

ILLINOIS STATE UNIVERSITY

Purchasing Department



Illinois State University
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November 30, 2009

ILLINOIS STATE UNIVERSITY

QUALITY BASED SELECTION #QBS121709

Campus Master Plan Support Services - Illinois State University is seeking statements of qualifications from architectural firms interested in providing design support services for the University's initiative to revise the campus master plan. University staff will be developing a Master Plan which will address physical development, boundaries, utilities, pedestrian and vehicular traffic patterns, land acquisition, etc., for the next decade or so. That information will need to be translated into a format (electronic and paper documents) usable by the campus community. Deliverables will include graphics and other presentation materials, suitable for publication, that represent the future of the campus. The total budget for this portion of the project is approximately \$50,000.

Any firm or individual who wishes to submit their qualifications in response to this solicitation must submit the State Board of Elections (SBE) certificate of business entity registration, complete and submit the Vendor Certification of Compliance with Public Act 095-0971 Form (attached), complete and submit the Financial Interests and Potential Conflicts of Interests Disclosures form (attached), and complete and submit the Iran Statement form (attached). If you do not submit the SBE certificate (if required), the completed Vendor Certification of Compliance with Public Act 095-0971 Form, the Financial Interests and Potential Conflicts of Interests Disclosures form, and the Iran Statement form, your qualifications may not be accepted by the University.

Please refer to Public Act 95-971, which is available at <http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=095-0971&GA=095>, and the SBE website (www.elections.il.gov) for more specific information on whether you are required to register or not. Information on how to complete and submit copies of the Vendor Certification of Compliance with Public Act 095-0971 Form is available at the Illinois Public Higher Education Procurement Bulletin website (<http://www.procure.stateuniv.state.il.us>). A copy of the Vendor Certification of Compliance with Public Act 095-0971 Form, the Financial Interests and Potential Conflicts of Interests Disclosures form, and the Iran Statement form are attached at the end of this solicitation.

Your statement of qualifications must include the information requested above, the information included on the CDB 255 form, and any other information about your firm that you would like to include

pertaining to this project. A copy of your CDB pre-qualification confirming your registration, the certificate of business entity registration from the State Board of Elections, a copy of your Vendor Certification of Compliance with Public Act 095-0971 Form, the Financial Interests and Potential Conflicts of Interests Disclosures form, and the Iran Statement form must be included in your response. Three copies of your statement of qualifications must be sent to Robyn Schuline, 117 Hovey Hall, 1220 Purchasing Office, Normal IL 61790-1220. Statements of Qualifications are due December 17, 2009, at 2:00 PM local time.

Financial Interests and Potential Conflicts of Interests Disclosures

SUBMIT THIS INFORMATION WITH YOUR BID, PROPOSAL, OR OFFER.

The Illinois Procurement Code requires that vendors desiring to enter into certain contracts with the State of Illinois must disclose the financial and potential conflict of interest information as specified in this form.

STEP 1 – SELECT THE DOCUMENTATION YOU ARE SUBMITTING

► Publicly Traded Entities – Select one.

- ☐ I have attached a copy of the corporate Form 10-K
- ☐ I am going to complete Step 2 for each qualifying individual.

► Privately Held Entities (with more than 400 shareholders)

- ☐ I am going to complete Step 2 for each qualifying individual and have attached information that would be included in a Form 10-K.

► Privately Held Entities (with less than 400 shareholders)

- ☐ I am going to complete Step 2 for each qualifying individual.

STEP 2— LIST INDIVIDUALS WITH FINANCIAL INTERESTS IN YOUR COMPANY OR BUSINESS

☐ No individuals have an ownership value or distributive income share of more than 5% or \$90,414.60. Proceed to Step 4.

☐ I have entered below those individuals with an ownership or distributive income share of more than 5% or \$90,414.60 in this company (use codes in blue below).

