

UNIVERSITY OF ILLINOIS

Chicago • Springfield • Urbana-Champaign

Office of Business and Financial Services
Purchasing Division

Request for Proposal

No. NJD183

Content Management System

PROPOSAL DUE DATE: April 20, 2010

PROPOSAL DUE TIME: 3:00 PM, CST

PRE-PROPOSAL CONFERENCE: Tuesday, March 30, 2010

Details for Pre-Proposal Conference in Section 6.3

Questions regarding general proposal procedures should be directed to:

Send or deliver Proposal to:

Nancy Dorsch, CPPB
Senior Contract Coordinator
University of Illinois at Chicago
Purchasing Division,
Chicago, Illinois 60612-7203
Ph: (312)-996-2054, Fax: (312)-996-3135
Email: ndorsch@uic.edu

**University of Illinois at Chicago
Purchasing Division (M/C 560)
809 S. Marshfield Ave., Suite 310
Chicago, Illinois 60612-7203**

NUMBER OF COPIES: Submit one (1) original copy and seven (7) copies.

OFFER FIRM TIME: One Hundred Twenty (120) Days

Notes:

- 1. Proposers shall adhere to the instructions and submittal requirements contained herein. Failure to comply with any or all requirements may result in the rejection of proposal.*
- 2. Late proposals may not be considered and may be returned unopened.*
- 3. Proposer must complete the enclosed **Appendix VII Proposer's Disclosure of Financial Interest**. Proposer must also include a copy of their **Illinois Board of Elections certificate per Appendix IX, #19**.*
- 4. Failure to complete and return this form and certificate with Proposer's response may result in its being considered non-responsive to this solicitation.*

TABLE OF CONTENTS

RFP SECTION	PAGE
1. INTRODUCTION	3
2. SCOPE OF WORK/TECHNICAL SPECIFICATIONS	3
3. CRITERIA.....	9
4. PROPOSAL EVALUATION PROCEDURE.....	10
5. SUBMITTAL REQUIREMENTS	11
6. INSTRUCTIONS TO PROPOSERS.....	13
 APPENDICES	
Appendix I REQUIRED/RECOMMENDED COMPONENTS & QUESTIONNAIRE.....	19
Appendix II SUPPORT AND TRAINING QUESTIONNAIRE.....	21
Appendix III PRICING PROPOSAL.....	23
Appendix IV PROPOSER'S DISCLOSURE OF FINANCIAL INTERESTS.....	27
Appendix V BIDDER'S APPLICATION FORM.....	30
Appendix VI REFERENCES.....	37
Appendix VII REQUIRED CERTIFICATIONS AND PREFERENCES.....	38
Appendix VIII CONTRACT.....	45

1. INTRODUCTION

1.1 Overview /Objectives

This Request for Proposal is to purchase Content Management System (CMS) software. It is anticipated that a contract for an initial three year term will commence upon execution of the contract, with the option to renew for two one year term at the same terms and conditions based on satisfactory performance, continuing need and availability of funds.

1.2 University Background

The University of Illinois is the state's foremost comprehensive public university. The three distinct campuses in Chicago, Springfield and Urbana-Champaign serve the people of Illinois through a shared commitment to our missions of excellence in teaching, research, public service and economic development.

The University of Illinois at Chicago (UIC) is a major research university located in the heart of one of the world's greatest cities. UIC provides a first-rate education for its students and is committed to creating and disseminating new knowledge as a university of growing national and international stature. The largest university in the Chicago area, UIC has approximately 25,000 students, 12,000 faculty and staff, 15 colleges, including the nation's largest medical school, and an annual research expenditure exceeding \$332 million.

Our campus attracts the nation's most talented students with hundreds of undergraduate, graduate and professional programs, many of them ranked among the best in the United States. We are also the state's largest educator.

1.3 Overview

As the main communications tool for the campus, the UIC Web site (www.uic.edu) receives approximately 15 million visits a year. Due to the university's highly visible Web presence, the Office of Marketing and Communications has been charged with evaluating and redesigning the main campus Web site and creating tools to reinforce the brand.

Based on this need, UIC is seeking a CMS to help the university Director of Digital Marketing, and campus communicators to coordinate and publish information in a timely and consistent manner that requires minimal training.

With an easy-to-use CMS, UIC will also be able to extend the Web site look-and-feel to various college and unit Web sites, further strengthening the brand and bringing consistency to Web communications.

To effectively identify and roll out a CMS, UIC will be selecting and executing a contract with a vendor capable of fulfilling campus Web needs. The CMS selected will be used by various campus stakeholders who have varying levels of technology expertise.

2. SCOPE OF WORK/TECHNICAL SPECIFICATIONS

The specifications outlined in this section and the Proposer's response to it will be incorporated into the final Contract. Proposers should provide a proposal based on the following technical specifications and minimum requirements:

2.1 The selected CMS must:

- a.) Provide an environment where Director of Digital Marketing and unit Webmasters can easily manage and publish content, and easily apply consistent look and feel throughout the site. Specifically the CMS should be able to: cut/paste text from Microsoft Word; contain steps to add downloadable documents, as well as graphics, photo and streaming videos, etc. ; contain steps to add options to the Navigation Bar; comply with the Illinois Information Technology Accessibility Act accessible; have an easy use of Administration interface; and provide easy use of templates, including previews.
- b.) Be able to accommodate college, department and unit sites in the future. The first site to use the CMS will be the main UIC site, which is about 80 pages. Up to six of the University's colleges or units will utilize the CMS after the main website use is established. After the initial roll out, it is unclear how many units on campus will take part in the CMS but campus administration will encourage all units to convert to the new Web template system.
- c.) Have extensive functionality to ensure sites (and the CMS itself) complies with Information Technology Association of America and Illinois state law. Site must also meet W3C Web markup standards, W3C content accessibility guidelines and Federal Section 508 standards, in order to uphold UIUC/iCITA HTML Best Practices located at <http://html.cita.uiuc.edu/> . Final accessibility evaluation will be managed by UIC's Disability Resource Center.
- d.) Be easy to use--users only need basic wordprocessing skills to navigate system. Vendor will provide 2-3 in-person training at workshops hosted by the UIC Office of Marketing and Communications. 24-7 online support is also needed.
- e.) Support several foreign languages, including Spanish.
- f.) Delegation and various levels of user privileges while ensuring quality is maintained through editing/sign off procedures.
- g.) Have features to help with version control, roll back, reports, integration with social networking, customized publishing, quality reporting and review updates including:
 - Export/archive of content
 - Scheduling and expiration of content
 - Search/indexing of the site's content
 - Social networking (Facebook, Digg, Reddit, etc.)
 - Mobile device support
 - Blog
 - Wiki
- h.) Allow for multiple graphic templates to ensure a consistent look and feel across campus Web sites.
- i.) Include out-of-the-box modules including blogs, forms, event calendars and RSS feeds.
- j.) Be easily integrated with various systems, including Banner, Blackboard and uPortal—the CMS needs to allow for users to easily login to several systems via the site.
- k.) Include options for users to enhance or build on existing CMS for further customization.
- l.) Support single sign in, integrating with Shibboleth authentication, allowing proper CMS access to permission groups.

m.) Be installed centrally at the University, with options for various departments to work from their own system. One license for the entire university is preferred (enterprise-wide license usage is still being determined).

n.) Selected vendor should also provide information related to:

- Detailed installation instructions
- Length of installation process—how long will it take a user with experience installing systems to install this application?
- What is the default set-up?

o.) Meet preferred/acceptable technology specifications provided by internal IT department, including:

- LAMP (Linux, Apache, MySQL, Perl/PHP) platform, Java/J2EE and Windows/IIS options (UIC has the ability to host J2EE or .NET based products)

p.) Be hosted by UIC; the Proposer will be required to submit the license agreement(s).

2.2 Definitions

The functional and/or component requirements specified below are classified as “required” or “recommended. For purposes of this RFP those terms shall have the following definitions:

2.2.1 “Required” means a functional or technical requirement that must be met either through the off-the-shelf solution, customization, or integration with other software.

2.2.2 “Recommended” means a functional or technical requirement that is very desirable to the University.

2.3 Required and Recommended Components and Implementation Questionnaire

Following are the functional and technical requirements for the contract management system and a questionnaire for vendor support and training.

<u>Priority</u>	
	<u>System Requirements</u>
Required	License – Open Source
Required	Operating System: such as - platform independent, or Windows Only
Required	Programming language: PHP, JAVA, Perl, Ruby, Python, VB
Required	Web server: such as - Any, Apache, IIS
	<u>Security</u>
Required	Content Approval
Required	Granular Privileges
Required	Versioning
Required	Shibboleth for authentication
	<u>Support</u>
Required	Commercial Support
Required	Commercial Training
Required	Developer Community
Recommended	Online Help

	<u>Ease of Use</u>
Required	Drag-N-Drop content
Recommended	URI shortening/friendly URLs
Required	Undo
Required	WYSIWYG Editor
	<u>Performance</u>
Recommended	Advance Caching
Recommended	Load Balancing
	<u>Management</u>
Recommended	Content Scheduling
Recommended	Content Staging
Required	Themes/skins
Required	Web Statistics
Recommended	Web-based Style/Template Management
Recommended	Web-based Translation Management
	<u>Interoperability</u>
Required	Content Syndication (RSS)
Required	WAI Compliant
Required	XHTML Compliant
	<u>Flexibility</u>
	CGI-mode Support
Required	Content Reuse
Required	URL Rewriting
	<u>Built-in Applications</u>
Required	Blog
Required	Chat
Required	Contact Management
Recommended	Database Reports
Recommended	Discussion / Forum
Recommended	Document Management
Required	Events Calendar
Required	FAQ Management
Required	Help Desk/Bug Reporting
Recommended	Link Management
Nice to have	My Page/ Dashboard
Required	Polls
Required	Project Tracking
Required	Search Engine and/or Google Search
Required	Surveys
Required	Syndicated Content (RSS)
Required	Tests /Quizzes

Implementation & Deployment Services
Provide documentation and presentation materials relevant to your Implementation process. Include sample schedules, requirements documents and test scripts.
For your implementation managers, what is the average number of years they have been deploying CMS software?
How many of your implementation managers are PMP certified?
Define your normal implementation team by role.
What are the major default phases used for a deployment?
What are the key milestones shared with the client to track the project against?
Describe a failed implementation you company was involved in.
What is your recommendation to clients in terms of the implementation of your product (implement in phases?)
What is the shortest, average and maximum implementation time for your product?
If given HTML design files by the client, have you implemented various “templates” that can be used by units on campus? Samples from other universities include: Virginia Tech: http://www.unirel.vt.edu/web/templates/index.html Carnegie Mellon: http://www.cmu.edu/cms/special/index.html Butler University: http://www.butler.edu/cmcp/templates/website-templates Tulane University: http://tulane.edu/news/style/web-identity-and-templates.cfm
Please describe the template implementation process.

