection and interface with Treasury Curve/or a built - in to the proposed solution
Electronic Trading Platform (currently separate RFP in-flight for this platform)	Web based portal utilized for executing security trade transactions	Automated connection and interface with Electronic Trading Platform
Adobe Sign	For electronic signatures	Automated signatures

For details regarding third-party technology providers, see the Technology Section of this TMS RFP.

7.4.6. Federal Reserve Bank

The Treasurer maintains a correspondent relationship with the Federal Reserve. The Treasurer operates as a “non-bank bank” with a unique ABA number. The relationship with the Federal Reserve includes the following services:

- 1) Custody Processing Service
- 2) Warrant Clearing Processing Services

The future state of this arrangement includes a transition from warrants to checks, upon which the financial institution’s ABA number would be used instead of the Treasurer’s ABA number, which would then allow for a standard positive pay arrangement.

7.5. Current Business Function Statistics

The following table represents a statistical analysis of the Treasurer’s TMS transactional volume per day and, for clarity, a few monthly statistics.

Title	Count	Count Per Day	Count Per Month	Money Per Day	Notes
Number of General Ledger Transactions		1,600			
Number of Accounts in Chart of Accounts	1,750				
Number of Warrants/Checks Issued by IOC		10,000			
Number of IOC Fund Transactions (Fund Accounting - FARP)		40,000			
Number of Active Funds	800				
Number of Warrants/Checks Paid by Treasurer		10,000			
Number of Investment Trades-Purchases only monthly			489		
Total Money Moved - Sweep Agency Deposits				\$7,834,914,270.20	
IOC Reconciliation/Processing Errors	8				Annually
Bank to G/L - Daily Manual Reconciliations		44			
Bank to G/L Reconciliation Errors	11				Annually
Number of Agency Deposits - Monthly			1,729,821		Includes cash, checks, ACH, WT and credit cards
Total Money of Agency Deposits-monthly					
Total Money Moved - Investments and Payments				\$10,078,427,619.81	
Bank to G/L - Monthly Manual Reconciliations			39		
Total Number of Appropriations	8,261				
Total Number of Receipt Account Codes	4,179				
Total Number of Investments	1,029				

Title	Count	Count Per Day	Count Per Month	Money Per Day	Notes
Total Number of Investment Accounts	2				1 Custodian for internally managed investments 1 Custodian for externally managed investments
Total Number of Financial Institutions	8				Contractual Financial Institutions with Banking
Total Number of Financial Institution Accounts	38				Accounts with Contractual Institutions
Total Number of Broker Dealers	44				Approved Broker Dealers
Total Number of State Agencies	102				Includes State of Illinois Agencies, Boards, and Commissions
Total Number of Treasury Management Solution Users – TREASURER	32				Includes current TIS and other systems, Excel, Access, Bank Portals, Broker Dealer Portals, etc. Count each user 1 time regardless of the number of systems they use. 15 Banking Staff Users 17 Fiscal Operations Users
Total Number of Agency Portal Users (TREASURER and Agencies, etc.)	345				
Approved Issuers for Commercial Paper	62				

Title	Count	Count Per Day	Count Per Month	Money Per Day	Notes
Approved Issuers for Corporate Bonds	33				

8. TECHNOLOGY

While a technical overview is provided in AD02: Treasurer Technology Overview of this TMS RFP, this section provides the key technical considerations Respondents must consider in responding to this TMS RFP including:

- 1) Security
- 2) Infrastructure
- 3) Data Sources
- 4) Data Integrity of Current Systems
- 5) Tools (Applications and Services)
- 6) Critical Interfaces

8.1. Security

Of primary importance is the Treasurer's security-first mindset. All implementation projects must comply with industry best practices and standards for system and data security including:

- 1) National Institute of Standards and Technology (NIST) Digital Identity Guidelines
- 2) ISO/IEC 27000 family Information Security Management Systems (ISMS)
- 3) Information Technology Information Library (ITIL) Information Technology Service Management (ITSM)
- 4) International Information System Security Certification Consortium, or (ISC)², Certified Information Systems Security Professional (CISSP) best practices

All Treasurer's systems and data, on-premise or hosted, must comply with rigorous security testing throughout solution development and prior to approval to implement. On-going security testing by the Treasurer and Treasurer contracted Third-Party Vendors is required throughout the lifecycle of this TMS RFP selected solution including on-going support and maintenance. All environments, including development and test, are included in the Treasurer's security testing parameters.

8.2. Infrastructure

The Treasurer currently operates and supports a number of proprietary and third-party-vendor applications to conduct business processes on a variety of platforms using client server and web-based technologies. The Treasurer's network consists of Microsoft Windows, IIS, SQL, Crystal Reports for reporting services, FTP, and File/Print Servers. The Treasurer operates a Windows-based environment using Microsoft® Office Suite for staff in its Springfield, Chicago, and remote offices located in other cities.

The infrastructure on which the treasury management systems are built include a virtualized server

environment leveraging the following services:

- 1) Infrastructure as a Service (IaaS)
- 2) Platform as a Service (PaaS)
- 3) Software as a Service (SaaS)

Infrastructure considerations in responding to this TMS RFP include:

- 1) Platforms
- 2) Software
- 3) Services
- 4) Interfaces
- 5) Reporting Services
- 6) Batch and Real-Time Processing

8.2.1.Platforms

TIS uses both physical and virtual servers along with Microsoft client workstations to run their business processes. Following is a list of platforms used:

- 1) Hyper-V running:
 - a. Microsoft Server 2008 R2 Standard
 - b. Microsoft Server 2008 R2 Enterprise
 - c. Microsoft Server 2012 R2 Standard
 - d. Microsoft Server 2016 Datacenter
- 2) Microsoft Windows Server 2008 RS Standard
 - a. Database Server
 - b. Report Server
- 3) Microsoft Windows Server 2008 R2 Enterprise
 - a. Webserver
 - b. Interface Server
 - c. File Server
- 4) Microsoft Windows Server 2012 R2 Standard
 - a. File Server
 - b. FTP Server
- 5) Microsoft Windows Server 2016 Datacenter
 - a. Database Server
- 6) Windows XP
 - a. TIS Investment Module
- 7) Windows 7
 - a. COBOL (running the TIS Investment Module)
- 8) Microsoft Windows 2010
 - a. End user workstations Software

8.2.2.Software

TIS is a Windows based application built on Microsoft .NET Framework 4.0's Component-based Scalable Logical Architecture (CSLA) Framework and COBOL. TIS Investments runs on COBOL within a Microsoft Visual Basic (VB) 6 application container. The TIS application is run from a fat client installation on an end user's desktop or laptop. End users must be directly connected to the internal network or connected via VPN in order for the TIS application to function.

The following software applications are vital to TIS functionality:

- 1) Microsoft SQL Server 2008 R2 – TIS Database
- 2) SQL Server Integration Services (SSIS) – scheduled tasks to move data
- 3) Crystal Reports 2013 - reporting system
- 4) WS_FTP / SFTP client IPswitch – retrieves and pushes data to/from external sources
- 5) IIS7 – webserver hosts the Illinois Agency Web Portal
- 6) Microsoft Excel – manual workflow process before entering it into TIS

8.2.3. Services

TIS currently uses SQL Server Integration Services (SSIS) for running TIS batch processing including but not limited to Agency Web Portal and Treasurer's Office Management System (TOMS) batch jobs.

8.2.4. Interfaces

Current TIS interfaces impacted by this TMS Project include:

- 1) Treasurer's Office Management System (TOMS) (internal facing)
- 2) Agency Web Portal (external facing)

Interfaces used include:

- 1) Data Transformation Service (DTS)
- 2) SQL Server Integration Services (SSIS)
- 3) Batch Services
- 4) File Shares

8.2.4.1. External Interfaces

External interfacing is brokered through the Interface Server. The Interface Server runs batch jobs and SQL Server Integration Services (SSIS) via scheduled tasks processing data from the source to the right location or network share for the TIS application. Some interface jobs parse data from flat files and places that data into an SQL database.

8.2.5. Reporting Services

Currently the Treasurer is using Crystal Reports 2013 and COBOL executables to retrieve and report data. A Windows XP machine generates text files to support month end processing by acting as input files for COBOL executable jobs to generate reports and update database information. Many reports are managed and generated by the Treasurer's IT team at the request of the Investments, Banking and Finance Division.

Please see AD04: Treasurer Report List for details regarding current TIS reports.

8.3. Data Sources

Data sources currently employed in supporting treasury management business functions include:

Source	Description of Data	Method of Access	Number of Tables	Number of Records	Data Quality
Microsoft Windows XP-Machine	TIS App is running on a Microsoft Windows XP machine, it will connect during the end of the day process	Windows Authentication	262	397,561,129	moderate
Treasurer's Information System (TIS) application installed on end user's devices	Users connect through the TIS Application	Windows Authentication	262	397,561,129	moderate
Treasurer's Office Management System (TOMS) DB Connection	TOMS Database will connect to TIS DB	Schema level permission	10	10,050	Moderate

8.3.1.Data Integrity of Current Systems

Current system limitations are causing risks to Treasurer data integrity. Business process ‘work arounds’ are causing ‘bad data’ in the system databases. Treasurer creates adjustment entries to fix the ‘bad data’ whenever possible, but in some instances, there is no viable data fix solution. A driving justification for this TMS RFP, the ‘bad data’ is recorded and tracked in MS Excel Workbooks to ensure proper and accurate business processing.

Driving business problems creating questionable data integrity include:

- 1) TIS cannot nimbly respond to early maturity sales. As a workaround, the ‘Maturity Date’ field of the investment record is used to register *early* sale date. Since the ‘Maturity Date’ field is now the early maturity date, previous coupon payments are getting automatically adjusted based on the *new* (early) maturity date (sale date). Users are creating adjustments to the General Ledger to account for this data inaccuracy in the Accounting system, however the data remains incorrect in the Investment system. Data issues resulting from this situation include:
 - a) Cannot retain accurate coupon payment information
 - b) Accruals of premium and discount balances are inaccurate
 - c) Cannot record sale date while maintaining maturity date
 - d) Previous coupon payments get automatically adjusted based on early sale date
 - e) Holdings are overstated by assets created in order to book securities lending income

- 2) .01 cent rounding difference (accepted Treasurer threshold) between the financial institutions' posted investment income and the Treasurer's causes daily reconciliation issues between the TIS Investment and TIS Accounting Modules as well as the reconciliation to the financial institutions. The Treasurer recognizes the financial institution posted income as the source of truth as long as the difference is within the .01 cent rounding threshold. In order to complete balancing for the day, Treasurer Fiscal Services investment staff must make manual adjustments to each TIS generated investment income General Ledger entry to match the financial institution's posted investment income.

All data comply with Treasurer security standards and are subject to rigorous Treasurer security tests.

8.4. Applications and Services (Tools)

The tools the Treasurer employs to process treasury management business are a combination of an internally developed solution with both modernized and legacy components; third-party software applications; hosted solutions; and Software as a Solution (SaaS) as well as Microsoft Office products and services. All tools comply with Treasurer security standards and are subject to rigorous Treasurer security tests.