Financial Interest of Ownership*	Name (Create a separate Step 3 page for each individual.)	Address	Type of Ownership/ Distributable Income Share**	Ownership interest in the vendor (or its parent)
				☐ %
				☐ Amt
				☐ %
				☐ Amt
				☐ %
				☐ Amt
				☐ %
				☐ Amt
				☐ %
				☐ Amt

Attach additional pages if needed.

*Financial Interest of Ownership Code (Use all that apply):

- 1 = Ownership exceeding 5%
- 2 = Ownership value exceeding \$90,414.60
- 3 = Distributive income share exceeding 5%
- 4 = Distributive income share exceeding \$90,414.60

**Type of Ownership/Distributable Income Code:

- 1 = Sole proprietorship
- 2 = Stock
- 3 = Partnership
- 4 = Other (Explain)

STEP 3 – DISCLOSE POTENTIAL CONFLICTS OF INTEREST FOR EACH INDIVIDUAL NAMED IN STEP 2

For each of the individuals identified in Step 2, indicate which, if any, of the following beneficial relationships could be a potential conflict of interest. If "Yes," please use the space under the section to describe—attach additional pages as necessary.

Name of Individual _____

- | | | |
|---|---------------------------------|--------------------------------|
| a. State employment, currently or in the previous 3 years, including contractual employment of services. | Yes
☐ | No
☐ |
| b. State employment of 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 registered with either the Secretary of State or the Federal Board of Elections. | Yes
☐ | No
☐ |
| 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
☐ |

► Current Contracts

O No.

Unit of State Government	Project Name, Bid/Proposal Number, or Lease	Contract Total
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○ No.

Unit of State Government	Project Name, Bid/Proposal Number, or Lease	Est. Contract Total
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Name

Title

Signature

Date _____

If you do not complete and return this form with your response, you will be considered as “non-responsive” to this solicitation.

IRAN STATEMENT

In accordance with Illinois Public Act 95-616, the Illinois Procurement code 30 ILCS 500/50-36 requires that all bid solicitations, RFP's and RFI's include the following disclosure.

A responding firm must reply to the following request for information. Failure to respond will disqualify your firm from consideration in this solicitation.

Does the following information apply to your firm? An authorized representative of the responding firm must affix his/her signature below indicating whether the information does or does not apply to your firm.

Within the 24 months before submission of the bid, offer, or proposal the bidder, offeror, or proposing entity, or any of its corporate parents or subsidiaries, has had business operations that involved contracts with or provision of supplies or services to

- (a) the Government of Iran;
- (b) companies in which the Government of Iran has any direct or indirect equity share;
- (c) consortiums or projects commissioned by the Government of Iran; or
- (d) companies involved in 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.

NO, the above information does NOT apply to our firm.

Signature

YES, the above information DOES apply to our firm. We understand that the University is required to notify the State Comptroller of this disclosure.

Signature

Statement for "Doing Business with Universities"

Compliance with Public Act 095-0971 (Vendor Registration with State Board of Elections)

If your company has not already reviewed Public Act 095-0971 we strongly recommend that you do so immediately. Failure to comply with the requirements of the Act will impact your ability to continue to do business with any of the state universities, which include Chicago State University, Eastern Illinois University, Governors State University, Illinois State University, Northeastern Illinois University, Northern Illinois University, Southern Illinois University, University of Illinois, and Western Illinois University. The Act is available at

<http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=095-0971>

The Act was amended by P.A. 095-1038 effective March 11, 2009, and the amendment is available at

<http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=095-1038>

Listed below are some of the critical requirements of the Act, which apply to all types of vendors except for not-for-profit organizations and governmental entities. There are no exceptions for out-of-state or non-U.S. vendors.