2.4 Vendor Support and Training

The successful Proposer will:

- a.) Provide ongoing 24/7 help desk support with guaranteed response times and remote access support and software upgrades. Online support, FAQs and guides are also needed.
- b.) Conduct in-person sessions and provide online CMS training/support for various webmasters and unit staff (see detailed grid below).
- c.) Integrate existing HTML templates for UIC main Web site (approximately 80 pages) with CMS to ensure seamless transition and fully functioning site.
- d.) Integrate HTML pages/graphic templates into the CMS for use by various colleges and units. Based on the graphics developed for the new UIC Web site, the Marketing Office will be contracting with a graphic design firm to establish a “look and feel” that will be established for standard output templates that will be applied to new Web sites using the CMS. The selected proposer will build the templates into the CMS using the graphics provided by UIC.
- e.) Following is a questionnaire for support and training requirements:

Support Requirement
Maintenance
Do you provide a standard yearly maintenance agreement? (Define Terms)
Includes full numbered upgrades at no charge? (Example: v1 to v2)
How are upgrades distributed?
How often are upgrades released?
How are other major upgrades released?
Are clients allowed to have third parties perform upgrades?
What is the average cost to upgrade from current version to new version?
What is the average duration to perform an upgrade from current version to new version?
Describe the worst case upgrade you have performed in terms of time and cost.
What is your policy regarding customizations during upgrades?
What is your policy regarding configurations during upgrades?
Are upgrades Fixed Price or Time and Materials
Do you work with your clients to generate a detailed upgrade design document?
Do you perform rigorous QA and Regression testing of the upgrade itself and data migrated from the older version to the new version? (explain this item in detail)
Is there a warranty (please describe in detail: length, what kind of coverage, will warranty cover trouble shooting, application support?)
After warranty, what maintenance is covered?
Are patches included in the maintenance agreement?
How often are patches released?
Do you charge to install patches if the CMS is installed at the client site?
Support Services
Do you provide a standard support program? (Define Terms/Programs)
What is the cost for each support program you offer?
Do you offer a Service Level Agreement? If so, please attach or define.
Is support managed from your corporate office, or multiple office locations? If multiple, list locations.
Do you use an external service provider to handle support issues?
Provide the time/day and days/week that support is available.
Are clients allowed access to your support database to track their issues? If not, how do they acquire status on their support issues.
Do you provide a Knowledge Center that can accessed via the Web with FAQ access for your clients?
If a client's issue(s) cannot be resolved without issuing a patch, will you create a patch for a specific client Immediately, or must they wait for the next scheduled patch release?
Training Services
Do you offer formal training services? If so, please define them here, or attach marketing material related to your training programs.

Do you office classes at the client site?
If the training is at the client site do you customize the training materials?
What is the average cost to customize training materials?
Do client keep training materials?
What training programs do you offer? (i.e. Sys Admin, Application Admin, Power user, Casual user)
Do you offer Train the Trainer courses?
What is the average size of your classes?
What is the maximum size of your classes?
What is the timeframe prior to the start of a class that client can cancel for a full refund?
Are your instructors professional trainers? What is the average number of years your trainers have worked for your company and in the CLM industry?
Do you provide the following materials and if so, what is the cost?
Written materials
Audio/visual
Hyperlinked reference materials

3. CRITERIA

The following criteria grouped by relative order of importance, will be used in the evaluation of proposals.

Technical Criteria

- 1) Ability of the software product to meet the specifications in this RFP.
- 2) Demonstrated experience with implementing CMS's across large universities or other organizations
- 2) Demonstrated experience integrating existing HTML templates with CMS to ensure a fully functioning site
- 3) Demonstrated ability to understand the University's specific CMS needs and goals
- 4) Documented leadership in the field, as evidenced by white papers, speeches, research, etc. and any of the following:
 - Case studies, examples showing implementation of CMS across large organizations
 - Sample documentation showing process for implementation
 - CMS overview diagrams
 - Technical requirements
 - Qualifications of key personnel as evidenced by technical training, education and resumes
- 5) Demonstrated success in performing similar services for similar sized and type of universities or public organizations as evidenced by favorable recommendations from referenced clients where

similar or like services are being or have been performed

- 6) Demonstrated experience providing 24/7 customer support, response times and help desk features
- 7) The quality of the Program Plan for providing the software application and performing the required services.
- 8) Adequacy of financial resources
- 9) Exceptions to the University's terms and conditions
- 10) Overall quality and completeness of response

Pricing Criteria

- 1) Overall cost to the University

4. PROPOSAL EVALUATION PROCEDURE

4.1 Evaluation of Proposals

All Proposals will be evaluated by an evaluation team. Based on this evaluation University will determine the award of the Contract. The criteria in Section 3, grouped by relative order of importance, will be used in determining the best-qualified offers:

4.2 Acceptance of Proposals

University reserves the right to reject any or all Proposals or any part thereof, to waive formalities, and to accept the Proposal deemed most favorable to University.

4.3 Proposer Presentations

University reserves the right to, but is not obligated to, request and require that each Proposer provide a formal presentation of its Proposal at a date and time to be determined. If required by University, it is anticipated that such presentation will not exceed two (2) hours. No Proposer will be entitled to present during, or otherwise receive any information regarding, any presentation of any other Proposer.

4.4 Right to Inspect

UNIVERSITY reserves the right to inspect and investigate thoroughly the establishment, facilities, equipment, business reputation, and other qualification of the Proposer and any proposed Subcontractors and to reject any Proposal irrespective of price if it shall be administratively determined that the Proposer is deficient in any of the essentials necessary to assure acceptable standards of performance. UNIVERSITY reserves the right to continue this inspection procedure throughout the life of the Contract that may arise from this RFP.

4.5 Best and Final Offer

University reserves the right to request a Best and Final Offer from finalist Proposer(s), if it deems such an approach necessary. In general, the Best and Final Offer would consist of updated costs as well as answers to specific questions that were identified during the evaluation of Proposals.

If University chooses to invoke this option, Proposals would be re-evaluated by incorporating the information requested in the Best and Final Offer document, including costs, and answers to specific questions presented in the document. The specific format for the Best and Final Offer would be determined during evaluation discussions. Turnaround time for responding to a Best and Final Offers document is usually brief (i.e., five (5) business days).

5. SUBMITTAL REQUIREMENTS

5.1 Proposed Plan of Action/Program Plan. As part of the Program Plan, include an executive summary clearly stating the Proposer's understanding of the scope of services, the engagement and the University environment. The Proposer must provide a Program Plan to support its Proposal. Provide a detailed proposed plan of action indicating how all requirements will be met. Submit a matrix summarizing how each of the requirements will be met and indicating the resources that the University must commit to ascertain successful implementation. Complete **Appendices I and II.**

Schedule: In addition, the proposed plan of action shall include a detailed implementation schedule, including any critical path actions that may cause delay if the schedule is not met. Also, please indicate the ability to implement the system by modules and the flexibility of altering the order of implementation of each module.

Maintenance: The proposed maintenance plan for the solution shall be described in this section. The maintenance section shall indicate if the maintenance plan includes technical support and the extent of such support included in the price for maintenance. The terms of the maintenance plan shall be stipulated. If the proposer expects the University to enter into a standard maintenance agreement, it shall be included with the proposal.

Training: The proposed training plan shall be described in sufficient detail so as to provide samples of material and content of training. Indicate the number of hours recommended for different types of users.

5.2 Proposer's Qualifications and Other Required Information:

The Proposer must provide the following information:

- 1) Include a brief description of the organization's track record, including history, number of employees, number of years in business, and a list of projects relevant to this RFP. Provide a list of references where a similar solution was implemented. Include the name of the contact person, name of the organization, dollar value of the project, address, telephone number and email address. Please provide at least three (3) references. **Complete Appendix VI.**
- 2) The name, address, telephone, fax number, and primary contact person of the company.
- 3) An organizational staffing plan for the personnel who will perform the services outlined in this RFP including support staff. Also, provide availability and qualifications of possible substitute personnel if key personnel become unavailable. Indicate if subordinates will represent your firm on occasion and under what conditions.

- 4) If applicable, the company's branch office addresses, telephone numbers, fax numbers, and contact persons, noting the branch office that would be used to provide the services outlined in this RFP.

5.3 Key Personnel:

Chronological resumes of key management and operational staff who will be assigned to provide the services outlined in this RFP, including but not limited to:

- Technical training and education;
- General experience;
- Specific experience with services being requested;
- Roles and responsibilities of key personnel on the project;
- Qualifications and abilities to perform the services being requested; and
- Memberships in Professional Organizations.

5.4. Track Record:

Company background, including years in business, volume of clients, number of employees with breakdown of professional staff, administrative staff and clerical staff, areas of expertise, and a list of relevant services the company provides. Indicate the technical aspects of the technology employed to assist in your company's services.

5.5 Financial Statement:

The company's most recent audited financial statements for the past three (3) fiscal years, including auditor's letter of opinion, Balance Sheets, audit notes, and related schedules.

5.6 Contract:

All terms and conditions of the Contract(s) resulting from this Request for Proposal (RFP) are provided in **Appendix VIII**.

University will issue a contract to the Proposer(s) who has, in the opinion of the University, best demonstrated competence and qualification for the type of Software Application and Professional Services required at fair and reasonable prices/compensation and whose Proposal is deemed to be in the best interest of University.

5.8 Other:

Other information the Proposer deems pertinent to demonstrating its qualifications to perform the services being requested such as memberships in any professional associations.