8.4.1. Treasurer's Information System (TIS)

The Treasurer's Information System (TIS) is the primary tool used to electronically process treasury management business including Banking, Investments, and Accounting as well as Warrant Processing with the Illinois Office of the Comptroller. TIS is a home-grown, modular system developed in Microsoft.NET Framework 4.0 with a COBOL component for investments. TIS Modules include:

TIS MODULE	SHORT DESCRIPTION	TIS SUB-FUNCTIONS / MENUS	USER DIVISIONS
Protest	Tracks and updates protested tax payments	Taxpayer Information T-Bill Maintenance Tax Maintenance Case Number Maintenance Payment Search Reports	Fiscal Operations
Time Deposits	Supports the operation and management of the Illinois State Treasurer Programs, which are divided into three categories: Enrollment Collateral Transactions Fund Transactions	Institutions Collateral Authorization Institution Search Deposit Authorization Correspondence	State Investments and Banking
Investment	Records investments, creates reports for Interest Allocation (IA) calculations and posts entries to the	ITA G/L Utilities Reports	State Investments and Banking

TIS MODULE	SHORT DESCRIPTION	TIS SUB-FUNCTIONS / MENUS	USER DIVISIONS
	Treasurer general ledger	ITA User Reports	
Batch Operations	Manages and runs various Batch operations that include, but are not limited to, end of day, and end of year processing	Operations Console Job Editors Utilities Create CD Data	Information Technology
System Management	Allows users to manage application roles and application access inside TIS	Role Security User Security Module Security Administration	Information Technology
Accounting	Allows Treasurer staff to manage the Treasurer Chart of Accounts, interest allocation process, and the agency's General Ledger	Interest Allocation (IA) General Ledger (G/L) Year End G/L Draft Paid (Non-Negotiables) Configuration Chart of Accounts Clearing Cash Clearing Outstanding Items Bank Account Administration Utilities Reports	Fiscal Operations
Banking	Processes transactions related to the movement of funds between the Treasurer's contractual bank accounts and post entries to the Treasurer's general ledger	General Ledger (G/L) Importing Utilities Reports	State Investments and Banking
Clearing	Processes deposits and non-negotiable draft transactions for state agencies and posts entries to the Treasurer's General Ledger	Deposits / Memos Advices / Return Items Drafts Importing Transaction Search Configuration Utilities Reports	State Investments State Banking
Forgery	Facilitates the management of forged warrant claims for the Treasurer's office	Bank Information Claim Information Legal Information Payee Information Requisition Information Reports Configuration	Fiscal Operations
Warrant	Records accounting transactions for all State Funds	G/L Check 21 IOC	Fiscal Operations

TIS MODULE	SHORT DESCRIPTION	TIS SUB-FUNCTIONS / MENUS	USER DIVISIONS
	Ensures sufficient appropriation and available fund balance exists to pay warrants before authorizing the State Comptroller to release the warrants	Paid Warrants Funds Appropriations Receipts and Refunds Suspense Warrants System Management Utilities Reports Report Archive	

For details regarding TIS technical details, please see AD02: Treasurer Technology Overview.

TIS Challenges and Opportunities

- 1) Investments module is just a container for COBOL executables therefore limiting updates / fixes to investments logic and functionality
- 2) Lack of major application updates leave the system functionality in a stale state.

8.4.2. Treasurer’s Office Management System (TOMS)

The Treasurer’s Office Management System (TOMS) is an internally developed software application used for supply chain management and includes modules for budgeting, accounts payable, procurement, vendor management and purchase order processing. As part of daily voucher processing, the TIS application reads data from TOMS voucher tables within a SQL database. TIS uses select statements to read data from the TOMS database (read-only). TIS does not write data back to TOMS.

8.4.3. State Agencies Web Portal

The Treasurer’s internally developed State Agencies Web Portal provides State Agencies a secure site to login and access their non-negotiable drafts produced in TIS Clearing. The Treasurer’s State Agencies Web Portal provides State Agencies the ability to view and export in .xls, .csv, and .pdf non-negotiable drafts in one of the three available options:

- 1) Weekly – Standard Accounts
- 2) Bi-Weekly – Refunded Accounts
- 3) On-Demand – Pre-approval required (Some demand draft accounts have the ability to request daily)

If there are issues with access to the Web Portal, agencies can ‘demand’ non-negotiable drafts either by letter, email or fax

8.4.4. Hyland OnBase / ShareBase

The Treasurer is currently using Hyland OnBase/ShareBase as a single platform for document scanning, storing, and management including document review workflows. File sync and share is providing the Treasurer a secure cloud-based document management solution for file exchange

with external stakeholders. Currently Hyland OnBase/ShareBase is not being used with TMS processing.

8.4.5. Salesforce - Banking

Sales Force is used by the Treasurer to track and manage bank customers. Currently there is no direct integration between TIS and Salesforce however, depending on the TMS Solution provided via this TMS RFP, TIS Time Deposit may be integrated to Sales Force to assist the Treasurer in monitoring the office's impact on communities.

8.4.6. Mimecast - email

Mimecast journals all Treasurer emails and controls spam.

8.4.7. Adobe Echo Sign

The Treasurer allows for digital signatures using Adobe Echo Sign. Echo Sign can be tied to other applications via API which improves the Treasurer's capability to integrate digital signatures in implementation projects.

8.4.8. OpenGOV

OpenGOV is a cloud platform which hosts Treasurer information available to the public to facilitate transparency. Items currently manually posted to OpenGOV that have the potential to be automated with the TMS RFP Solution include:

- 1) Monthly Security Holdings
- 2) Monthly Investment Earnings/Performance vs. Benchmarks
- 3) Statewide Banking Measures (tracks receipts and disbursements)

8.4.9. MS Office 365- Government

The Treasurer leverages Microsoft's cloud-based computing with Microsoft Office 365 to provide secure any-time, any-where access for all authorized users to a robust office suite of Products including Excel, Word, PowerPoint and including collaboration tools like OneDrive, SharePoint Online, Skype for Business and Outlook Online. A sub-set of authorized Treasurer users also employ Project and Visio.

Because the Treasurer is a Microsoft shop, the Treasurer requires all files be provided in the appropriate Microsoft Office format depending on the file content.

8.4.10. Adobe PDF

Embracing cloud computing, the Treasurer subscribes to Adobe PDF for document creation and editing.

Because the Treasurer can easily manage Adobe .pdf files, the Treasurer requires all files be provided in their native format (Word, Excel, PowerPoint, Visio, etc.) as well as a .pdf version for

securing and storing.

8.4.11. Specific ‘External’ to TIS Tools Providing Treasury Management Functions

Many of the treasury management processes rely heavily on manual input and review as well as tools external to TIS such as MS Excel, MS Access, .txt files, .pdf files, image files and MS Word documents and forms. The following table includes a list of the external tools used for treasury management business processing. The table list is not comprehensive but includes the key tools employed for critical treasury management business.

Name	Tool Type	Description
1. Daily Cash Workbook (DCW)	MS Excel	Used by the Treasurer’s Investments and Banking Division to manage daily cash positioning, Treasurer daily deposit summary including consolidating and importing into TIS for General Ledger (GL) posting, and generation of money movement instructions
2. Letters of Credit (LOC) Database	MS Access	Used by the Treasurer’s Investments and Banking Division to track incoming federal grant receipts, assign them to an agency, and close them when ordered into the comptroller by the State Agency.
3. Daily Investment Workbook	MS Excel	Used by the Treasurer’s Investments and Banking Division to give an overview of Weighted Average Maturity, Weighted Average Yield, Portfolio Position, and Projected Income on a daily basis.

9. REQUIREMENTS

This section of the RFP provides an overview of the high-level treasury management functionality the Treasurer requires as well as identifies current efforts under way to enable a more efficient treasury management solution implementation. This section also describes the approach this RFP will employ to ascertain Respondent’s capabilities to meet the Treasurer’s requirements.

Also included in this section are the questions Respondents are required to answer in order to demonstrate their qualifications for TMS RFP award including experience; implementation approach, practices and procedures; support and maintenance approach, practices and procedures; ability to meet treasury management functional and technical requirements; systems, data and security approach, practices and procedures; and other specifications identified and required by the Treasurer to effectively manage Treasurer functions as dictated by applicable Illinois laws and within the rules and guidelines of the Treasurer’s Information Technology, Legal, and Internal Audit Teams.

TMS RFP requirements will be classified as follows:

- 1) General
- 2) Operational

- 3) Project Management / Implementation Management
- 4) Functional
- 5) Technical
- 6) Service & Support / Maintenance
- 7) References
- 8) Cost
- 9) Diversity
- 10) Illinois Presence
- 11) Corporate Responsibility

9.1. Overview

In compliance with applicable law, including the State Treasurer Act (15 ILCS 505), the Treasurer requires a secure, centralized, web-based, treasury-oriented, automated solution that provides efficient and effective communication with financial institutions, broker/dealers, Illinois Office of the Comptroller, other State of Illinois Agencies and Treasurer's third-party vendor solutions in order to manage the State's cash, transactions, forecasts, risks, investments, State of Illinois debt and warrant processing. The Treasurer requires an integrated general ledger system that seamlessly and automatically records all treasury transactions and provides the ability to review, resolve, post and report all general ledger entries. The required solution will provide customizable dashboards; data analytics including but not limited to 'what-if' analysis; electronic workflow providing clear 'separation of duties'; and vigorous audit capabilities. The Treasurer's required solution will provide real-time access to information. Consolidated, global reporting capabilities including standard, out-of-the-box reports; customizable reports; on-demand reporting; robust search; and the ability to export search results and report results into a variety of file formats including .xls, .bai, .csv, .txt, .pdf are essential to the Treasurer's required solution. In providing the required business functions of the Treasurer, the required solution must meet the security, infrastructure, records retention, business continuity, disaster recovery, and contingency policies, procedures, and practices of the Treasurer as well as GASB reporting requirements.

The TMS RFP proposed web-based solution is required to fully interface, integrate, and support existing Treasurer treasury management software tools as well as any third-party tools introduced through this TMS RFP award. The proposed solution must also position the Treasurer for future third-party integrations. The proposed solution must create a functional interface between Treasurer, Treasurer Financial Institution Partners, IOC, and State Agencies as well as other user interface (UI) and database features as required to manage Treasurer treasury management security, transactions, data, and reports.

Data migration / conversion of Treasurer legacy data into the TMS RFP proposed solution is also required.

Successful Respondents must indicate they are qualified and capable of initiating, planning, defining, designing, developing, implementing, transitioning and supporting a web-based technical solution that will facilitate electronic processing of the Treasurer's treasury management functions as dictated applicable law, including the State Treasurer Act (15 ILCS 505) while supporting The Treasurer's Mission.