- If you are submitting a bid or proposal exceeding \$50,000 on any state university procurement solicitation,

OR

If the bid or proposal you are submitting is less than \$50,000 BUT the annual total value of all of your contracts and offers with all State agencies (including all current State contracts, the bid or proposal you are submitting, any other pending offers, and offers you previously submitted this year where you were not awarded a contract) exceeds \$50,000,

YOU MUST TAKE BOTH OF THE FOLLOWING ACTIONS:

1. Obtain a certificate of registration from the Illinois State Board of Elections
 - AND
 2. Include a copy of the registration certificate with your bid or proposal.
- If a bid or proposal from a vendor who is required to register with the Board of Elections is not accompanied by a copy of the registration certificate, the bid or proposal cannot be accepted by the state university. There is no grace period allowing for registration with the Board of Elections after bid opening.

Specific information on how to submit the registration certificate with a bid or proposal will be provided in each solicitation issued by a state university.

If you need to register with the State Board of Elections, please visit its website for specific information on the registration process: https://BEREP.elections.il.gov .

NEW STATE OF ILLINOIS REQUIREMENT FOR ALL BIDDERS

Please Read Carefully Before Responding.

Compliance with Public Act 095-0971 (Registration with State Board of Elections)

If you have not already reviewed Public Act 095-0971, which went into effect on January 1, 2009, we strongly recommend that you do so immediately. The Act is available at <http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=095-0971>.

The Act was amended by P.A. 095-1038 effective March 11, 2009, and the amendment is available at <http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=095-1038>.

If you wish to submit a bid or proposal in response to this solicitation you must certify your compliance with the registration requirements of the Act by checking the appropriate box on the form below. Furthermore, if you are required to register with the State Board of Elections, you must also provide a copy of your certificate of registration with your bid or proposal.

If you do not certify your compliance with the Act and provide a copy of the registration certificate issued to you by the State Board of Elections if you are required to register, your bid or proposal cannot be accepted by the University. You must be registered with the Board of Elections prior to bid opening. THERE IS NO GRACE PERIOD ALLOWING FOR REGISTRATION WITH THE BOARD OF ELECTIONS AFTER BID OPENING.

Vendor Certification of Compliance with Public Act 095-0971 **(Registration with State Board of Elections)**

Please read all of the following explanatory notes before completing the certification:

- If you are a for-profit vendor submitting a bid or proposal exceeding \$50,000, you must check Box #2, register with the State Board of Elections, AND SUBMIT A COPY OF THE REGISTRATION CERTIFICATE ISSUED TO YOU BY THE BOARD OF ELECTIONS WITH YOUR BID OR PROPOSAL.
- If you are a for-profit vendor submitting a bid or proposal for less than \$50,000 but the annual total value of all of your contracts and offers with all State agencies (including all current State contracts, the bid or proposal you are submitting, any other pending offers, and offers you previously submitted this year where you were not awarded a contract) exceeds \$50,000, you must check Box #2, register with the State Board of Elections, AND SUBMIT A COPY OF THE REGISTRATION CERTIFICATE ISSUED TO YOU BY THE BOARD OF ELECTIONS WITH YOUR BID OR PROPOSAL.
- If you are a for-profit vendor submitting a bid or proposal for less than \$50,000, and the annual total value of all of your contracts and offers with all State agencies is also less than \$50,000, you may check Box #1 indicating that you are not required to register.
- If you are a not-for-profit organization or governmental entity, you may check Box #1 indicating that you are not required to register regardless of the amount of your bid or proposal or the annual total value of all of your contracts and offers with all State agencies.
- There are no exceptions to the registration requirements for out-of-state or non-U.S. vendors.

Certify your compliance with the Act by checking the appropriate box. If you fail to check any box, the University cannot accept your bid or proposal.

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

(or)

2. ☐ The bidder/proposer 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 Procurement Code (30 ILCS 500/20-160). Further, the bidder/proposer acknowledges that all contracts between State agencies and a business entity that do not comply with this Section shall be voidable under Section 50-60 of the Procurement Code (30 ILCS 500/50-60).

If you need to register with the State Board of Elections, please visit its website for specific information on the registration process: https://BEREP.elections.il.gov.

ATTACH BOARD OF ELECTIONS REGISTRATION CERTIFICATE TO THIS PAGE.

If you are not required to register, check here ☐