5.9 Proposer's Package

The Proposer may submit the Proposal in two (2) parts as described below. The parts may be submitted in the same package provided that parts are clearly separated and identified as outlined below:

1) Technical Proposal

Submit one (1) original (clearly marked as "Original") and seven (7) copies of the Technical Proposal containing entire proposal in a sealed package clearly marked with the RFP number and "Technical Proposal." The following documents comprise the Technical Proposal:

- a) Cover Letter signed by the Proposer. By signing the Proposal, the Proposer signifies agreement with and acceptance of all the terms, conditions and specifications shown in this RFP. Any exceptions to terms, conditions and specifications must be clearly identified in the cover letter referencing the pertinent section from this RFP and sample contract. Such exceptions will be considered when evaluating the Proposer's response to this RFP. The person signing the proposal represents and warrants that he/she has authority to bind his/her company.
- b) Proposer's Program Plan/Technical Proposal Submittal Requirements
- c) Completed and signed forms in **Appendix IV – Disclosure of Financial Interests**
- d) Completed and signed forms in **Appendix V – Bidder Application Form**
- e) Completed and signed forms in **Appendix VI – References**
- f) **Appendix VII- REQUIRED CERTIFICATIONS AND PREFERENCES** including a copy of the Illinois Board of Elections certificate.

2) Pricing Proposal

Submit one (1) original (clearly marked as "Original") and seven (7) copies of the completed and signed Pricing Proposal (**Appendix III**) in a separate sealed envelope that is clearly marked with the RFP number and "Pricing Proposal." The response to Appendix III should include any supplemental or renewal option period pricing schedules.

3) Contract

Submit two (2) originals of the completed and signed Contract (**Appendix VIII**).

- a. Each Contract submitted must bear an original signature and date.
- b. Complete the Articles pertaining to Contractor name and address, notification information, and taxpayer identification number.
- c. Clearly identify any exceptions to the terms and conditions of the Contract(s) by referencing the pertinent Article in a letter submitted with the signed Contracts. Provide rational objections to the Article. Such exceptions will be considered when evaluating the Proposer's response to this RFP.

6. INSTRUCTIONS TO PROPOSERS

6.1 Instructions

This RFP provides potential Proposers with sufficient information to enable them to prepare and submit proposals. This RFP also contains the instructions governing the submittal of a proposal and the materials to be included therein, including mandatory requirements, which must be met to be eligible for consideration, and other requirements to be met by each proposal. All proposals must be complete as to the information requested in this RFP in order to be considered responsive.

6.2 Availability of Documents

All State universities in Illinois publish their competitive bid, RFP, and other procurement notices, as well as award information, at: <http://www.procure.stateuniv.state.il.us>. Interested suppliers should note that, unless otherwise stated in the bid or RFP documents, there is no charge or fee to obtain a copy of or respond to documents posted for competitive solicitation. Suppliers intending to respond to any posted solicitation are encouraged to visit the web site above to insure that they have received a complete and current set of documents. Some procurement notices may provide a downloadable version of the pertinent documents and any amendments to them, available to suppliers after they have completed a simple registration process. Additionally, some notices may permit a supplier to submit a response to a posted requirement in an electronic format.

Any suppliers receiving a copy of procurement documents from a bid referral service and/or other third party is solely responsible for insuring that they have received all necessary procurement documentation, including amendments. The issuing University is not responsible for insuring that all or any procurement documentation is received by a supplier that is not appropriately registered with the issuing University.

6.3 Pre-proposal Conference

The University will hold a pre-proposal conference at 809 South Marshfield Ave. in Room 308, Chicago, IL at 10:00 AM on Tuesday, March 30, 2010. Representatives of the University will be present to answer any questions regarding the services requested or proposal procedures. Prospective Proposers must respond to Mattie McGraw at (312) 996-2850 or email at ndorsch@uic.edu on or before March 29, 2010 with firm name and number of attendees. A maximum of three (3) representatives from each firm may attend.

6.4 Access to the Pre-Proposal Conference

If special accommodations are required for Proposer to attend the Pre-Proposal Conference or the proposal opening, contact Mattie McGraw at (312-996-2850) or email ndorsch@uic.edu no later than three (3) days before the event.

6.5 Clarifications

Questions regarding this RFP are due in writing to Nancy Dorsch (contact information on cover page) no later than April 1, 2010.

6.4 Delivery of Proposal Package

The Technical Proposal, including the Pricing Proposal, must be either delivered by hand or sent to the Purchasing Division through U.S. Mail or other available courier services to the address shown on the cover sheet of this RFP. Include the RFP number on any package delivered or sent to the University Purchasing Division and on any correspondence related to the Proposal. The Proposer remains responsible for insuring that its Proposal is received at the time, date, place, and office specified. UNIVERSITY assumes no responsibility for any Proposal not so received, regardless of whether the delay is caused by the U.S. Postal Service, the University Postal Delivery System, or some other act or circumstance. **Proposals received after the time specified in the RFP will not be considered. All Proposals received after the specified time will be returned unopened.**

If using an express delivery service, the package must be delivered to the designated building and office and not to the University Postal Delivery System or Central Receiving facilities. Packages delivered by express mail services to other locations might not be re-delivered in time to be considered.

6.5 **Uniformity**

To provide uniformity and to facilitate comparison of Proposals, all information submitted must clearly refer to the page number, section or other identifying reference in this RFP. All information submitted must be noted in the same sequence as its appearance in this RFP. UNIVERSITY reserves the right to waive minor variances or irregularities.

6.6 **Proposal Material**

The Proposal material submitted in response to the RFP becomes the property of UNIVERSITY upon delivery to the Purchasing Division and is to be appended to any formal document which would further define or expand the Contractual relationship between UNIVERSITY and the Proposer. All of the material will be considered as part of this RFP.

6.7 **Addenda**

Should any proposer have questions concerning conditions and specifications, or find discrepancies in or omissions from the specifications, or be in doubt as to their meaning, they should notify the Purchasing Division no later than five (5) days prior to the opening and obtain clarification prior to submitting a solicitation. Such inquiries must reference the date of opening and UNIVERSITY bid or RFP number.

Any addenda issued to Proposers prior to the Proposal opening date shall include an addendum acknowledgement section. Since all addenda become a part of the Proposal, all addenda must be signed by an authorized Proposer representative and returned with the Proposal on or before the Proposal opening date. Failure to sign and return any and all addendum acknowledgements shall be grounds for rejection of the Proposal response.

Interpretations that change the terms, conditions, or specifications will be made in the form of an addendum to the solicitation by UNIVERSITY. If issued, University will post the addenda on the Higher Education Procurement Bulletin (www.procure.stateuniv.state.il.us/). In the event there are any conflicts between the general terms and conditions and any special terms and conditions, the special terms and conditions shall take precedence.

6.8 **Proposal Modifications**

Proposals submitted prior to the Proposal opening date may be modified or withdrawn only by written notice to UNIVERSITY. Such notice must be received by the Purchasing Division prior to the time designated for opening of the Proposal. Proposer may change or withdraw the Proposal at any time prior to Proposal opening; however, no oral modifications will be allowed. Only letters or other formal written requests for modifications or corrections of a previously submitted Proposal that are addressed in the same manner as the Proposal and that are received prior to the scheduled Proposal opening time will be accepted. The Proposal, when opened, will then be corrected in accordance with such written requests, provided that the written request is contained in a sealed envelope that is clearly marked with the RFP number and "Proposal Modification." No modifications of the Proposal will be accepted at any time after the Proposal opening date and time.

A withdrawn Proposal may be resubmitted up to the time designated for the receipt of Proposal provided that it is then fully in conformance with the requirements of the RFP.

6.9 Proposer's Responsibility for Services Proposed

The Proposer must thoroughly examine and will be held to have thoroughly examined and read the entire RFP document. Failure of Proposers fully to acquaint themselves with existing conditions or the amount of work involved will not be a basis for requesting extra compensation after the award of a Contract.

6.10 Errors and Omissions

The Proposer is expected to comply with the true intent of this RFP taken as a whole and shall not avail itself of any errors or omission to the detriment of the services. Should the Proposer suspect any error, omission, or discrepancy in the specifications or instructions, the Proposer shall immediately notify UNIVERSITY in writing, and UNIVERSITY shall issue written instructions to be followed. The Proposer is responsible for the contents of its Proposals and for satisfying the requirements set forth in the RFP.

6.11 RFP Interpretation

Interpretation of the wording of this document shall be the responsibility of UNIVERSITY and that interpretation shall be final.

6.12 Confidentiality and Response Cost and Ownership

From the date of issuance of the RFP until the opening date, the Proposer must not make available or discuss its Proposal, or any part thereof, with any employee or agent of UNIVERSITY. The Proposer is hereby warned that any part of its Proposal or any other material marked as confidential, proprietary, or trade secret, can only be protected to the extent permitted by Illinois Statutes.

6.13 Use of Subcontractors

If the Proposer intends to use Subcontractors to perform any portion of the work described in this RFP, the Proposal must clearly state so. The Proposer's response must include a description of which portion(s) of the work will be subcontracted out, the names and addresses of potential Subcontractors and the expected amount of money each will receive under the Contract.

6.14 Proposer's Disclosure of Financial Interests

The Proposer must complete and return the enclosed "VENDOR'S DISCLOSURE OF FINANCIAL INTERESTS" form along with their offer. In the event that further clarification is required on any of the information provided, UNIVERSITY reserves the right to make any necessary communication with a proposer for such purpose. Such communication, if made, may include a deadline by which time any necessary clarifying information must be submitted.

6.15 Illinois Department of Human Rights Number

All Proposals require this number or a statement by the Proposer that a PC-1 Employer Report Form has been submitted to the IDHR prior to the bid/proposal due date for the Proposer to be eligible to propose an offer for this contract. Contact the Illinois Department of Human Rights, Public Contracts Unit, Suite 10-100, 100 West Randolph Street, Chicago, Illinois 60601, Area Code (312) 814-2431. Web Site: <http://www.state.il.us/dhr/index.htm>.

6.16 Procurement Rules

All bidding, proposals, offers and procurement will be conducted in accordance with the Procurement Rules of the Chief Procurement Officer for Public Institutions of Higher Education, which have been adopted pursuant to the Illinois Procurement Code. All Proposers will be strictly held to these statutes and rules and they are considered incorporated herein by reference as if attached hereto. The Proposer remains solely responsible for insuring that its Proposal is received at the time, date, place, and office specified.

6.17 "No Bid" Requirement

If not submitting an offer, respond by returning this form, marking it "NO BID", and explain the reason. Repeated failure to quote without sufficient justification shall be cause for removal of the vendor name from the mailing list. NOTE: to qualify as proposer, vendor must submit a "NO BID", and it must be received no later than the stated opening date and hour.