In supporting the Treasurer's Mission, this TMS RFP proposed web-based solution will focus on treasury management functions including:

- 1) Accounting
- 2) Banking
- 3) Governmental Fund Accounting (FARP)
 - a. Funds
 - b. Appropriations
 - c. Receipts
 - d. Paid Warrants
- 4) Investments
- 5) Risk Management

Key system automation functions expected in the TMS RFP proposed online solution include:

- 1) Data / System Security
- 2) Workflow
- 3) Alerts
- 4) Reports / Data Analytics / Dashboards
- 5) File Import / Export
- 6) Audit

9.2. Considerations

Several efforts are under way to streamline, automate and approve current treasury management policies and procedures to facilitate the treasury management solution implementation including:

- 1) Request to allow electronic signatures which may include systematic user id, date and time stamp of transactions including automated workflow review/approve/reject.
- 2) Consolidation of some existing MS Excel workbook functionality into existing TIS Modules and Report
- 3) Modernizing warrant processing with the Illinois Office of the Comptroller into a check instrument rather than a warrant

9.3. Approach

This TMS RFP is addressing requirements in four methods:

- 1) TMS RFP Attachment AD01: Initial Qualifications & Intent to Propose
- 2) TMS RFP Body
- 3) TMS RFP Attachment AD05: Requirements Specifications / Requirements Traceability Matrix (RTM)
- 4) TMS RFP AD06: Contractor Obligations Post Award

9.3.1. TMS RFP Attachment AD01: Initial Qualifications & Intent to Bid

The Treasurer is requiring all Respondents complete and submit the Qualification & Intent to Bid Form in AD01: Initial Qualifications & Intent to Bid as an email attachment to the Treasurer's Chief Procurement Office (CPO) confirming their intent and qualification to bid on this RFP by the due date indicated in this TMS RFP Schedule. Completed and accepted AD01: Initial Qualifications & Intent to Bid are required in order to participate in the TMS RFP process.

9.3.2. TMS RFP Body

In the Requirements Section of this TMS RFP, the Treasurer is requiring all Respondents describe in detail specific aspects of their proposed solution. With this method of proposal, Respondents can provide details describing their proposed solution in a meaningful and narrative manner so that the Treasurer can fully understand and appreciate the capabilities the Respondent is proposing and how the Respondent compares to competitors.

By responding to a series of statements and questions, Respondents must provide an overview of the key functional and technical capabilities of their solution and why such functionality is an optimal fit for the Treasurer. Respondents must also describe more specifically the proposed functional and technical solution for key areas as identified in the Requirements Section of this TMS RFP.

Respondents are also required to describe the approach, policies and practices their team will employ to secure, implement, host, and support the TMS RFP proposed solution. Additionally, Respondents are required to describe the on-going maintenance and support for the proposed solution including, but not limited to: Service Level Agreements (SLAs), Contingency, Business Continuity and Disaster Recovery.

Within this method of requirements, the Treasurer is also requesting supporting materials including samples, screen mocks, diagrams, video, etc.

Respondents must include TMS RFP section number and ID for each item addressed in the Respondent proposal

9.3.3. TMS RFP Attachment AD05: Requirements Specifications / Requirements Traceability Matrix (“RTM”)

With TMS RFP Attachment AD05: Requirements Specifications/Requirements Traceability Matrix (“RTM”), the Treasurer has provided a categorized and itemized list of Specific, Measurable, Assignable, Realistic, Traceable (SMART) requirements that include the Treasurer’s priority for each requirement. The Treasurer’s RTM will serve as the communication tool for the scope of the project from RFP through contract negotiation; from project initiation through project close. While it is expected that formal change management may cause the RTM scope to change throughout the lifecycle of the project, the RTM will serve as the source of truth for the scope definition and delivery tracking for the TMS Project.

Priority definitions for the RTM include:

- 1) Priority 1: Critical
 - a. The Treasurer **must** have this requirement.
 - b. This item must be included in the all-inclusive, fixed price proposal to be considered compliant with the requirement.
 - c. The proposed solution must meet the requirement and Treasurer business process as written.
 - d. Respondent may not propose a means of meeting the requirement that is significantly different than the requirement as written.

- 2) Priority 2: Required
 - a. The Treasurer **must** have this requirement.
 - b. This item must be included in the all-inclusive, fixed price proposal to be considered compliant with the requirement.
 - c. The solution must meet the requirement.
 - d. The Treasurer is willing to adjust its own business process to follow the design of the solution
- 3) Priority 3: Important
 - a. The Treasurer **prefers** this requirement is included in the solution but recognizes some additional work from the Responder may be required.
 - b. **IF** the requirement would require additional cost or time to develop, the Treasurer would like further information regarding the costs, including time, prior to committing to the requirement
 - c. Price separately if require additional cost and/or time
 - i. (All costs, including products, services, fees, licenses, subscriptions, etc., must **not** be included in the Technical Proposal, but must be included in the **sealed and separate Cost Proposal**. Cost Proposals must reference the pertinent requirement IDs.)
 - d. Identify any dependencies with Priority 3 & 4 requirements requiring additional cost / time.
 - e. If Respondent does not specifically identify the requirement as additional cost / time, the Treasurer will assume the requirement is included in the fixed price proposal at no additional cost / time.
- 4) Priority 4: Desired
 - a. The Treasurer **desires** this requirement if available in the all-inclusive, fixed price proposal.
 - b. **IF** the requirement would require additional cost or time to develop, the Treasurer would like further information regarding the costs, including time, prior to committing to the requirement
 - c. Price separately if require additional cost and/or time
 - i. (All costs, including products, services, fees, licenses, subscriptions, etc., must **not** be included in the Technical Proposal, but must be included in the **sealed and separate Cost Proposal**. Cost Proposals must reference the pertinent requirement IDs.)
 - d. Identify any dependencies with Priority 3 & 4 requirements requiring additional cost / time.
 - e. If Respondent does not specifically identify the requirement as additional cost / time, the Treasurer will assume the requirement is included in the fixed price proposal at no additional cost / time.
- 5) Details are encouraged in separate documentation
 - a. Please be sure to cross reference details with Requirement ID

9.3.4. TMS RFP AD07: Contractor Obligations Post Award

AD:06 Contractor Obligations Post Award describes the requirements the Responder must agree to meet in order to be considered for TMS RFP award. Respondents who do not complete, sign

and include the AD06: Contractor Obligations Post Award in their submitted TMS RFP Proposal are considered unresponsive and will not be considered for TMS RFP contract award.

9.4. General (RESPONSE REQUIRED)

In this section, successful Respondents will provide detailed responses that in most cases require supporting documentation like sample documents, diagrams, flow charts, screen captures and / or screen mockups and other supporting materials. In responding to these items, please include the TMS RFP section number and response reference ID of the item in both your written response and accompanying supporting documents.

9.4.1. Experience

The following questions and statements relate to the Respondent’s experience in the treasury management arena and require a detailed response.

ID	Questions – RESPONSE REQUIRED	Category
EX01	1) In order for the Treasurer to fully appreciate the Respondent’s experience in the financial, and specifically treasury management arena, describe the types of treasury management systems and other financial systems offered by the Respondent (not limited to the systems proposed in this TMS RFP.)	Experience
EX02	1) Please describe Respondent’s experience implementing treasury management systems for governmental entities, including identification of state entities for which implementation services have been provided.	Experience
EX03	1) Describe Respondent’s experience and expertise in providing advice, mentoring, and training relative to implementing treasury management systems.	Experience
EX04	1) Describe any Respondent formal professional certifications achieved / maintained.	Certifications & Designations
EX05	1) Describe any Respondent formal technical certifications achieved/ maintained e.g. ISO27000, etc. 2) Describe any Respondent practices that differentiate you from your competitors e.g. SOC 2, etc.	Certifications & Designations
EX06	1) Describe Respondent results of SSAE16 Type II Audit Certifications for both the vendor and proposed solution including any findings and resolution of findings.	Certifications & Designations
EX07	1) 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 scope of work Respondent provided.	Experience

9.4.2. Project Management

The following project management questions and statements require a detailed response.

ID	Questions – RESPONSE REQUIRED	Category
PM01	<ol style="list-style-type: none"> 1) Describe the scope of the implementation. 2) Describe Treasurer identified requirements included in the TMS RFP you consider outside the scope of this project with detailed rationale. 3) Describe in detail the project assumptions made in determining your response to this TMS RFP. <ol style="list-style-type: none"> a. Additionally, throughout the TMS RFP Proposal, if assumptions are made related to a specific requirement, identify the assumptions by cross-referencing the assumption to the requirement ID. 	Scope
PM02	<ol style="list-style-type: none"> 1) Provide a detailed project schedule / work breakdown structure (WBS) containing tasks, task dependencies, milestones, deliverables, and the anticipated invoice and payment schedule (tied to milestones and deliverables) for this engagement. 2) Include any anticipated ongoing fees and costs and align them to the payment schedule. <ol style="list-style-type: none"> a. All costs, including products, services, fees, licenses, subscriptions, etc., must not be included in the Technical Proposal, but must be included in the sealed and separate Cost Proposal. Cost Proposals must reference the pertinent requirement IDs. 3) Indicate: <ol style="list-style-type: none"> a. Overall project duration b. Main project phases / durations c. Major project tasks / durations d. Indicate any and all software releases including the test / acceptance tasks for each release 	Schedule / WBS
PM03	<ol style="list-style-type: none"> 1) Identify the project deliverables including samples. 2) Describe each deliverable and the expected content and acceptance criteria for each deliverable. 3) Tie the deliverable to a project phase. 	Deliverables
PM04	<ol style="list-style-type: none"> 1) Describe the proposed project approach and implementation methodology (i.e. Agile, hybrid, Waterfall) and rationale for the approach. 2) Include examples of Respondent’s experience employing this approach on similar projects. Include client name, contact name, email, phone, project dates and a brief description of the scope of work. 	Approach
PM05	<ol style="list-style-type: none"> 1) Describe your project management practice and artifacts, including a comprehensive project plan for this engagement. <ol style="list-style-type: none"> a. Include artifact samples which your entity has produced and utilized for other similar projects. 2) Describe how your project management practice and 	Project Management Methodology

ID	Questions – RESPONSE REQUIRED	Category
	artifacts will be applied to this project to facilitate successful outcomes.	
PM06	1) Describe your organizational change management practices and how they will be employed for this engagement.	Project Management Methodology
PM07	1) Provide a proposed communication plan for this engagement. Include standard meetings and reports (purpose, format, and frequency), with sample reports and expected stakeholder roles as attendees as well as key communication messages, channels and methods, and intended audience.	Project Management Methodology
PM08	1) Provide a RACI (Responsible, Accountable, Consulted, Informed) chart for this project. Include defined project roles and responsibilities with TREASURER personnel assigned to the roles, as your solution requires.	Project Management Methodology
PM09	1) Describe your deliverable acceptance process (Treasurer acceptance of completion and handover of a deliverable) and how it will be applied to this engagement.	Project Management Methodology
PM10	1) How will the Respondent ensure Treasurer requirements are properly documented? 2) How will the Respondent ensure requirements are included in the solution design? 3) How will the Respondent ensure requirements are developed as expected? 4) How will the Respondent ensure requirements are delivered, tested, and functioning as required?	Traceability
PM11	1) How will the Respondent securely share documents with the Treasurer? 2) How will the Respondent ensure that project documentation is continually updated as the product evolves in the future?	Document Management
PM12	1) Describe your staff that will be participating on this project. <ol style="list-style-type: none"> a. Include roles that align to the RACI Chart, expected availability, and contact information for each. Provide resumes of staff members participating in key project roles. Resumes shall include staff member qualifications for the role assigned on the project including all skills, skill level, and experience that relate to this project. Each key staff member must submit 3 references of similar projects in size, scope, and subject. b. Indicate if the staff member is a contractor. c. Indicate how long the staff member has been employed with Respondent. d. Indicate if the staff member will be on-site at the Treasurer’s office e. Include a table that indicates project role, hours 	Staffing