6.18 University RFP Form

Please use our solicitation form for submitting your offer. Variations or exceptions from the specifications and general conditions should be shown on an attached Exceptions to Specifications sheet. Such exceptions or deviations may be considered in evaluating the offers received. Any exception taken must be noted in the space provided within this solicitation to facilitate this requirement. Failure to comply with this condition may cause your offer to be considered "nonresponsive."

6.19 University's Goals for Contracting with Minorities, Females, and Persons with Disabilities

In support of the Business Enterprise for Minority, Female and Persons with Disabilities Act (MAFBE; 30 ILCS 575 et seq., as amended) the University has established the goal of 19% of its contracts to be awarded to minority (5%), female (12%), and disabled (2%) businesses. The University encourages minority, female and disabled business enterprises to compete for and participate in University contracts. The goals can be met by means of contracts let directly to minority, female and disabled business firms by the University, or indirectly by the Proposer's ordering goods or services from minority, female and disabled firms when suppliers or subcontractors are needed to fulfill the Contract.

Information about the Proposer's MAFBE status must be included in the Illinois Public Higher Education Bidder Application Form (Appendix III) as part of the submission. The Proposer, if awarded a Contract, agrees to notify the University of Illinois of changes to its status as a minority, female or disabled business enterprise within fifteen (15) business days of the occurrence of such a change.

The Proposer agrees to identify minority, female and disabled business firms providing the Proposer with goods or services in the fulfillment of the Contract requirements, and further agrees to report, upon request by the University, the dollar value of purchases made with these firms. Upon request, the University will provide a list of certified minority, female and disabled business firms that may be contacted to fulfill the requirements of this Contract.

6.20 Pricing

All price and cost information requested in this solicitation should be provided by the proposer. While price is a factor in the evaluation of responses received, the relevant importance of price

may vary based on the nature of the purchase and the related significance of other criteria as may be expressed elsewhere in this solicitation. In evaluating price, University may give consideration to all cost factors relevant to determine the total final cost to University, including but not limited to: administrative cost of issuing multiple awards. University will be the sole determinant of the relevant and appropriate cost factors to be used in evaluating any Base or Alternate offers and/or Options.

6.21 Period of Firm Proposal

Prices for the proposed service must be kept firm for at least one-hundred-twenty (120) days after the last time specified for submission of Proposals. Firm Proposals for periods of less than this number of days may be considered non-responsive. The Proposer may specify a longer period of firm price than indicated here. If no period is indicated by the Proposer in the Proposal, the price will be firm until written notice to the contrary is received from the Proposer, unless otherwise specified in this RFP

6.22 Awards

University may, at its discretion evaluate all offers submitted on the basis of any Base or Alternate offers and/or Options indicated in this solicitation. University reserves the right to make the award on an all or none basis or split the award to multiple vendors based to the lowest responsible proposers meeting the specifications, terms and conditions. If a split award is not acceptable to a Proposer, it must be so stated in the response.

6.23 University Rights

University reserves the right to reject any and all offers, to waive any informality in the offers and, unless otherwise specified by the Proposer, to accept any item in the offer. University also reserves the right to accept or reject all or part of your offer, in any combination that is economically advantageous to University.

APPENDIX I - COMPONENTS, AND IMPLEMENTATION QUESTIONNAIRE

Priority	Functionality and/or Component	Yes	No	Comments
	<u>System Requirements</u>			
Required	License – Open Source			
Required	Operating System: such as - platform independent, or Windows Only, *nix Only			
Required	Programming language: PHP, JAVA, Perl, Ruby, Python, VB			
Required	Web server: such as - Any, Apache, IIS			
	<u>Security</u>			
Required	Content Approval			
Required	Granular Privileges			
Required	Versioning			
Required	Shibboleth for authentication			
	<u>Support</u>			
Required	Commercial Support			
Required	Commercial Training			
Required	Developer Community			
Recommended	Online Help			
	<u>Ease of Use</u>			
Required	Drag-N-Drop content			
Recommended	URI shortening/friendly URLs			
Required	Undo			
Required	WYSIWYG Editor			
	<u>Performance</u>			
Recommended	Advance Caching			
Recommended	Load Balancing			
	<u>Management</u>			
Recommended	Content Scheduling			
Recommended	Content Staging			
Required	Themes/skins			
Required	Web Statistics			
Recommended	Web-based Style/Template Management			
Recommended	Web-based Translation Management			
	<u>Interoperability</u>			
Required	Content Syndication (RSS)			
Required	WAI Compliant			
Required	XHTML Compliant			
	<u>Flexibility</u>			
Required	Content Reuse			
Required	URL Rewriting			
	<u>Built-in Applications</u>			
Required	Blog			
Required	Chat			

Required	Contact Management			
Recommended	Database Reports			
Recommended	Discussion / Forum			
Recommended	Document Management			
Required	Events Calendar			
Required	FAQ Management			
Required	Help Desk/Bug Reporting			
Recommended	Link Management			
Nice to have	My Page/ Dashboard			
Required	Polls			
Required	Project Tracking			
Required	Search Engine and/or Google Search			
Required	Surveys			
Required	Syndicated Content (RSS)			
Required	Tests /Quizzes			

Implementation & Deployment Services	Response/Comment
Provide documentation and presentation materials relevant to your Implementation process. Include sample schedules, requirements documents and test scripts.	
For your implementation managers, what is the average number of years they have been deploying CMS software?	
How many of your implementation managers are PMP certified?	
Define your normal implementation team by role.	
What are the major default phases used for a deployment?	
What are the key milestones shared with the client to track the project against?	
Describe a failed implementation you company was involved in.	
What is your recommendation to clients in terms of the implementation of your product (implement in phases?)	
What is the shortest, average and maximum implementation time for your product?	
If given HTML design files by the client, have you implemented various “templates” that can be used by units on campus? Samples from other universities include: Virginia Tech: http://www.unirel.vt.edu/web/templates/index.html Carnegie Mellon: http://www.cmu.edu/cms/special/index.html Butler University: http://www.butler.edu/cmcp/templates/website-templates Tulane University: http://tulane.edu/news/style/web-identity-and-templates.cfm	
Please describe the template implementation process.	

APPENDIX II - SUPPORT AND TRAINING QUESTIONNAIRE

Support Requirement	Vendor Response (Response Required for Each item)
Maintenance	
Do you provide a standard yearly maintenance agreement? (Define Terms)	
Includes full numbered upgrades at no charge? (Example: v1 to v2)	
How are upgrades distributed?	
How often are upgrades released?	
How are other major upgrades released?	
Are clients allowed to have third parties perform upgrades?	
What is the average cost to upgrade from current version to new version?	
What is the average duration to perform an upgrade from current version to new version?	
Describe the worst case upgrade you have performed in terms of time and cost.	
What is your policy regarding customizations during upgrades?	
What is your policy regarding configurations during upgrades?	
Are upgrades Fixed Price or Time and Materials	
Do you work with your clients to generate a detailed upgrade design document?	
Do you perform rigorous QA and Regression testing of the upgrade itself and data migrated from the older version to the new version? (explain this item in detail)	
Is there a warranty (please describe in detail: length, what kind of coverage, will warranty cover trouble shooting, application support?)	
After warranty, what maintenance is covered?	
Are patches included in the maintenance agreement?	
How often are patches released?	
Do you charge to install patches if the CMS is installed at the client site?	
Support Services	
Do you provide a standard support program? (Define Terms/Programs)	

What is the cost for each support program you offer?	
Do you offer a Service Level Agreement? If so, please attach or define.	
Is support managed from your corporate office, or multiple office locations? If multiple, list locations.	
Do you use an external service provider to handle support issues?	
Provide the time/day and days/week that support is available.	
Are clients allowed access to your support database to track their issues? If not, how do they acquire status on their support issues.	
Do you provide a Knowledge Center that can accessed via the Web with FAQ access for your clients?	
If a client's issue(s) cannot be resolved without issuing a patch, will you create a patch for a specific client Immediately, or must they wait for the next scheduled patch release?	
Training Services	
Do you offer formal training services? If so, please define them here, or attach marketing material related to your training programs. Do you office classes at the client site?	
If the training is at the client site do you customize the training materials?	
What is the average cost to customize training materials?	
Do client keep training materials?	
What training programs do you offer? (i.e. Sys Admin, Application Admin, Power user, Casual user)	
Do you offer Train the Trainer courses?	
What is the average size of your classes?	
What is the maximum size of your classes?	
What is the timeframe prior to the start of a class that client can cancel for a full refund?	
Are your instructors professional trainers? What is the average number of years your trainers have worked for your company and in the CLM industry?	
Do you provide the following materials and if so, what is the cost?	
Written materials	
Audio/visual	
Hyperlinked reference materials	

APPENDIX III - PRICING PROPOSAL

This Appendix I and Proposer's response to it will be incorporated into the final Contract. University makes no guarantee that the services identified in this RFP will be required as of the dates or in the quantities indicated.

1. METHOD AND RATE OF PAYMENT

1.1 This Appendix and successful Proposer's (Contractor's) response to it will be incorporated into the final Contract.

1.1.1 Product

	Cost Year 1	Cost Year 2	Cost Year 3	Totals
a. Software: Include all software licenses				\$_____
b. Customization				\$_____
c. UIC main site integration (80 pages)				\$_____
d. Training				\$_____
e. Vendor Support				\$_____
f. Maintenance				\$_____
g. Total for a three (3) year period				\$_____

1.1.2 Hourly Price

Solely for the purposes of evaluating the Proposal, please indicate the estimated number of hours and pricing that will be assigned for each staff member to provide the requested consultant services identified in Section 2.5 c. and 2.5 d. in the table below. The total number of estimated hours for consulting services for this project is 80. Please respond only to 80 hours on the form below.

On the indicated lines, please provide your Payroll Rate and Billable Rate for each category. The Payroll Rate is defined as the actual hourly rate your company pays each employee or contractor. The Billable Rate is the rate your company charges the University for services.

Hourly Price for Consultant Service					
Description	Estimated No. of Hours Assigned	Payroll Hourly Rate	Extended Rate (No. of Hours x Payroll Rate)	Billable Hourly Rate	Extended Rate (No. of Hours x Billable Rate)
a. Position/Title _____	_____	\$_____	\$_____	\$_____	\$_____

b. Position/Title	_____	\$ _____	\$ _____	\$ _____	\$ _____
c. Position/Title	_____	\$ _____	\$ _____	\$ _____	\$ _____
d. Total Estimated Billable Cost for Consultant Services					\$ _____

1.1.3 Total Price

a. estimated maximum price for which the Contractor will furnish software and consultant services as identified in this RFP for the initial contract period.		\$ _____
b. If travel expenses are allowed, enter the estimated number of trips to be made during the initial contract period (3 year term).	_____	
c. If travel expenses are allowed, enter the total estimated travel expense for the two year contract period. *Use the rates indicated in 1.2 Travel Expenses below. Include a list of travel expenses to be used along with your Pricing Proposal.		\$ _____
d. Add the amounts in a. and c. above. This is the estimated maximum amount of the Contract that may result from this RFP.		\$ _____

The University makes no guarantee that the services identified in this RFP will be required as of the dates or in the quantities indicated.

Failure to Provide Pricing for Option Periods:

If you fail to provide pricing information for the requested option periods specified, any contract awarded to your firm will be limited to the initial term and cannot include any renewal options.

Conditions Under Which Options May be Renewed:

The University reserves the sole right to renew this agreement for any or all of the option periods specified based on continuing need and favorable market conditions, when in the best interest of the University. The University also reserves the right to exercise any of the renewal options early or to exercise more than one option at a time.

1.2 Travel Expenses

Travel expenses within a 50-mile radius of the University of Illinois are not allowed. Other travel expenses will be reimbursed with prior approval at rates in accordance with Section 15 of the

Business and Financial Policies and Procedures Manual of the University of Illinois Office Of Business and Financial Services, available at <http://www.obfs.uillinois.edu/manual/#s15> .

2. Renewal Options

The University desires an option to renew the Contract that may result from this RFP. Should Contractor make a renewal option offer, the University reserves the right to renew the Contract for the periods indicated below at the Proposal prices and stated conditions, contingent upon continuing need and availability of funds. Please indicate option offer(s) in the following table.

	Do you offer a renewal option?	If renewal option is offered, will prices remain firm for the option period?	If prices will not remain firm for the option periods, indicate the maximum percent increase or decrease.
Renewal, Year 1	☐ yes ☐ no	☐ yes ☐ no	+ _____% or - _____%
Renewal, Year 2	☐ yes ☐ no	☐ yes ☐ no	+ _____% or - _____%

3. Signature

By signing this Proposal, the Proposer signifies agreement with and acceptance of all the terms, conditions and specifications shown in this RFP, signifies that this is an accurate estimate for providing the requested services, and agrees to hold the prices firm as required in the RFP. The Proposer signifies travel costs, if allowed in this RFP, are an accurate estimate. The person signing below represents and warrants that he/she has authority to bind his/her company.

Please complete all the information requested below:

Company name:

Address:

Telephone number:

E-mail address:

Signature:

Name:

Typed or printed name of individual signing Proposal

Date:

APPENDIX IV – PROPOSER’S DISCLOSURE OF FINANCIAL INTERESTS

(Disclosure Form A)

Public Act 90-572 (Section 50-35 a-b) 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 below.

Vendor shall disclose the financial interest and potential conflict 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. A privately held entity with more than 400 shareholders may satisfy the disclosure requirements of both Sections by (1) submitting the information that would be included in a 10K disclosure and (2) listing the names of all persons or entities holding an ownership interest in excess of 5%.

Section 1 Disclosure of Financial Interest in the Vendor

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

Ownership exceeding 5%	(☐)
Ownership value exceeding \$90,414.60	(☐)
Distributive Income Share exceeding 5%	(☐)
Distributive Income Share exceeding \$90,414.60	(☐)
No individuals have any of the above financial interests	(☐)

(If none, go to Disclosure Form B)

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 vendor (or its parent) as follows:

If the proportionate share of the named individual(s) in the ownership of the vendor (or its parent) is 5% or less, and if the value of the ownership interest of the named individual(s) is \$90,414.60 or less, check here (☐).

If the proportionate share of ownership exceeds 5%, or the value of the ownership interest exceeds \$90,414.60, show either:

the percent of ownership _____%,

or

the value of the ownership interest \$_____.

Section 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 conflict of interest relationships apply. If "Yes," please describe (use space under applicable section-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 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
_____ |

DISCLOSURES - OTHER CONTRACT AND PROCUREMENT RELATED INFORMATION

(Disclosure Form B)

Public Act 90-572 (Section 50-35 h) requires that vendors desiring to enter into certain contracts with the State of Illinois must disclose the information as specified below.

Vendor 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) Vendor shall identify whether it has current contracts (including leases) with other units of State of Illinois government by checking "Yes" _____ or "No" _____
 - b) 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).
 - c) Vendor shall identify whether it has pending contracts (including leases), bids, proposal, 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 for Form A and B are submitted on behalf of

(Name of Vendor)

Official authorized to sign on behalf of vendor:

Name (Printed)_____ Title_____

Signature_____ Date_____

"NOTE: PROPOSER MUST COMPLETE THE ABOVE "VENDOR'S DISCLOSURE OF FINANCIAL INTERESTS" FORM. FAILURE TO COMPLETE AND RETURN THIS FORM WITH YOUR OFFER MAY RESULT IN YOUR OFFER BEING CONSIDERED AS "NON-RESPONSIVE" TO THIS SOLICITATION."

Appendix V – Bidder's Application Form

Bidder Application Form

Illinois Public Higher Education (IPHE)

This requested information is required to accomplish the statutory purpose of the Illinois Procurement Code [30 ILCS 500].

Instructions: Please type or print. You must respond to all questions, sign the form, and submit it to the appropriate university. If your answer is "same," "not applicable," or "none," please write this to indicate no questions have been overlooked. It is your responsibility to notify the issuing university if the information in this application changes.

Today's date: _____ This application is: ☐ Initial application ☐ Revision of previously submitted application

Submit this completed form to the university closest to you or the university with whom you intend to do the most business. Check that university below:

☐ Director of Purchases Chicago State University 9501 King Drive Chicago, IL 60628-1598 ☐ Director of Purchases Eastern Illinois University Room 113 Old Main Charleston, IL 61920-3099 ☐ Purchasing Office Governors State University University Park, IL 60466-0975 ☐ Director of Purchases 1220 Illinois State University Normal, IL 61790-1220 ☐ Director of Purchasing Purchasing Department Northeastern Illinois University 5500 North St. Louis Avenue Chicago, IL 60625-4699	☐ Director of Procurement Services Northern Illinois University B-113 Gilbert Hall DeKalb, IL 60115-2870 ☐ Director of Purchasing Southern Illinois University Bldg 108 - Miles Hall Carbondale, IL 62901-6813 ☐ Director of Purchasing Southern Illinois University Box 1012 Edwardsville, IL 62026-1012 ☐ Director of Procurement Services SIU Medical School P.O. Box 19605 Springfield, IL 62794-9605	☐ Director of Purchases University of Illinois at Chicago Room 312 - M.A.B. (MC-560) 809 South Marshfield Avenue Chicago, IL 60612-7203 Purchasing Office University of Illinois at Springfield One University Plaza MS BSB 106 Springfield, IL 62703-5407 ☐ Director of Purchases University of Illinois at Urbana-Champaign Purchasing Division 616 E. Green, Suite 212 Champaign, IL 61820-5752 ☐ Director of Purchases Western Illinois University One University Circle Room 227 Sherman Hall Macomb, IL 61455-1390
--	--	---

If you wish to be included on the bid list for other universities, copy this form and submit it to the other universities.

1. Legal name/address to which solicitations are to be mailed:	2. Address to which purchase orders are to be mailed, if different:
3. Address to which payment is to be mailed, if different:	4. Contact person: Phone number: 800 number: FAX number: E-mail:

5. If a division of a corporation, show name and address of parent company: State of incorporation _____	6. Years in business U.S. owned business: ☐ Yes ☐ No
---	---

7. Legal and tax status – I certify, under penalty of perjury, that I/we do business as a (check one only):

☐ Individual	☐ Real Estate Agent
☐ Sole Proprietorship	☐ Government Entity
☐ Partnership	☐ Tax Exempt Organizations (IRC 501 (a) only)
☐ Corporation	☐ Trust or Estate
☐ Not-for-Profit Corporation	☐ Limited Liability Corporation
☐ Medical Health Care Services Provider Corp.	

8. Enter your Taxpayer Identification Number (use Social Security Number if individual or sole proprietorship):

☐ FEIN _____ ☐ SSN _____

9. **Enter your Illinois Department of Human Rights (IDHR) number.** Failure to do so will delay the processing of your application. If your IDHR number is 89999-00-0 or lower, you must re-register with the Illinois Department of Human Rights.

IDHR Contractor Registration Number _____ ☐ Exempt

If you employ 15 or more individuals and wish to bid on State of Illinois contracts, IDHR requires that you file an Employers Report Form - Form PC-1 before bid opening. You may obtain a PC-1 form through IDHR at (312) 814-2431, TDD (312) 263-1579, or www.state.il.us/cms/purchase/download. All persons (or firms) employing 14 or fewer individuals at all times during the past 365 days are exempt from the IDHR requirement and should check the "Exempt" box above.

10. Is your firm authorized to do business in the State of Illinois, as well as locally, with all necessary business licenses?

☐ Yes ☐ No If no, please explain

11. Net worth of business:	12. Bank reference - name and address:
13. Total sales and receipts (include amounts for all affiliated businesses) for most recent fiscal year:	

14. **Special Programs – Complete all of 14 (A – D).**

The public higher education institutions of Illinois have various special programs that may be available to your company. Please check each category which applies, and complete the requested information. You may be requested to complete a more detailed form and provide additional documentation in order to ensure eligibility.

☐ **(A) Small business.** See 30 ILCS 500/45-45. To participate as a small business you must qualify under the following definition and criteria:

“Small business” means a business that is independently owned and operated and is not dominant in its field of operation (that is, it does not exercise a controlling or major influence in a kind of activity in which a number of business concerns are primarily engaged). To compute your size status, include your (and your affiliates’) annual sales and receipts, subject to the following limitations:

Wholesale business – annual sales for the most recently completed fiscal year cannot exceed \$7,500,000. Submit a copy of the latest year’s Federal and State income tax return page(s) showing total annual gross sales for the company and an Illinois address. If both a wholesaler and retailer, the combined wholesale and retail annual sales for the latest year of tax filing shall not exceed \$9 million. The retail component shall not exceed \$1.5 million and the wholesale component shall not exceed \$7.5 million. Businesses desiring to qualify

under the combined status must also submit a notarized statement delineating the retail and wholesale dollar components.