ID	Questions – RESPONSE REQUIRED	Category
	<p>allocated per week, and assigned staff members to key project roles.</p> <ol style="list-style-type: none"> 2) Describe the organizational structure of the project team. 3) Describe the process for replacing an assigned Respondent staff member if the Treasurer asks for a replacement or if the assigned staff changes jobs. 4) Based on past experience with projects of similar size and scope as this TMS RFP Project, please describe the level of staffing support required of the Treasurer during the project phases outlined in you project methodology and project schedule / WBS. Phases of most interest but not limited to include: <ol style="list-style-type: none"> a. Project initiation and planning b. Development of detailed requirements elaboration / design documents c. User Acceptance Testing d. Project implementation e. Warranty f. Post-warranty 5) Please be specific in describing the number of positions required, roles, responsibilities and prerequisite skills of all Treasurer staff members required per project phase. 	
PM13	<ol style="list-style-type: none"> 1) Describe your development methodology including solution definition, design, build, test, and deployment processes. Include code controls, environmental controls, version controls, change control (scope), testing practices/plans, release management etc. which will be employed for this engagement. Please include a description of the tools employed for development. 	Development Methodology
PM14	<ol style="list-style-type: none"> 1) Describe your scope management methodology including requirements validation, prioritization and management. 	Scope Management
PM15	<ol style="list-style-type: none"> 1) Describe your data management methodology including security, controls across the environments (dev, test, UAT, prod, etc.), data transfer, data mapping, data migration, data conversion including data cleanse. 	Data Management
PM16	<ol style="list-style-type: none"> 1) Describe your comprehensive implementation plan including a separate Pilot Plan for this project and describe how they will be managed. <ol style="list-style-type: none"> a. Include an evaluation matrix and measurement processes. b. The RACI Chart must include work associated to the Pilot Plan execution. 	Implementation Plan
PM17	<ol style="list-style-type: none"> 1) Describe your comprehensive training plan for this project. 2) Identify the types of training offered including a 	Training Plan

ID	Questions – RESPONSE REQUIRED	Category
	<p>description of the training approach for each training type.</p> <ol style="list-style-type: none"> 3) Provide course outlines, course capacity, course delivery method, and pre-requisites if applicable. 4) Describe training material and provide samples. 5) Describe how training is coordinated and delivered. How will training be coordinated and delivered with incremental deliveries. 6) Describe how the training environment, including data, is managed. 7) To what extent is the training material and user manual customized for the Treasurer’s solution? 	
PM18	<ol style="list-style-type: none"> 1) Describe your comprehensive test plan for this project. 2) Based on the requirements of the TMS RFP, what formal methods and disciplines will be employed for testing each build (unit, regression, system, QA, performance, stress etc.)? 3) How are test results documented and delivered to the Treasurer? 4) How is converted / migrated data tested? 5) When will the Respondent test on the full data set for processes such as Daily Reconciliation, Monthly Reconciliation, Fiscal Year End Processing and GASB Reporting? 6) What does the Respondent consider as a reasonable defect rate for the delivered builds? 7) How does the Respondent manage version control, build releases, version control? How and when are releases documented? 	Test Plan
PM19	<ol style="list-style-type: none"> 1) What is the process for the Treasure to request increased functionality? 2) How are future enhancements and modifications managed? 	Change Management
PM20	<ol style="list-style-type: none"> 1) Describe how your transition plan accommodates the conversion from production to support and the associated full knowledge transfer, training, and documentation (operation manuals, user manuals, etc.) that will be provided. 2) Clearly define Treasurer role and Respondent’s role during the transition. 	Transition Plan
PM21	<ol style="list-style-type: none"> 1) Describe how user security is managed in the proposed solution. Include descriptions regarding internal versus external users. 2) Describe password management, rules, encryption, etc.. 3) Provide supporting documentation including training and support documentation. 	Security Management

ID	Questions – RESPONSE REQUIRED	Category
PM22	1) Describe your comprehensive security and privacy plan. Include details on how you will meet NIST 800-53 security requirements.	Security Management
PM23	1) Indicate whether you are currently certified ISO/IEC 12207 compliant. Include any information you deem relevant to ISO/IEC 12207 compliance.	Security Management
PM24	1) Describe your proposed business continuity plan	Business Continuity
PM25	1) Describe your contingency plan.	Contingency
PM26	1) Describe your disaster recovery plan including failover and failback.	Disaster Recovery
PM27	1) Describe your data migration / conversion plan. Include the description of data mapping, extracting data from legacy, tracking changes in anticipation of dual maintenance, importing data into the data cleanse environment, data cleanse, mock conversions, data testing and migrating data to production. 2) Please include the plan for preserving the data master throughout the process.	Data Migration / Conversion
PM28	OPTIONAL QUESTION – NOT SCORED 1) List any key considerations that would assist the TREASURER in our evaluation. a. Include any implementation challenges of which we should be aware.	General - Optional
PM29	OPTIONAL QUESTION – NOT SCORED 1) List your five (5) most recent projects with pertinent specific information. a. Describe the most successful aspects of the project, as well as the most difficult and relevant challenges.	General - Optional
PM30	1) Describe how the proposed solution will be able to comply with Treasurer record retention policies. Please provide examples of how records retention policies have been managed with other similar implementation projects.	Records Retention
PM31	1) What risks do you see to the TMS implementation proposed to the Treasurer? How have you mitigated them on similar projects in the past? 2) Please give one example of a successful implementation: why did the project work so well? 3) Please give one example of an implementation that did not go as planned. What happened? What were the lessons learned?	Risk and Issue Management
PM32	1) Identify the exceptions the Respondent takes to a TMS RFP item including a detailed rationale. 2) Provide any proposed solutions or alternatives and any	Exceptions

ID	Questions – RESPONSE REQUIRED	Category
	<p>additional costs associated with the alternatives.</p> <p>a. All costs, including products, services, fees, licenses, subscriptions, etc., must not be included in the Technical Proposal, but must be included in the sealed and separate Cost Proposal. Cost Proposals must reference the pertinent requirement IDs.</p>	

9.4.3. Diversity and Inclusion

The following diversity questions and statements require a detailed response.

ID	Questions – RESPONSE REQUIRED	Category
DV01	If publicly owned, please provide the number and percentage of members of Respondent’s governance board who are female, minority, military veterans, or persons with disabilities. Please cite with supporting data.	Minority Governance Board
DV02	If privately owned, is Respondent or its affiliates female, minority, persons with disabilities, or veteran-owned or managed? For purposes of this RFP, “female, minority, persons with disabilities, or veteran owned or managed” shall mean being owned or managed by 51% or more of a combination of female, minority, persons with disabilities, or military veteran. 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.	Minority Owned
DV03	Please provide the number and percentage of Respondent’s senior executive leaders (i.e. partner, president, COO, managing director, or other senior executives) who are female, minority, military veterans, or persons with disabilities. Please cite with supporting data.	Minority Senior Executive Leaders
DV04	Please provide the number and percentage of Respondent’s staff (i.e. all full-time and part-time employees) who are female, minority, military veterans, or persons with disabilities. Please cite with supporting data.	Minority Staff
DV05	What is the percentage of Respondent’s intended use of subcontractors for this project, if any, that are female, minority, persons with disabilities, or veteran-owned or managed? Please cite with supporting data.	Minority Subcontractors

9.4.4. Corporate Responsibility

The following corporate responsibility questions and statements require a detailed response.

ID	Questions – RESPONSE REQUIRED	Category
CR01	Please note any policies, practices and/or business strategies	Sustainability

ID	Questions – RESPONSE REQUIRED	Category
	Respondent has in place to address long-term environmental risks and opportunities that may impact long-term sustainability.	
CR02	Please highlight any policies, practices or resources that Respondent has in place to retain and enhance the human capital.	Human Capital
CR03	Please explain how Respondent fosters a corporate governance structure that mitigates business risks and enhances business operations.	Corporate Governance
CR04	Please highlight any activities, projects, or services Respondent administers to alleviate societal issues and enhance its commitment to corporate social responsibility. Please cite with supporting data.	Social Responsibility

9.4.5. Illinois Presence

The following corporate responsibility questions and statements require a detailed response.

ID	Questions – RESPONSE REQUIRED	Category
IP01	Is Respondent incorporated in Illinois? Please provide the physical address and website of Respondent’s headquarters and all Illinois branch offices.	Headquarter and Branch Location
IP02	Please note how many full-time employees are located at Respondent’s headquarters and all Illinois branch offices.	
IP03	Please describe what presence Respondent has in the State of Illinois. Such “presence” can be demonstrated by noting (a) the number and (b) the percentage of Respondent’s full-time employees who spend more than half their time in Illinois and have physical offices or a principal place of business located in Illinois.	Illinois Employee Presence
IP04	Using the definition provided above, what percentage of Respondent’s subcontractors for this project, if any, have an Illinois presence?	Illinois Subcontractor Presence
IP05	Please note whether Respondent has any plans to locate staff or hire additional staff in the State of Illinois. Please provide supporting data.	Illinois Relocation

9.4.6. Analytics and Reporting

The following analytics and reporting questions and statements require a detailed response.

ID	Questions – RESPONSE REQUIRED	Category
AR01	Describe the audit capabilities of the proposed solution and how you plan to implement them for this engagement including expected benefits. Include artifact samples which your entity has produced and utilized for other similar projects including screen captures, training videos, supporting documentation, etc.	Audit

ID	Questions – RESPONSE REQUIRED	Category
AR02	Describe the data analytics capabilities of the proposed solution and how you plan to implement them for this engagement including expected benefits. Include artifact samples which your entity has produced and utilized for other similar projects including screen captures, training videos, supporting documentation, dashboard samples, etc.	Data Analytics
AR03	Provide a list of the standard reports of the proposed solution available for this engagement. Describe how you plan to use standard and custom reports for this engagement. Describe the process for identifying, defining, designing and implementing reports.	Reports

9.4.7. Proposed Solution

The following proposed solution questions and statements require a detailed response.