Retail business or business selling services – annual sales and receipts cannot exceed \$1,500,000

Submit a copy of the latest year's Federal and State income tax return page(s) showing total annual gross sales for the company and an Illinois address. If both a wholesaler and retailer, the combined wholesale and retail annual sales for the latest year of tax filing shall not exceed \$9 million. The retail component shall not exceed \$1.5 million and the wholesale component shall not exceed \$7.5 million. Businesses desiring to qualify under the combined status must also submit a notarized statement delineating the retail and wholesale dollar components.

Manufacturing business – cannot employ more than 250 persons

Submit a copy of the latest year's Federal or State income tax return page(s) showing an Illinois address and the latest year's form IL-W-3 (Illinois Annual Withholding Income Tax Return) showing the number of Forms W-2, W-2G, and 1099-R issued (denotes number of employees at the company). If a manufacturing business has been in existence for less than a full fiscal year, its average employment shall be calculated for the period through one month prior to the bid or proposal due date. In such cases, a notarized statement to that effect and proof of when the business came into existence shall be submitted.

Construction business – annual sales and receipts cannot exceed \$10,000,000

Submit a copy of the latest year's Federal and State income tax return page(s) showing total annual gross sales for the company and an Illinois address.

- ☐ **(B) Minority, Female, Person with Disability.** See 30 ILCS 575. To participate in this you must qualify under the following criteria and be certified by one of the following:

- ☐ DCMS (Department of Central Management Services) Business Enterprise Program
- ☐ CMBDC (Chicago Minority Business Development Council)
- ☐ IDOT (Illinois Department of Transportation)
- ☐ WBDC (Women's Business Development Center)

The business must be at least 51% owned and controlled by one or more individuals who are minority, female, or a person with disabilities. A business owned and controlled at least 51% by any combination of minorities, females, and persons with disabilities should be checked as a business owned and controlled by the eligible group that has the largest percentage of ownership. If this block is checked, also check each of the following which are applicable:

- ☐ African American
- ☐ Female
- ☐ Hispanic
- ☐ Asian American
- ☐ Native American/Alaskan
- ☐ Person with disability (must be severe mental or physical disabilities which substantially limit major life activities)

- ☐ **(C) Not-for-profit, U.S. tax exempt agency for the disabled.** You must qualify under Section 501 of the Internal Revenue Code. See 30 ILCS 575/2A4.1.

- ☐ **(D) State use – Not-for-profit agency for the severely handicapped.** Must meet requirements of U.S. Department of Labor and the Illinois Department of Rehabilitation Services. See 30 ILCS 500/45-35.
-

15. In compliance with the Illinois Procurement Code, state the name of each person or company having a beneficial interest of more than 7½% in the bidding enterprise and each person or company, who, together with spouse or minor children, has a beneficial interest of more than 15% in the bidding enterprise (attach additional sheets if necessary):

Name and Address	Percent Owned	Voting Percentage

If applicant is a corporation, please complete both columns:

Names of Corporate Officers	Names of Corporate Directors

16. List equipment, supplies, and/or services you can provide. Include brand and manufacturer names or other information that will help buyers to categorize your capabilities. (Additional items may be submitted on an attached sheet.) If the issuing university has provided a separate listing of equipment, supplies, and/or services, provide requested information and return it with this form. If the services available from your firm include professional and/or artistic services (see Item #17 for listing), and you wish to be pre-qualified so you can receive direct notification of opportunities, complete Items #17-24 of this application.

- 1.)
- 2.)
- 3.)
- 4.)

Fill out this section to pre-qualify as a provider of Professional and Artistic Services

If you do not offer such services, or do not wish to pre-qualify, proceed to Item #24.

Completing this section does not guarantee that you will be pre-qualified. Being pre-qualified does not guarantee that you will be awarded a contract. You do not need to be pre-qualified to respond to a solicitation (Illinois Procurement Code [30 ILCS 500/35-15]). Consult the universities' solicitations to determine specific qualification requirements for individual solicitations.

Automatic notification – Once you have been pre-qualified you will be entitled to receive an automatic notification of Procurement Bulletin solicitations for services for which you have pre-qualified **if** you have listed a FAX number and/or e-mail address as requested in Item #4.

Do not use this section to pre-qualify for construction or construction-related professional services. Contact the university with whom you wish to do business for information regarding specific requirements for these categories.

17. Please check the professional and artistic services for which you are requesting pre-qualification. For each service you check, provide the information requested in Items #17-23 of this application.

Accounting ☐ Accountant ☐ Auditor ☐ Billing Services ☐ Collection Services Artistic ☐ Artist ☐ Entertainer ☐ Musician ☐ Sculptor Clinical Psychology ☐ Psychotherapist ☐ Psychiatrist Data Processing ☐ Consultant ☐ Network Design ☐ Programmer ☐ Systems Analyst	Dentistry ☐ Dentist ☐ Orthodontist ☐ Periodontist Environmental/Land ☐ Cartographer ☐ Environmental Analyst ☐ Environmental Engineer ☐ Geologist ☐ Hydrologist ☐ Land Appraiser ☐ Land Use Planner ☐ Meteorologist ☐ Naturalist Law ☐ Administrative Law Judge ☐ Arbitrator ☐ Attorney ☐ Court Reporting ☐ Hearing Officer ☐ Law Clerk ☐ Legal Services	Management/ Administrative Services ☐ Actuary ☐ Banking Services ☐ Consultant ☐ Economist ☐ Executive Search Services ☐ Investment Services ☐ Training and Development Marketing And Media Services ☐ Audio and Video Production ☐ Commercial Photographer ☐ Editor ☐ Graphic Designer ☐ Media Consultant ☐ Public Relations	Medicine ☐ Audiologist ☐ Chiropractor ☐ Dietician ☐ Medical Transcriber ☐ Nurse ☐ Occupational Therapist ☐ Optometrist ☐ Orthopedist ☐ Pathologist ☐ Pharmacist ☐ Physical Therapist ☐ Physician ☐ Podiatrist ☐ Radiologist ☐ Surgeon ☐ Temporary Medical Staffing ☐ Veterinarian Science/Research ☐ Archaeologist ☐ Biologist ☐ Botanist ☐ Chemist ☐ Educator ☐ Entomologist ☐ Historian ☐ Other
---	--	---	--

18. Licenses and/or professional registration – List names of each key person of the firm. If a requested service requires a licensed/registered practitioner, you may be required to provide a copy of such license/registration to the university before an award can be made or work begun.

Name	Capacity (Owner, Partner, Etc.)	Current Licenses/Registrations (Include Certificate # if Applicable)	License/ Registration Exp. Date

19. Work experience – List contracts for similar services that have been completed within the last five years:

Project	Location	Type of Service	Total Amount of Contract	Start/Completion Dates	Name/Phone # of Owner or Other Reference

20. Resumes of key personnel – Provide the requested information for key personnel who would be assigned to work on contracts awarded or who would, at a minimum, supervise such work.

Name and Title	Primary Responsibilities	Years Experience (This Firm/Other Firms)	Education (Institutions, Years, Degrees, Certificates)	Other Relevant Experience and/or Qualifications

21. Judgments and claims – Are there any judgments, claims, or suits pending or outstanding against you or your organization that could affect the ability to complete any contract awarded?

☐ Yes ☐ No

If yes, please explain:

22. Receivership – Have you or your organization filed for bankruptcy, receivership, or reorganization within the last five years?

☐ Yes ☐ No

If yes, please provide details:

23. Statutory qualifications – Are you or your organization disqualified, ineligible, suspended, or otherwise barred from receiving solicitations and/or awards from any State of Illinois university or agency or any agency of the Federal Government?

☐ Yes ☐ No

If yes, please provide details:

24. I understand that:

Information provided in this application may be audited by any State university or verified by other means.

Provision of information in this application does not relieve me from providing the same or additional information as required in a response to a solicitation.

Submittal of this application does not guarantee pre-qualification. Pre-qualification will be given only if I meet all statutory or regulatory requirements, including any that may not be listed in this application.

I must update significant information changes within a reasonable amount of time. Significant changes include, but are not limited to: change of legal status, TIN, ownership, name, address, as well as loss of licensure or registration, filing of bankruptcy, or suspension or debarment by any Federal, state, or local governmental agency.

Failure to provide accurate and reliable information required by this form may, in accordance with any and all applicable laws, result in penalties including, but not limited to, suspension or debarment from doing business with any university and termination of contracts, and loss of profits in appropriate cases.

Under penalty of perjury, I swear or affirm that:

The information provided in this application is true and correct as of the time of signing.

I have not been barred from contracting with a unit of State or local government as a result of a violation of Section 33-E or 33E-4 of the Criminal Code of 1961.

I, along with other officers and employees, have not been convicted of bribery nor attempted bribery of an officer or employee of the State of Illinois, nor have made an admission of guilt of such conduct that is a matter of record.

I am an equal opportunity employer and in compliance with the equal opportunity requirements of applicable state and federal laws.

Signature _____

Name (type or print) _____

Date _____

Title _____

APPENDIX VI - REFERENCES

Provide references from established Universities, Government agencies and Companies (four preferred), other than the procuring agency, that can attest to your experience and ability to perform the contract subject of this RFP.

(1) University/Government Agency/Company (Name):	Contact Person Name: Address: Phone: E-mail Address:
Types of Supplies/Services Provided and Dates Provided/Contracted:	
(2) University/Government Agency/Company (Name):	Contact Person Name: Address: Phone: E-mail Address:
Types of Supplies/Services Provided and Dates Provided/Contracted:	
(3) University/Government Agency/Company (Name):	Contact Person Name: Address: Phone: E-mail Address:
Types of Supplies/Services Provided and Dates Provided/Contracted:	
(4) University/Government Agency/Company (Name):	Contact Person Name: Address: Phone: E-mail Address:
Types of Supplies/Services Provided and Dates Provided/Contracted:	

APPENDIX VII - REQUIRED CERTIFICATIONS AND PREFERENCES

Proposers must fill out this form completely and return with their proposal. All proposals must be complete as to the information requested in this section in order to be considered responsive.