ID	Questions – RESPONSE REQUIRED	Category
PS01	<p>Please submit a short video (in any standard readable format such as Flash, WebEx, etc.) that captures the general ‘look and feel’ of the proposed solution. The video should be 5-10 minutes in duration and include an oral or written narrative describing the functions recorded in the video.</p> <p>Functions required in the video include:</p> <ol style="list-style-type: none"> 1) Search with a combination search criteria including date range 2) Import a File 3) Perform a financial transaction 4) Show the financial transaction hitting the General Ledger 5) Review / Approve / Post the General Ledger Transaction showing the proposed solution’s workflow capabilities in action. 6) Generate and view a report 7) Export a report to MS Excel 8) Show on-line help relative to at least one business function being performed in the video <p><i>This video is intended to provide the Treasurer a general appreciation of the proposed solution’s user interface including the ease in performing basic functions. This video is not intended to demonstrate Treasurer specific requested or required functionality contained in this TMS RFP. The Treasurer is content with a video of a current sales / marketing ‘demo’ and does not expect an experience tailored to the Treasurer.</i></p>	User Experience
PS02	At a high level, describe the solution you intend to produce. Include flowcharts, use-cases, user interface (UI) mockups, and any other material you feel will add to our understanding of the proposed solution workflow.	Solution Overview

PS03	<p>1) Describe the proposed technical architecture. Include infrastructure, programming language, database software, technical diagrams, etc. Specify any elements that are proprietary or that will require ongoing licensing fees and / or subscriptions.</p> <p>2) Include the estimated cost of ongoing fees.</p> <p style="padding-left: 40px;">a. All costs, including products, services, fees, licenses, subscriptions, etc., must not be included in the Technical Proposal, but must be included in the sealed and separate Cost Proposal. Cost Proposals must reference the pertinent requirement IDs.</p> <p><i>Treasurer standard is the most recent version of the .Net technology stack.</i></p>	Solution Technology
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9.4.8. Contractor Obligation Post Award (Operations)

Contractors must indicate they shall comply with the following Operational requirements in order to be considered for this TMS RFP award. The AD06: Contractor Obligation Post Award attachment must be completed, signed and included as part of the Respondent’s TMS RFP Proposal Package.

Considerations in completing the Contractor Obligation Post Award (Operations) are as follows:

- 1) The Treasurer is prioritizing this project to meet the reasonable needs of the Respondent.
- 2) The Treasurer’s project team includes representatives from the critical business services areas and the information technology teams who will continue to be responsible for many of their current day-to-day responsibilities.
- 3) No Treasurer’s team members will be allocated 100% to the TMS Project.

Each Operational Requirement must be initialed by the official authorized to sign on behalf of contractor/offeror. Operational Requirements for which there are no initials is assumed non-compliant and the Respondent shall be disqualified for considerations for this TMS RFP award.

ID	Questions – RESPONSE REQUIRED	Category
REQ-OP01	A refined project schedule containing tasks, milestones, deliverables, and the anticipated invoice schedule (tied to milestones and deliverables), with amount due must be provided by the successful Respondent within three weeks of contract execution. The schedule shall include anticipated ongoing costs including but not limited to licensing, subscriptions, etc.	Project Schedule
REQ-OP02	Throughout the TMS Project, the successful Respondent shall review the Project Schedule with the Treasurer at a mutually agreed upon frequency to ensure the project is proceeding as expected. Minimum frequency is monthly.	Project Schedule

ID	Questions – RESPONSE REQUIRED	Category
REQ-OP03	The Project Schedule may require adjustments / re-baselining as the project proceeds. Updates to the Project Schedule must follow the change control process.	Project Schedule
REQ-OP04	It is at the Treasurer’s sole discretion to accept a project phase as completed and functional. If the Treasurer determines a project phase is not complete and functional the Treasurer may withhold payment until the phase is complete and functioning and operating as required.	Project Schedule
REQ-OP05	The successful Respondent shall submit a modified project plan within three weeks of contract execution to accomplish the outcomes as described in this TMS RFP.	Project Plan
REQ-OP06	Unless mutually agreed to by the Treasurer’s Project Manager and the successful Respondent, the production ready Project Plan is due to the Treasurer’s Project Manager within six weeks of contract execution.	Project Plan
REQ-OP07	Updates to the Project Plan must follow the change control process.	Project Plan
REQ-OP08	The Contractor shall ensure continuity and consistency of their staff and will commit resources to accomplish the scope of work described in this TMS RFP and under the contract. Any change in personnel assigned requires notification to the Treasurer, including a resume of the new assignee. Replacement of any personnel will be with individuals of equal or advanced ability and qualifications.	Staffing
REQ-OP09	The Treasurer reserves the right to designate certain members of the Respondent’s team as ‘key personnel’ who cannot be removed from the project without substantial financial penalty.	Staffing
REQ-OP10	The Contractor shall be responsible for ensuring that its staff is well trained and knowledgeable in all aspects of the project in order to successfully complete the project and to adequately train and prepare Treasurer staff for ongoing operations of the system and processes.	Staffing
REQ-OP11	The Contractor’s personnel may be required to work on-site in Springfield, IL on a limited basis at the sole discretion of Treasurer.	Staffing
REQ-OP12	The Treasurer reserves the right to perform its own criminal background check on a proposed or assigned Contractor resources or require the Contractor to perform criminal background checks on all personnel at the time of assignment or any time during the term of the contract.	Staffing
REQ-OP13	If any Contractor staff assigned to the TMS contract has a criminal conviction that includes terroristic behavior, violence, sexual predation, use of a lethal weapon, breach of trust/fiduciary responsibility or a conviction which raises	Staffing

ID	Questions – RESPONSE REQUIRED	Category
	concerns about building, system or personal security, or is otherwise job-related the Contractor shall not assign the staff to the TMS contract. If the conviction is discovered after the commencement of the contract the Contractor shall remove the staff and restrict any access privileges already given to the staff and shall not permit that staff any further access.	
REQ-OP14	The Contractor shall be responsible for functional and technical definition, design, test and acceptance strategies, implementation and transition planning, end user documentation and training, as well as documentation and training of Treasurer support personnel.	Scope
REQ-OP15	The Treasurer expects the Contractor to assist with any installation and initial setup of the hardware, software, databases and environments required for the project.	Environment
REQ-OP16	The Contactor shall be responsible for data migration / conversion from Treasurer legacy systems to the Contractor solution.	Scope
REQ-OP17	The TMS System shall enforce Treasurer record retention policies, with override capabilities to allow for process departure when necessary. Note: All data shall remain the sole property of the Treasurer.	Records Retention
REQ-OP18	The Contractor shall provide their personnel any necessary equipment required to complete this project, which is not provided by the Treasurer. Only Treasurer owned equipment can be directly connected to the Treasurer network.	Operations
REQ-OP19	The Contractor shall provide the means for secure file transfers between the Contractor and the Treasurer from any of their work sites.	Operations
REQ-OP20	<p>The Contractor must notify the Treasurer anytime a third-party requires access to Treasurer data. Specifically confirm: <i>Contractor represents, warrants, and covenants that it has implemented and will maintain an information security program reasonably designed to protect the confidential information, which program includes administrative, technical, and physical safeguards to ensure the security and confidentiality of all confidential 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 the confidential information</i></p> <ul style="list-style-type: none"> <i>A copy of the Contractor’s information security program that outlines their safeguards must be provided to the Treasurer.</i> 	Security
REQ-OP21	The Contractor shall ensure that the proposed solution(s) are compatible with the Treasurer’s internal technical infrastructure and software standards. The Treasurer must	Technical Architecture

ID	Questions – RESPONSE REQUIRED	Category
	approve all elements of the technical architecture before build work is initiated.	
REQ-OP22	Respondent will test releases with the sanitized, converted data prior to delivering to the Treasurer.	Test
REQ-OP23	The Treasurer will accept only complete and tested releases, to include all database schema, conversated data, applications, documents, release notes, user documentation, etc. that are appropriate for the delivery.	Test
REQ-OP24	The Contractor shall follow change control processes related to the installation or implementation of software or hardware.	Release Management
REQ-OP25	The Contractor shall ensure that all applicable elements of applications are compliant with Section 508 of the Rehabilitation Act of 1973, as amended by 29 U.S.C. § 794d, and 36 CFR 1194.21 and 36 CFR 1194.22.	ADA Compliance
REQ-OP26	The Contractor shall collaborate with the Treasurer to minimize business interruptions during implementation, pilot, and transition to support.	Release Management
REQ-OP27	The Contractor shall ensure that there are no conflicts with the new code or data structure, such that the current TMS systems' processing capabilities are impacted.	Release Management
REQ-OP28	Upon request by the Treasurer, the Contractor (and all subcontractors if applicable) must provide their Disaster Recovery Plan, Backup Plan, and results of the annual audit of the Disaster Recovery Plan. The Backup Plan must include the Recovery Point Objective (RPO), the Recovery Time Objectives (RTO), the verified minimum of semi-annual testing, and a preferred quarterly Testing and Restoration results.	Disaster Recovery
REQ-OP29	Business Continuity and Disaster Recovery must support agreed upon service level agreements as outlined in contract negotiation.	Business Continuity / Disaster Recovery

9.5. Business / Functional (RESPONSE REQUIRED)

In this section, successful Respondents will provide detailed responses that may require supporting documentation like sample documents, screen captures and/or screen mockups and other supporting materials. In responding to these items, please include the TMS RFP section number and response reference ID of the item in both your written response and accompanying supporting documents.

9.5.1. General Functionality

The following general functionality questions and statements require a detailed response.

ID	Questions – RESPONSE REQUIRED	Category
GN01	Describe your solutions search capabilities. Specify how these	Search

ID	Questions – RESPONSE REQUIRED	Category
	<p>capabilities enhance the user experience for each core business area:</p> <ol style="list-style-type: none"> 1) Accounting 2) Banking 3) Governmental Fund Accounting (FARP) <ol style="list-style-type: none"> a. Funds b. Appropriations c. Receipts d. Paid Warrants 4) Investments 5) Risk Management 	
GN02	<p>Describe your solutions data analytics and dashboards capabilities. Specify how these capabilities enhance the user experience for each core business area:</p> <ol style="list-style-type: none"> 1) Accounting 2) Banking 3) Governmental Fund Accounting (FARP) <ol style="list-style-type: none"> a. Funds b. Appropriations c. Receipts d. Paid Warrants 4) Investments 5) Risk Management <p>Please describe how your proposed solution reports on key performance indicators including but not limited to:</p> <ol style="list-style-type: none"> 1) Weighted Average Maturity (WAM) 2) Weighted Average Life (WAL) 3) Weighted Average Yield (WAY) 4) Etc. 	Data Analytics
GN03	<p>Describe your solutions workflow capabilities including notifications / alerts. Specify how these capabilities promote secure, effective and efficient business processing for the core business areas:</p> <ol style="list-style-type: none"> 1) Accounting 2) Banking 3) Governmental Fund Accounting (FARP) <ol style="list-style-type: none"> a. Funds b. Appropriations c. Receipts d. Paid Warrants 4) Investments 5) Risk Management 	Workflow
GN04	<p>Describe your solutions capability to create business rule customizations like setting limits, thresholds, and calculation rules. Specify how these capabilities promote customized process</p>	Business Rules

ID	Questions – RESPONSE REQUIRED	Category
	automation for the core business areas: <ol style="list-style-type: none"> 1) Accounting 2) Banking 3) Governmental Fund Accounting (FARP) <ol style="list-style-type: none"> a. Funds b. Appropriations c. Receipts d. Paid Warrants 4) Investments 5) Risk Management 	
GN05	Provide a list of available standard reports including a brief description of each report, categorizing the reports by each core business <ol style="list-style-type: none"> 1) Accounting 2) Banking 3) Governmental Fund Accounting (FARP) <ol style="list-style-type: none"> a. Funds b. Appropriations c. Receipts d. Paid Warrants 4) Investments 5) Risk Management 	Reports

9.5.2. Banking

The following Banking questions and statements require a detailed response.