1. **State Preference Percentage:** If Proposer is an out-of-state vendor (not having an establishment for transacting business within Illinois), and if Proposer's state has a preference law favoring in-state vendors, what is the percentage preference? _____%
2. **Recycling:** Packaging which is readily recyclable, made with recyclable materials, and designed to minimize potential adverse effects on the environment when disposed of by incineration or in a landfill is desired to the extent possible. Product(s) offered which contain recycled materials may be acceptable provided they meet all pertinent specifications and performance criteria outlined in this proposal. If the product(s) offered are manufactured utilizing recycled materials, identify the percentage composition and nature of the recycled content within: _____%
3. **Illinois Department of Human Rights (DHR) Public Contracts Number:** If Proposer has employed fifteen (15) or more full-time employees at any time during the 365-day period immediately preceding the publication of this RFP in the Illinois Procurement Bulletin (or issuance date if not published), then Proposer must have a current Public Contract Number or have proof of having submitted a completed application for one prior to the offer opening date. If UNIVERSITY cannot confirm compliance, it will not be able to consider the bid or offer. Please complete the appropriate sections below.

Name of Company (and D/B/A): _____

DHR Public Contracts Number: _____

Date of Expiration: _____

____ (check if applicable) The number is not required as the company has employed 14 or less full-time employees during the 365-day period immediately preceding the publication of this RFP in the Illinois Procurement Bulletin (or issuance date if not published).

IF NUMBER HAS NOT YET BEEN ISSUED:

Date Completed Application was submitted to DHR: _____

NOTICE:

Upon expiration and until their Contractor Identification Number is renewed, companies will not be eligible to be awarded contract by the State of Illinois or other jurisdictions that require a current DHR number as a condition of contract eligibility (44 IL Adm. Code 750.210 (a)).

Numbers issues by the Department of Human Rights (or its predecessor agency, the Illinois Fair Employment Practices Commission) prior to July 1, 1998, are no longer valued. This affects numbers below 89999-00-0. Valid numbers begin with 9000-00-0.

IF YOUR ORGANIZATION HOLDS AN EXPIRED NUMBER, YOU MUST RE-REGISTER WITH DHR.

Proposers may obtain an application form by:

1. **Telephone:** Call the DHR Public Contracts unit between Monday and Friday, 8:30 a.m. to 5:00 p.m. CST, at (312) 814-2431
2. **Internet:** Download the form from the Internet at:
http://www.state.il.us/cms/1_selling/vendfrms.htm. In the Purchasing area of CMS home page, click the "Download Vendor Forms" line.
3. **Mail:** Write to the Department of Human Rights, Public Contracts Unit, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601

4. **Disclosure of Business in Iran:** You must respond to the following request for information. Failure to respond will disqualify your firm from consideration in this solicitation.

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

- 5. **Payment Terms:** Payment(s) in relation to any award for this proposal are subject to the State Prompt Payment Act (30 ILCS 540). Prompt payment discounts, of less than 30 days, will not be considered for evaluation purposes, however, applicable discount(s) will be taken if processed within the stated time limit.
- 6. **Anti-bribery:** The proposer certifies that it is not barred from being awarded a contract or subcontract under Section 10.1 of the Illinois Procurement Code (30 ILCS 500/50-5(a)).
- 7. **Bid Rigging:** The proposer certifies that it has not been barred from contracting with a unit of State or Local Government as a result of a violation under 720 ILCS 5/33E-3 (bid rigging prohibition) or 33E-4 (bid rotating prohibition) (Criminal Code of 1961, as amended).
- 8. **Felony Certification:** The proposer certifies that it is not barred pursuant to 30 ILCS 500/50-10 from conducting business with the State of Illinois or any agency as a result of being convicted of a felony and also certifies in accordance with 30 ILCS 500/50-10.5 that no officer, director, partner or other managerial agent of the contracting business has been convicted 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 for a period of five years prior to the date of the bid or contract. The proposer acknowledges that the contracting agency shall declare the contract void if this certification is false.
- 9. **Drug Free Workplace:** The proposer certifies it has read the Drug Free Workplace Act (30 ILCS 580/1) and is, or will be, in compliance with the Act on the effective date of the award of this contract. The Drug Free Workplace Act requires, in part, that contractors with 25 or more employees take steps to ensure a drug free workplace by informing employees of the dangers of drug abuse, of the availability of any treatment or assistance programs, of prohibited

activities and of sanctions that will be imposed for violation; and that individuals with contracts not engaged in the manufacture, distribution, dispensation, possession or use of a controlled substance in the performance of the contract. These requirements apply to contracts of \$5,000.00 or more.

10. **International Boycott:** The proposer certifies neither it nor any substantially-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 or the regulations of the U.S. Department of Commerce promulgated under that Act. (30 ILCS 582/1).
11. **Educational Loan Default:** The proposer certifies that he/she is not in default for a period of six months or more and in the amount of \$600.00 or more on the repayment of any educational loan guaranteed by the State Scholarship Commission or made by an Illinois institution of higher education or any other loan made from public funds for the purpose of financing higher education. This clause is not applicable to corporations or partnerships (5ILCS 3 85/3).
12. **Records Retention:** (30 ILCS 500/20-65) requires that the proposer who receives a contract as a result of this proposal, shall maintain, for a minimum of 3 years after the completion of the contract, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records, and supporting documents related to the contract shall be available for review and audit by the Auditor General; and the contractor agrees to cooperate fully with any audit conducted by the Auditor General and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Act shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the contract for which adequate books, records, and supporting documentation are not available to support their purported disbursement.
13. **Non-Discrimination, Certification, and Equal Employment Opportunity:** The contractor agrees to comply with applicable provisions of the Illinois Human Rights Act (775 Illinois Compiled Statutes 5), the U.S. Civil Rights Act, the Americans with Disabilities Act, Section 504 of the U.S. Rehabilitation Act and the rules applicable to each. The equal opportunity clause of Section n 750.10 of the Illinois Department of Human Rights Rules is specifically incorporated herein.

The contractor shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented by U.S. Department of Labor regulations (41 C.F.R. Chapter 60). The contractor agrees to incorporate this clause into any approved subcontracts under this Contract.

14. **Alteration/Modification of Original Documents:** The contractor certifies that no alterations or modifications may be made to the original content of this Bid/RFP or other procurement documents (either text or graphics and whether transmitted electronically or hard copy). Any alternates or exceptions (whether to products, services, terms, conditions, or other procurement document subject matter) are apparent and clearly noted in the offered response. Contractor understands that failure to comply with this requirement may result in the offer being disqualified and, if determined to be a deliberate attempt to misrepresent the offer, may be considered as sufficient basis to suspend or debar the violating party from consideration for future contract awards.
15. **Contract Debt Certification:** The proposer certifies that it, or any affiliate, is not barred from being awarded a contract under Section 30 ILCS 500/50-11 (b) of the Illinois Procurement Code, as amended. Section 50-11 prohibits a person from entering into a contract with a State agency 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. The proposer further certifies that the University may declare any resulting award of this Bid/Request for Proposal (RFP) void if the certification completed pursuant to this subsection (b) is false. Section 50-12 prohibits a person from entering into a contract with a State agency if it, or any 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 proposer further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the contractor, or any affiliate, is determined to be delinquent in the payment of any debt to the State during the term of the contract.
16. **Environmental Certification:** The contractor certifies in accordance with 30 ILCS 500/50-14 that it has not been found by a court or the Pollution Control Board to have committed a willful or knowing violation of the Environmental Protection Act for a period of five years prior to the date of the bid or contract. The contractor acknowledges that the contracting agency shall declare the contract void if this certification is false.

17. **Labor Certification:** The contractor certifies in accordance with 30 ILCS 583/10 that no foreign made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by forced labor, convict labor, or indentured labor under penal sanction.
18. As required by Illinois Public Act 095-0307, all information technology, including electronic information, software, systems, and equipment, developed or provided under this contract must comply with the applicable requirements of the Illinois Information Technology Accessibility Act Standards as posted at <http://www.dhs.state.il.us/iitaa> as of the date of that this proposal/bid is due or contract is executed
19. **State Board of elections Certification Required by Public Act 95-971**

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 ☐

Proposer signature

By signing this proposal, the proposer signifies agreement with and acceptance of all the terms, conditions, and specifications shown in this RFP signifies that this is an accurate price for providing the requested services, and agrees to hold the prices firm as required in the RFP. The person signing below represents and warrants that he/she has authority to bind his/her company.

Please complete all the information requested below:

Company name	
Address	
Telephone number	
Signature	
Date	

APPENDIX VIII

CONTRACT

UNIVERSITY OF ILLINOIS

Chicago • Springfield • Urbana-Champaign

CONTRACT BETWEEN THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS AND

Table of Contents

Article 1. Introduction	1
Article 2. Definitions	1
Article 3. Scope of Services.....	1
Article 4. Effective Date and Duration of Contract	2
Article 5. Termination	2
Article 6. Notification.....	2
Article 7. University Administration of Contract	3
Article 8. Subcontractors.....	3
Article 9. Compensation	3
Article 10. Indemnification.....	4
Article 11. Insurance	5
Article 12. Rights in Work Product.....	6
Article 13. Certifications by Contractor	7
Article 14. Medicare Access to Books and Records	10
Article 15. Tax Status.....	11
Article 16. General Provisions	11

CONTRACT BETWEEN
THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS
AND

ARTICLE 1. INTRODUCTION

This Contract is made and entered into between The Board of Trustees of the University of Illinois, a public body, corporate and politic of the State of Illinois whose principal address is at Urbana, Illinois, on behalf of _____, hereinafter referred to as “University” and _____ doing business as a(an) _____ of the State of _____ with principal address at _____, hereinafter referred to as “Contractor.”

ARTICLE 2. DEFINITIONS

Contract Management System also referred as “System” means the contract management system as specified in the Request for Proposal and further detailed in Contractor’s proposal.

Key Personnel means the personnel identified by the Contractor as essential to the success of the project and whose qualifications the University relied upon to award the Contract to the Contractor.

Contract means this agreement awarded for the purpose of implementing a contract management system in accordance with the requirements of the University.

ARTICLE 3. SCOPE OF SERVICES

Contractor shall provide the services set forth herein.

3.01 Services to Be Performed

Contractor shall perform necessary consulting services and software to implement a System in accordance with the technical specifications provided in the University of Illinois Request for Proposal (RFP) NJD183 Content Management System and Contractor’s response to RFP NJD183, and any applicable addenda herein incorporated.