ID	Questions – RESPONSE REQUIRED	Category
BK01	Describe types of deposits your solution can manage and how they are managed.	Banking
BK02	Describe how your solution maintains demand deposit accounts with multiple financial institutions in regard to accepting receipts (deposits) including forms of monies accepted.	Banking
BK03	Describe how your solution maintains demand deposit accounts with multiple financial institutions in regard to dispersing payments made to third parties (IOC and State Agencies)	Banking
BK04	Describe how your solution provides access to bank data on an automated basis.	Banking
BK05	Describe the debt instruments supported by your solution and how the instruments are processed and posted to the General Ledger through the lifecycle of the debt. Describe any workflows associated with the process including the identification of system enforced ‘separation of duties’.	Banking
BK06	Describe how your solution manages bank statements and supporting documents like checks images.	Banking
BK07	Describe how your solution manages cash transfers.	Banking

ID	Questions – RESPONSE REQUIRED	Category
	Describe any workflows associated with the process including the identification of system enforced ‘separation of duties’.	
BK08	Describe how your solution manages user access and how State Agencies (external users), as authorized users, could securely view their banking transactions for their accounts only.	Banking

9.5.3.Liquidity Management

The following Liquidity Management questions and statements require a detailed response.

ID	Questions – RESPONSE REQUIRED	Category
LM01	Describe your solution’s liquidity management functionality. Include how your solutions integrates investment information with cash position, forecasting, and payments.	Liquidity Management
LM02	Describe your solution’s cash position and cash forecasting functionality. Include a description of the originating source(s) of data and how the data is used in the system for cash position and cash forecasting. Describe how the data is displayed and the user’s ability to determine what data is displayed and how the data is displayed.	Liquidity Management

9.5.4.Investments

The following Investment questions and statements require a detailed response.

ID	Questions – RESPONSE REQUIRED	Category
IV01	Describe in detail how your solution tracks investments throughout the lifecycle of the investment.	Investments
IV02	Describe how your solution provides the ability to ‘customize’ calculations including but not limited to: Accrual / Interest Amortization	Investments
IV03	Describe in detail how your solution provides the ability to track and manage a securities lending program	Investments
IV04	Describe in detail your solution’s interest allocation functionality.	Investments

9.5.5.Accounting

The following Accounting / General Ledger questions and statements require a detailed response.

ID	Questions – RESPONSE REQUIRED	Category
AC01	Describe the solution’s General Ledger functionality including how the solution processes and posts all critical business area transactions including: 1) Banking 2) Governmental Fund Accounting (FARP) a. Funds b. Appropriations	General Ledger

ID	Questions – RESPONSE REQUIRED	Category
	c. Receipts d. Paid Warrants 3) Investments Describe any workflows associated with the process including the identification of system enforced ‘separation of duties’.	
AC02	Describe your solution’s General Ledger integration capabilities with third-party accounting solutions. Provide examples of current GL integration implementations similar in size and scope to this TMS RFP. Include the software products with which you have integrated.	General Ledger
AC03	Describe how your solution manages fiscal year end closing.	Year End Closing

9.5.6. Governmental Fund Accounting (FARP)

The following Governmental Fund Accounting (Funds, Appropriations, Receipts, and Paid Warrants) questions and statements require a detailed response.

ID	Questions – RESPONSE REQUIRED	Category
GA01	Describe your solution’s Fund Accounting functionality providing details on: 1) Funds 2) Appropriations 3) Receipts 4) Paid Warrants Specifically describe the ‘redeemed’ vs ‘not redeemed’ Warrant clearing process.	Governmental Fund Accounting (FARP)

9.5.7. Risk Management

The following Risk Management questions and statements require a detailed response.

ID	Questions – RESPONSE REQUIRED	Category
RM01	Describe how your proposed solution mitigates the risk of human error.	Human Error
RM02	Describe how your proposed solution mitigates fraud risk.	Fraud
RM03	Give a brief overview of your controls in place.	Controls

9.5.8. File Import / Export

The following file import / export questions require a detailed response.

ID	Questions – RESPONSE REQUIRED	Category
FL01	Describe how your solution provides the ability to import system data to complete critical business service processing. Specify data that can be imported as the data relates to critical business services including, but not limited to: 1) Accounting 2) Banking	File Import

ID	Questions – RESPONSE REQUIRED	Category
	3) Governmental Fund Accounting (FARP) <ul style="list-style-type: none"> a. Funds b. Appropriations c. Receipts d. Paid Warrants 4) Investments 5) Risk Management Identify the file formats supported by your solutions import capabilities.	
FL02	Describe how your solution provides the ability to export system data to complete critical business service processing. Specify data that can be exported as the data relates to critical business services including, but not limited to: <ul style="list-style-type: none"> 1) Accounting 2) Banking 3) Governmental Fund Accounting (FARP) <ul style="list-style-type: none"> a. Funds b. Appropriations c. Receipts d. Paid Warrants 4) Investments 5) Risk Management Identify the file formats supported by your solutions export capabilities.	File Export

9.6. Technical (RESPONSE REQUIRED)

In addition to responding to the complete set of requirements contained in AD05: Requirements Specifications / Requirements Traceability Matrix (RTM), Respondents must provide detailed responses that may require supporting documentation like diagrams, screen captures and / or screen mockups, videos and other supporting materials. In responding to these items, please include the TMS RFP section number and response reference ID of the item in both your written response and accompanying supporting documents.

The following Technology questions and statements require a detailed response.

ID	Questions – RESPONSE REQUIRED	Category
IT01	Describe Respondent’s current security strategy, policies, procedures and practices for securing applications, data, and identity. Confirm whether there are documented data security policies and whether there is training for staff on these policies	Security
IT02	Describe Respondent’s current security strategy, policies, procedures and practices for security threat prevention. Confirm whether there are documented data security policies and whether there is training for staff on these policies	Security

ID	Questions – RESPONSE REQUIRED	Category
IT03	<p>Describe Respondent’s current security strategy, policies, procedures and practices for security threat detection, response, and recovery including Treasurer notification.</p> <p>Confirm whether there are documented data security policies and whether there is training for staff on these policies</p>	Security
IT04	<p>Provide details regarding the results of the last two years of security penetration testing.</p> <p>Respond to any findings and describe the responses to the testing results.</p> <p>If there are audits in the context of information security that are conducted by an external firm, it would be desirable for the vendor to provide copies of the audit reports to the Illinois Treasurer. Additionally, the vendor will provide reasonable accommodations to an annual security audit by the Treasurer.</p>	Security
IT05	<p>Confirm whether or not Respondent has experienced any known security breaches, and if so, how the breach was resolved. If no breaches have been experienced, what is the procedure for addressing one should it happen and what is the client notification process?</p>	Security
IT06	<p>Describe what monitoring and follow-up processes for excessive, suspicious, or unauthorized access attempts exist in the system.</p>	Security
IT07	<p>Describe situations when other third parties would have access to client environments and how client data is protected from these third parties</p>	Security
IT08	<p>Describe data center facility and protection mechanisms for all data centers, including disaster recovery site(s), where the Illinois Treasurer's information will be processed and/or stored</p>	Security & Disaster Recovery
IT09	<p>Describe the Respondent’s Disaster Recovery Plan including but not limited to: failover, failover location and location information, failback, Recovery Point Objectives (RPT) and Recovery Time Objectives (RTO).</p>	Disaster Recovery
IT10	<p>Describe the Respondent’s Contingency Plan.</p>	Contingency Plan
IT11	<p>Describe the Respondent’s Business Continuity Plan.</p>	Business Continuity
IT12	<p>From a technology perspective, describe how the Respondent’s proposed solution is scaled to manage capacity growth.</p> <p>What configuration / parameterization and / or hardware deployment options are required to support growth in the following data areas while ensuring that acceptable system performance and availability levels are maintained?</p> <ul style="list-style-type: none"> -Total users -Concurrent users -Transactions -Events / logging 	Scalability

ID	Questions – RESPONSE REQUIRED	Category
	-Reference data (e.g., counterparties, accounts, currencies, etc.)	
IT13	<p>Describe any known system limits or data capacity constraints (e.g., number of users, number of transactions, extent / nature of integration, etc.) that would impact the performance and / or availability of the solution.</p> <p>For each limit or constraint identified, specify how it can be remediated.</p>	Capacity
IT14	Describe what capabilities (i.e. usage trend reports, volume reports etc.) the solution provides to monitor and manage system performance, capacity and availability.	Monitor & Control
IT15	Specify the solution's Service Level Agreement (SLA) for system availability (e.g. 99.99%).	Availability
IT16	<p>Identify the types of changes that require the solution to be down or that introduce service interruption. This includes hardware, software, maintenance and capacity related changes. For each type identified, include the typical frequency.</p> <p>If your solution is offered as both an installed/hosted model and SaaS model, please respond for both models.</p>	Service Interruption
IT17	<p>Respondent must provide an overview of the application's architecture, including a depiction of the solution's various layers (database, application, presentation and network) and components, their roles, responsibilities, interactions with one another, and with external sources or consumers.</p> <p>The architectural description should also specify the industry standards, proprietary or open source platforms, and third-party components incorporated into the design of the product including the specific versions supported or required.</p>	Architecture
IT18	For each web browser supported, describe which versions are supported, if plugins are required, and the frequency of certification for new browser versions.	Browsers
IT19	Identify what Operating System (OS) versions are supported. Specify the frequency for certification on new operating systems.	Operating System
IT20	<p>Describe the level of redundancy of infrastructure (servers, network, storage and software).</p> <p>How many internet service providers (ISPs) are used to deliver access to the application? Please specify by name.</p> <p>In addition to the internet access, does the vendor provide private connectivity to their SaaS application?</p> <p>How does the vendor mitigate network latency?</p>	Connectivity
IT21	Provide a diagram depicting the data flows and protocols used by your solution (e.g. TCP/IP, XML/SOAP, SNMP, HTTP, A SYNC) for all services and/or components (including 3rd party integration). Include details/descriptions.	Data

ID	Questions – RESPONSE REQUIRED	Category
IT22	Describe how encryption will be applied to confidential/secret data, including key management, while: <ul style="list-style-type: none"> • Resident on the server (i.e. data at rest); • As it is transferred from external systems, and • During transmission to end users. 	Encryption
IT23	Describe if solution is multi-tenant and if tenant backups are co-mingled on backup media?	Multi-Tenant
IT24	In the event of contract dissolution, how will data be returned? In what format will it be returned? How quickly will it be returned? How is data subsequently removed from the active system? Will the Treasurer's data be removed from retained backups?	Data
IT25	Describe any key IT key controls, and supporting processes such as: <ol style="list-style-type: none"> 1) System access management for internal employees 2) Segregation of duties 3) Sensitive account management 4) Data center access management 5) Other relevant IT control processes that are reviewed on a regular basis. 	Monitor and Control
IT26	In the event the Respondent is no longer providing the product and services contracted by the Treasurer, describe how the Treasurer can utilize the source code to enable ongoing usage of the software until a viable alternative can be identified and implemented.	Source Code

9.7. Service & Support / Maintenance (RESPONSE REQUIRED)

In addition to responding to the complete set of requirements contained in AD05: Requirements Specifications / Requirements Traceability Matrix (RTM), Respondents must provide detailed responses that may require supporting documentation like diagrams, screen captures and / or screen mockups, videos and other supporting materials. In responding to these items, please include the TMS RFP section number and response reference ID of the item in both your written response and accompanying supporting documents.

The following Service & Support / Maintenance questions and statements require a detailed response.

ID	Questions – RESPONSE REQUIRED	Category
MS01	<ol style="list-style-type: none"> 1) Describe Respondent’s support and maintenance plan including costs and options available 2) Include standard support hours available including time zones. 3) If ‘after hours’ support is required, describe how after-hours support is provided. 4) All costs, including products, services, fees, licenses, subscriptions, etc., must not be included in the Technical Proposal, but must be included in the sealed and separate Cost Proposal. Cost Proposals must reference the pertinent 	Plan

ID	Questions – RESPONSE REQUIRED	Category
	requirement IDs.	
MS02	Describe the Help Desk / Call Center organizational structure including escalation path.	Help Desk
MS03	Describe the process the Treasurer will employ to report a/an: 1) Bug 2) Defect 3) Issue 4) Enhancement Request Describe the approval process for the request. Include the expected turn-around time for the reported item.	Help Desk
MS04	Describe how Treasurer reported items are tracked and reported.	Reporting
MS05	Describe how known Respondent issues, defects and bugs not reported by the Treasurer, are tracked including how and when the Treasurer is notified of these ‘known’ issues, defects and bugs.	Reporting
MS06	Describe how software updates are tested prior to release to the Treasurer. Include how the updates are scheduled and released to the Treasurer. Describe if / how the Treasurer can throttle receipt of the releases. Describe how many releases ‘behind’ the Treasurer can be from Respondent’s most current version.	Release Management
MS06	Describe the process the Treasurer will employ should the Treasurer require assistance in defining the requirements for an/a enhancement / change request.	Customer Support
MS07	Describe the process and turn-around time for an ‘emergency’ modification either due to a business process change or the identification of a new bug / defect.	Customer Support
MS08	Describe the Respondent’s ability and turn-around time to ‘roll back’ data to a previous date and time.	Customer Support
MS09	Describe how the Respondent’s service and support / maintenance is superior to other providers of the same products and services.	Experience & Certifications

10. COST PROPOSAL / PAYMENT SCHEDULE

As stated in Section 6.16.10 Cost Proposal, the Cost Proposal must be submitted in a separately sealed envelope on the TMS Proposal Due Date defined in Section 5.1: Schedule. The required elements of the Cost Proposal include the complete set of Cost requirements contained in AD05: Requirements Specifications/Requirements Traceability Matrix (RTM), as well as the following:

- 1) Cost Proposal must be fixed price for a six-year term and include all costs for the total TMS Solution as described in this TMS RFP including but not limited to:
 - a. All software and services comprising the solution including licensing and subscription fees, etc.
 - b. All hardware and other peripherals comprising the solution
 - c. Implementation costs including configuration, setup, customizations, and services
 - d. Project Management
 - e. Subcontracted services

- f. Maintenance and Support fees including
 - i. 4 years of service and support / maintenance beginning the day after the last day of the Warranty Period.
 - ii. Two 4-year service and support extensions available to begin at the conclusion of the preceding service and support agreement.
 - g. Travel and expenses
- 2) All of the Respondent's costs to the Treasurer must be included in the pricing as outlined and be consistent with the requirements outlined throughout this RFP.
 - 3) Cost Proposal must include a Payment Schedule aligned to the proposed Project Schedule and based on delivery dates of key deliverables.

The Treasurer may reject a proposal solely on the basis of the proposed cost.

The following Cost Proposal/Payment Schedule items must be met by the Respondent's TMS RFP Cost Proposal to be considered for TMS RFP award:

ID	Questions – RESPONSE REQUIRED	Category
COST01	Cost proposals must be fixed price for a six-year term and include all costs for the total TMS Solution as described in this TMS RFP including but not limited to: <ol style="list-style-type: none"> 1) All software and services comprising the solution including licensing and subscription fees, etc. 2) All hardware and other peripherals comprising the solution 3) Implementation costs including configuration, setup, customizations, and services 4) Project Management 5) Subcontracted services 6) Maintenance and Support fees 7) Travel and expenses Fees cannot cross fiscal years. The Treasurer may reject a proposal solely on the basis of the proposed cost	Fixed Price
COST02	Proposed cost of the project must include project management and implementation services from Respondent. Project key deliverables should be tied to payment points / payment schedule.	Services
COST03	Proposed cost of the project must include any applicable licensing fees, subscriptions and the cost structure (e.g. by product, module, number of users, etc.) and the costs must be tied to payment points / payment schedule.	Fees, Subscriptions, Etc.
COST04	Proposed cost of the project must include any third-party products, services and fees including the cost structure (e.g. by product, module, number of users, etc.).	Third-Party
COST05	Proposed cost of the project must include all configuration, setup, and customization costs (if applicable) including the cost for all environments (e.g. Development, Test, UAT, QA, Data Conversion, Data Cleanse, etc.). <i>The Treasurer expects at least one non-production environment.</i>	Configuration / Customizations / Environments

ID	Questions – RESPONSE REQUIRED	Category
COST06	Proposed cost of the project must include all data conversion, migration activities including environments, data cleansing and at least 3 mock conversions prior to going live.	Data Conversion / Migration
COST07	Proposed cost of the project must include testing to be performed by the Responder and User Acceptance Testing (UAT) to be performed by the Treasurer and facilitated by the Responder.	Testing
COST08	Proposed cost of the project must include TMS RFP solution training for key Treasurer staff. Online help must also be included.	Training
COST09	Proposed cost of the project must include a pilot launch of 30-90 days.	Pilot
COST10	Proposed cost of the project must include at least a 60-day transition period from the Respondent’s implementation project team to the Respondent’s support team.	Transition
COST11	Proposed cost of the project must include a 90-day ‘warranty period’.	Warranty
COST12	Proposed service and support/maintenance must include upgrades to new releases of the Respondent solution including the application of Treasurer configuration and coded customizations.	Service & Support / Maintenance
COST13	Proposed cost of the solution must include 4 years of service and support/maintenance beginning the day after the last day of the Warranty Period.	Service & Support / Maintenance
COST14	Proposed cost for the solution must include 2, 4-year service and support extensions available to begin at the conclusion of the preceding service and support agreement.	Service & Support / Maintenance
COST15	Cost/payment schedule must be completed as prescribed in the TMS RFP.	Proposal Quality

11. ADDENDA / ATTACHMENTS

The following is a list of TMS RFP addenda and attachments including a description. The ‘Category’ column in the table indicates if the attachment is informational or if the Respondent must complete and submit the attachment to be considered for TMS RFP award. Addenda where a response is required from the Respondent is included within this section of the RFP. Attachments that are categorized as informational are not included in the body of this RFP but will be included in the total RFP package.

ID	Title	Description	Category	Doc Register ID
AD01	Initial Qualifications & Intent to Propose	Listing of the initial qualifications Respondents must meet.	Response Required	139

		Referenced in RFP Sections 3, 5.3, and 9.3.1		
AD02	Treasurer Technology Overview	Overview of current technical state of TIS Referenced in RFP Sections 8 and 8.4.1	Informational	105
AD03	Treasurer Organization Chart(s)	Organizational chart for the Illinois State Treasurer's Office	Informational	134
AD04	Treasurer Report List	Analysis of reports generated from TIS Referenced in RFP Section 8.2.5	Informational	119
AD05	Requirements Specification / Requirements Traceability Matrix (RTM)	A categorized and itemized list of Specific, Measurable, Assignable, Realistic, Traceable (SMART) requirements that include the Treasurer's priority for each requirement. Referenced in RFP Sections 9.3, 9.3.3, 9.7, and 10	Informational	138
AD06	Contractor Obligations Post Award	Referenced in RFP Sections 9.3 and 9.3.4	Informational	141
AD07	TIS – Database Analysis	Analysis of databases and tables that TIS utilizes	Informational	120
AD08	TIS- Database Diagram	Overall architecture and network diagram for TIS	Informational	106
AD09	TIS Month End Process Instructions	Month end process for investments ran by IT on last business day of the month	Informational	103
AD10	Old Investments Systems Manual	Overview of operation of old investments system	Informational	101
AD11	TIS Overview Map	Map of TIS coding dependencies	Informational	100
AD12	TIS Security Roles and Screens	Outline of all roles within TIS	Informational	115
AD13	TIS Diagram	Diagram of TIS module layout including module functions	Informational	118

AD14	TIS Architecture	PDF of the overlying technical TIS Architecture	Informational	99
AD15	TIS End of Day	Process ran by developers to process end of day	Informational	104
AD16	TIS Module Analysis	Breakdown of all modules within TIS. Lists roles, functions, sub functions, owner, use etc.	Informational	117
AD17	TIS Warrant FYE Processing	Procedures and steps taken by warrant for FYE processing	Informational	102

12. Contractual Terms

By submitting a Proposal, the Respondent agrees to each of the contractual provisions set forth in this Section.

12.1. Contractual Responsibility

The Contractor is contractually responsible to provide all services identified in the RFP. Contractor shall at all times provide services in a commercially reasonable manner and in accordance with federal and state law, and all rules and regulations applicable to the Treasurer.

12.2. Governing Law

The Agreement shall be governed in all respects by the laws of the State of Illinois, without regard to conflicts of law principles. Any action by Contractor against the Treasurer can only be brought in the Illinois Court of Claims.

12.3. Term of Agreement

The term of the Agreement shall be six (6) years, unless terminated in accordance with the terms of the Agreement. The Treasurer may with the consent of the Contractor, elect to extend the Agreement for additional periods, not to exceed a total term of ten (10) years, including the initial six (6) years.

12.4. Termination

1) Termination without Cause

The Treasurer may elect to terminate the Agreement at any time upon thirty (30) days' notice. Upon termination, the Treasurer will pay for work satisfactorily completed prior to the date of termination as determined by the Treasurer in a reasonable manner.

2) Termination for Cause

The Agreement may be terminated by the Treasurer under any of the following circumstances:

- a. Contractor fails to furnish satisfactory performance within the time specified;
- b. Contractor fails to perform any of the provisions of the Agreement or so fails to make progress so as to endanger the performance of the Agreement in accordance with its terms;

- c. Any goods or services provided under the Agreement are rejected and are not promptly replaced or corrected by the Contractor or repeatedly rejected even though Contractor offers to replace or correct the goods or services promptly;
- d. There is sufficient evidence to show that fraud, collusion, conspiracy, or other unlawful means were used to obtain 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 its creditors or receivership due to insolvency;
- g. Change in federal or State law or rules, or the Contractor's, or Treasurer's policies that would frustrate the purpose of the Agreement;
- h. Contractor disregards or violates any applicable laws, rules, or the Treasurer's instructions, acts in violation of any provision of the Agreement, or the agreement conflicts with any statutory or constitutional provision of the State of Illinois or the United States;
- i. Any other breach of contract or other unlawful act by Contractor occurs; or
- j. Contractor provides notice pursuant to Section 12.21 or fails to provide such notice.

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 terminated for cause 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 terminate this Agreement does not waive any of the Treasurer's rights to issue subsequent warnings or seek damages.

In addition, the Treasurer reserves the right to reduce the amount 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.

12.5. Work Product

1) 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 the Contractor pursuant to the Agreement, including any copyright or service marks developed on behalf of the Treasurer, whether preliminary or final, (collectively, the "Work Product") will become and remain the property of the Treasurer. The Treasurer shall have the right to use all such Work Product without restriction or limitation and without further compensation to the Contractor.

2) 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.

12.6. State Furnished Property

Contractor shall be responsible for the security, protection, and return of all property furnished by the State of Illinois, if any, including but not limited to, items, research materials, photographs, and drawings.

12.7. Internal Controls

If applicable and upon request, the Contractor shall provide the Treasurer, at no cost, with a copy of the most recent Annual Report or Form 10-K of itself or its holding company, its most recent audited internal control documents, including but not limited to SOC, SSAE 16, and SSAE 18 reports, both of which shall include the attestation of the company's independent registered accounting firm regarding the company's internal control over financial reporting.

12.8. Back-up Facilities

Upon request, the Contractor and its subcontractor(s), if applicable shall provide the Treasurer a copy of their disaster recovery plan, back-up plan, and results of the annual audit of the disaster recovery plan.

12.9. Liability

The Treasurer assumes no liability for the acts or omissions of the Contractor. This liability rests solely with the Contractor. The Contractor shall be liable to the Treasurer for actual and compensatory damages that are available to the Treasurer in law or remedies in equity.

12.10. Indemnification

Contractor shall indemnify and hold the Treasurer harmless from and against any and all losses, including but not limited to, any liabilities; demands; claims; lawsuits; damages; causes of action; settlements; judgments, including costs, attorneys' and witnesses' fees and expenses incident thereto; or fines, any of which arise out of or relate to violation of applicable law, breach of the Agreement, the negligent acts or omissions, or willful misconduct by 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.

12.11. Subcontractors

The Contractor may not use subcontractors to perform the Services, unless the subcontractor is approved in advance by the Treasurer. Respondent must disclose the duties to be performed by the subcontractor. 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 in addendum X.

12.12. Record Retention and Audit

Contractor and subcontractors, if any, shall maintain adequate books, records, and supporting documents related to the Agreement or needed for the state to conduct an audit, including those necessary to support amounts charged to the State under the Agreement, for a minimum of three (3) years from the last action on the Agreement or after termination of the Agreement, whichever is longer. The Contractor and subcontractors agree to cooperate fully with any audit conducted by the Auditor General or the Treasurer and to provide full access to all materials requested. If any litigation or claim involving the Agreement has been filed or any audit commenced before the expiration of the three (3) year period, the Contractor shall maintain the records required by this Section 1) in the case of any litigation or claim, until completion of the action and resolution of all issues that arise from it or until the end of the three (3) year period, whichever is later and 2) in the case of any audit, until completion of the audit or until the end of the three (3) year period, whichever is later. 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 Agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

12.13. Confidentiality

This Section shall survive the termination of the Agreement.

1) Confidential Information

Contractor shall be prohibited from using or disclosing information received in the course of fulfilling its obligations pursuant to the Agreement (“Confidential Information”), except in the performance of its internal responsibilities and normal functions and as directed by the Treasurer. Confidential Information includes all information but the following:

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

2) 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. The Contractor’s 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.

3) Protection of Confidential Information

Contractor represents, warrants, and covenants that it has implemented and will maintain an information security program reasonably designed to protect the Confidential Information, which program includes administrative, technical, and physical safeguards to ensure the security and confidentiality of all Confidential 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 the Confidential Information.

4) Privacy Policy and Cyber-Security

Contractor will comply with any applicable federal or state laws or regulations, as well as any privacy or cyber-security policy developed by the Treasurer. Contractor further agrees to

establish, maintain, and comply with a privacy policy and cyber-security policy with respect to the Agreement that meets the requirements of applicable law.

12.14. Successor and 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 the Agreement nor any of the rights or obligations under the Agreement may be transferred or assigned without the Treasurer's prior written consent of the Treasurer shall render the Agreement voidable by the Treasurer. The Treasurer may unilaterally bind any successor of the Contractor to the terms and conditions of the Agreement.

12.15. Certifications

The Contractor shall certify the following:

- 1) That the Contractor has the full legal right, power, and authority to execute and deliver the Agreement and to perform its obligations pursuant to the Agreement with no other corporate action on the part of the Contractor or its stockholders being necessary, and that the Agreement has been duly and validly executed and delivered by the Contractor, thereby constituting a legal, valid, and binding obligation of the Contractor, enforceable against the Contractor in accordance with its terms;
- 2) That the execution and delivery by the Contractor of the Agreement, the performance by Contractor of its duties and obligations thereunder, and the consummation of the transactions contemplated do not result in any of the following:
 - a. Conflict with or result in a violation or breach of any of the terms, conditions, or provisions of the charter or by-laws of Contractor;
 - b. Conflict with or result in a violation or breach of any term or provision of (a) any law, rule, regulation, judgment, decree, order, or injunction applicable to the Contractor or any of its assets and properties or (b) any agreement binding on or affecting the Contractor or any of its properties; or
 - c. Conflict with or result in a violation or breach of, or constitute (with or without notice or lapse of time or both) a default under any material agreement to which the Contractor is a party, or any material obligation or responsibility which the Contractor has to any third party.
- 3) That there is no action, suit, investigation, or proceeding pending or, to the best knowledge of the Contractor, threatened against the Contractor before any court, arbitrator, or administrative or governmental body that might result in any material adverse change in the operations of the Contractor or which might materially and adversely affect the ability of the Contractor to perform the Services or otherwise comply with its obligations under the Agreement.

12.16. Review

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

12.17. Severability

If any provision, or portion thereof, of the Agreement is, or becomes, invalid under any applicable statute or rule of law, it is to be deemed stricken and the rest of the Agreement shall remain in full force and effect.

12.18. Access to Information

Upon request, the Contractor shall provide the Treasurer access to all files, records, documents, and data that are in its possession and control pursuant to the Agreement, regardless of how that information is stored. The information shall be provided in a form acceptable to the Treasurer.

12.19. Reporting and Testing

Within ten (10) days after full execution of the Agreement, the Contractor shall provide the Treasurer 1) a complete sample of all reports available on its online treasury management system and 2) access to the Contractor's treasury management system for the purpose of testing the export of information into the following formats: PDF, BAI2, CSV, and TXT. The reports and test export shall contain data that is specific to the types of transactions provided in this RFP.

12.20. Continuation of Services

The Contractor shall guarantee performance of the Services and agree to perform all Services in an efficient and professional manner. Notwithstanding anything to the contrary in the Agreement, the Contractor's obligations and responsibilities pursuant to the Agreement shall not be affected in the event of personnel problems, strike by employees, work stoppages, and other employee-related events. The Contractor is responsible for and shall provide commercially reasonable backup systems and shall review the adequacy of those systems with the Treasurer upon request. The prevention of such business interruption shall be the sole responsibility of the Contractor, and the Contractor shall immediately notify the Treasurer in the event such business interruption takes place. The Contractor shall be liable for any losses or damages sustained by the Treasurer due, in whole or in part, to the Contractor's failure to provide reasonable backup systems.

12.21. Notice

The Contractor hereby agrees to give the Treasurer notice if at any point during the term of the Agreement, Contractor or its officer(s) or principal(s), acting within the scope of their employment, become subject to a consent order, consent order, penalty or receive any other finding of fault as a result of any publicly disclosed enforcement action or other regulatory proceeding by any of the following entities, including any divisions thereof: Securities and Exchange Commission, Department of Justice (including any United States Attorneys' Office), Consumer Financial Protection Bureau, U.S. Department of the Treasury, Federal Deposit Insurance Corporation, any State Attorney General, or the Federal Reserve System. The Contractor shall provide the Treasurer such notice within five (5) business days of when Contractor knows or reasonably should have known of the consent order, penalty or finding of fault. Contractor's delivery of notice pursuant to this Section or failure to provide the required notice shall give the Treasurer reason to terminate the Agreement for cause.

12.22. Change of Law or Policy

The Contractor shall notify the Treasurer in writing within ten (10) business days of any change or addition applicable to the Contractor in federal or state regulations or laws that would adversely affect either the terms of or the rights granted the Treasurer by the Agreement, and within five (5) business days of any legally required change in or addition to Contractor's internal operational policy that might affect the Contractor's performance of the Services, including but not limited to any policy that relates to management, maintenance, record keeping, safekeeping, custody, or subcontracting.

12.23. State Certifications/Disclosures

The Agreement shall incorporate Contractor's fully executed State Certifications and Disclosure Forms, a copy of which is attached hereto as AD18.

12.24. No Recourse

For any obligation or liability arising pursuant to the Agreement, no recourse may be had for such obligation or liability of the Treasurer of the State of Illinois or any employee or official of the Treasurer or the State in his or her personal or individual capacity. Contractor hereby waives all such obligations and liabilities of the Treasurer of the State of Illinois and any such employee or official.

12.25. Sovereign Immunity

Contractor acknowledges that the Treasurer and the State of Illinois reserve all immunities, defenses, rights, or actions arising out of their status as a sovereign state or entity, including those under the Eleventh Amendment to the United States Constitution, and that no waiver of any such immunities, defenses, rights, or actions will be implied or otherwise deemed to exist as a result of the Agreement.

12.26. Proposal

Contractor's Proposal shall be incorporated into the Agreement to the extent accepted by the Treasurer.

12.27. Entire Agreement

All exhibits attached to the Agreement shall be incorporated therein. The Agreement shall contain the entire agreement of the parties. The Agreement may be changed only by a written amendment signed by both parties.

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

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 U.S. EXPORT ACT.

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):

- | | |
|--|--|
| _____ Individual | _____ Government Entity |
| _____ Sole Proprietor | _____ Nonresident alien |
| _____ Partnership/Legal Corporation | _____ Estate or trust |
| _____ Tax Exempt | _____ Pharmacy (Non-Corp.) |
| _____ Corporation providing or billing Home/Cemetery medical and/or health care services | _____ Pharmacy/Funeral (Corp.) |
| (select _____ Corporation NOT providing or billing medical and/or health care services | _____ Limited Liability Company |
| _____ Other: _____ | applicable tax classification.) |
| | <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/offerors 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/offeror 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/Offeror

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

Ownership exceeding 5%	(<input type="checkbox"/>)
Ownership value exceeding \$106,447.20	(<input type="checkbox"/>)
Distributive Income Share exceeding 5%	(<input type="checkbox"/>)
Distributive Income Share exceeding \$106,447.20	(<input type="checkbox"/>)

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/offeror (or its parent) as follows:

If the proportionate share of the named individual(s) in the ownership of the contractor/offeror (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 the Secretary of State or the Federal Board of | Yes
_____ | No
_____ |

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/offers desiring to enter into certain contracts with the State of Illinois must disclose the information as specified below.

Contractor/offers 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/offers 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/offers 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/offers:

Name (printed) _____ Title _____

Signature _____ Date _____