The Contractor shall deliver a fully functional system and provide the necessary training so as to effectively implement the use of the System throughout the University

3.02 Reports and Other Deliverables

The Contractor shall deliver a fully functional System in accordance with the technical specifications provided by the University and the Contractor’s proposal accepted by the University. All reports and deliverables shall be submitted as required by the University and agreed to by the Contractor as detailed in RFP NJD183, Contractor’s response to NJD183 and any applicable addenda, herein incorporated into this Contract

ARTICLE 4. EFFECTIVE DATE AND DURATION OF CONTRACT

4.01 Term of Contract

The term of this Contract shall be from _____ through _____, or from the date of execution of this Contract, if later, and extending for a period of _____ unless terminated as provided herein, or extended by amendment.

4.02 Renewal Option

This Contract is renewable at the option of University under the same terms and conditions for _____ additional _____ month period(s).

ARTICLE 5. TERMINATION

5.01 Termination for Convenience

University may terminate this contract for convenience upon thirty (30) days prior written notice to Contractor. In the event of termination for convenience, Contractor shall be paid for services satisfactorily performed under this contract up to the effective date of termination.

5.02 Termination for Cause

University may cancel the Contract for breach, as determined by University, for items such as, but not limited to: failure to meet insurance requirements, failure to meet required performance or progress standards as described herein, or if the quality or level of service is unsatisfactory to University. This cause for breach may include any cessation or diminution of service which, in the opinion of University, is not in its best interest or any failure to comply with the terms of the Contract.

University shall notify Contractor in writing of any Contract breach. Contractor shall remedy the breach within ten (10) calendar days. If the breach is not remedied in ten (10) calendar days, University may cancel the Contract by giving thirty (30) days notice in writing of its intention to cancel this Contract.

Should University breach any terms or provisions of the Contract, Contractor shall serve written notice on University setting forth the alleged breach and demanding compliance with the Contract. Unless within ten (10) calendar days after receiving such notice, the allegation shall be contested or such breach shall cease and arrangements be made for corrections, Contractor may cancel the Contract by giving thirty (30) days notice, in writing of its intention to cancel this Contract.

In the event of cancellation for breach, Contractor shall be paid only for work satisfactorily performed up to the date of cancellation.

In the event of early termination or cancellation for any cause, no payment for services performed will be made until and unless any necessary reports and/or deliverables have been provided.

ARTICLE 6. NOTIFICATION

All communications hereunder shall be in writing and shall be sent by registered or certified mail, return receipt requested, or by an overnight courier service to the persons listed below. A notice shall be deemed to have been given when received at the specified notification address. Include the Contract Number (or Purchase Order Number, if applicable) in any notifications.

Notices to University shall be sent to:

Notices to Contractor shall be sent to:

Liz Zweigle Yee
University of Illinois at Chicago
Office of Marketing and Communication
601 S. Morgan St. 319C DH M/C 289
Chicago, IL 60608

ARTICLE 7. UNIVERSITY ADMINISTRATION OF CONTRACT

University Contract Representative named below shall be the University's authorized representative in all matters pertaining to procedures or the administration of the terms and conditions of this Contract. All matters of interpretation and/or approval shall be directed to the University Contract Representative who will be the primary point of contact and coordinate any necessary response.

For information purposes, a University Technical Representative may be indicated below. If listed, the University Technical Representative may be contacted directly by Contractor to discuss technical issues or schedules related to performance of duties and responsibilities in the Contract.

Any substantive changes to any term or condition or work to be performed under the Contract must be made in the form of an amendment to this Contract and signed by original signatories to this Contract.

University Contract Representative:

Nancy Dorsch
University of Illinois at Chicago
Purchasing m/c 560
809 So. Marshfield Ave. 3rd floor
Chicago, IL 606121

University Technical Representative

Liz Zweigle Yee
University of Illinois at Chicago
Office of Marketing and Communication
601 S. Morgan St. 319C DH M/C 289
Chicago, IL 60608

ARTICLE 8. SUBCONTRACTORS

If any Subcontractor is to be used in the performance of the services required under this Contract, Contractor has provided the name(s), address(es) and amount(s) expected to be paid to Subcontractor(s) and a description of which portion(s) of the work will be subcontracted out is listed below or in a separate Exhibit to this Contract.

Contractor may not use the services of other Contractors or Subcontractors not named herein without prior written permission of University. If at any time during the term of the Contract, a Contractor adds or changes any Subcontractor, Contractor shall promptly notify, in writing, University Contract Representative of the names and addresses and the expected payment each new or replaced Subcontractor will receive under the Contract.

ARTICLE 9. COMPENSATION

9.01 Rate of Compensation

Contractor shall receive compensation at the rate established in accordance to RFP NJD183 and Contractor's response to RFP NJD183 for the period of this contract as compensation for all work and services performed. This fee is to include all secretarial, clerical, and similar incidental services.

9.02 Maximum Price

Maximum price for this Contract is the total compensation for the services indicated in RFP NJD183 and Contractor's response to RFP NJD183.

9.03 Method of Payment

University agrees to pay Contractor no more frequently than monthly for services rendered for the contract period in accordance with the amounts specified in this Contract. The rate of payment will be monthly. Any applicable discount will be taken if payment is processed within the stated time. Payment of interest may be available if University fails to comply with the State Prompt Payment Act (30 Illinois Compiled Statutes 540).

University may withhold or, on account of subsequently discovered evidence, nullify the whole or a part of any invoice to such extent as University may deem necessary to protect University from loss on account of: a) Unsatisfactory work performed; b) Failure of Contractor to make required payments to Subcontractors; c) Damage to University property or related liability; or d) Incomplete, inaccurate, or unauthorized billing.

Contractor is responsible for completing the scope of work specified in this Contract. University may withhold final payment until all services, reports and/or other deliverables specified herein have been completed in a form satisfactory to University.

9.04 Method of Billing

To receive payment, Contractor must submit an appropriately itemized invoice to University for services performed and allowable expenses incurred. Invoices are to be sent in duplicate to the University Technical Representative. The Contract Number (or Purchase Order Number, if applicable) must be included on the invoice.

9.05 Increase in Wage Rates or in Materials or Equipment Costs

For the Contract period, it is understood and agreed that should there be any increase in wage rates or in the costs of materials or equipment, or in any other of Contractor's costs, or should Contractor be compelled to pay premium wages for overtime work during the term of this Contract or prior to completion of Contractor's work thereunder, Contractor shall absorb all such increased costs within and without addition to the contract sum.

9.06 Price Escalation

If University decides to exercise any right to renew the Contract, a revised price schedule will be included with the renewal. Cost increases or decreases shall be allowed only at the time of contract renewal.

9.07 Prevailing Wage

Pursuant to the Prevailing Wage Requirements of the Illinois Procurement Code, 30 ILCS 500/25-60, Contractor certifies that the wages to be paid to its employees are no less, and the fringe benefits and working conditions of employees are not less favorable, than those prevailing in the locality where the contract is to be performed in accordance with the Illinois Prevailing Wage Rates issued by the Illinois Department of Labor for that county.

ARTICLE 10. INDEMNIFICATION

Contractor shall indemnify and hold harmless University and University's agents, servants and employees from and against all loss, damage and expense which they may sustain or become liable for on account of injury to or death of persons, or on account of damage to or destruction of property resulting from the performance of work under the Contract by Contractor or its Subcontractors, or due to or arising in any manner from the wrongful act or negligence of Contractor or its Subcontractors or any employee of any of them.

ARTICLE 11. INSURANCE

Contractor shall cause a Certificate of Insurance to be issued showing the following required coverage in no less than the minimum coverage limits listed below. The insurance companies providing coverage must have a B+:VI or better rating in the current edition of Best's Key Rating Guide. Contractor must agree to maintain such insurance for the duration of the project or the term for which services will be rendered.

A.	Worker's Compensation and Occupational Diseases	Illinois Statutory Limits
	Employer's Liability (Part B)	\$500,000 per occurrence
B.		A minimum for each occurrence:
	Commercial General Liability (occurrence coverage)	\$ 1,000,000
	General Aggregate	\$ 2,000,000
	Products – Completed Operation Aggregate	\$ 2,000,000
	Personal and Advertising Injury	\$ 1,000,000
	Fire Damage	\$ 100,000
C.	Commercial Auto Liability, if applicable	A minimum for each occurrence:
	Combined Single Limit	\$ 1,000,000
	OR	
	Bodily Injury	\$ 1,000,000
	Property Damage	\$ 1,000,000

Additional insurance requirements for this contract are checked below:

☒	Professional Liability – Specialty Errors and Omissions	\$ 1,000,000 per claim
		\$ 3,000,000 in aggregate
☐	Professional Liability – Medical Malpractice	\$ 1,000,000 per claim
		\$ 3,000,000 in aggregate
☐	Employee Dishonesty	\$ 150,000 each occurrence

Umbrella liability insurance may be used to meet the general liability coverage limit requirements.

Subcontractors must comply with the same insurance coverage requirements as Contractor. Subcontractors shall submit the required Certificate of Insurance through the primary Contractor.

With respect to the required Commercial General Liability insurance, The Board of Trustees of the University of Illinois shall be named as an additional insured. In order to meet this requirement, the following wording should appear on any Certificate of Insurance provided: "The Board of Trustees of the University of Illinois is an additional insured for any liability incurred by University arising from the activities of Contractor and/or Subcontractor performing work on behalf of Contractor."

If Professional Liability is required, when any professional services are performed in connection with this Contract, Professional Liability for Contractor and its employees and agents shall be maintained to include coverage for errors, omissions, and negligent acts related to the rendering of such professional services with limits not less than \$1,000,000 per claim and \$3,000,000 in the aggregate. Coverage extensions shall include contractual liability. When policies are renewed or replaced, any retroactive date must coincide with, or precede commencement of services by Contractor or sub-contractor under this Contract. A claims-made policy that is replaced or not renewed must have an extended reporting period not less than two (2) years.

Contractor shall furnish any original Certificate(s) of Insurance evidencing the required coverage to be in force on the date of this Contract, and any renewal Certificate(s) of Insurance if coverage has an expiration or renewal date occurring during the term of this Contract to the University of Illinois, Purchasing Division, 809 S. Marshfield, m/c 560, Chicago, IL 60612. The receipt of any certificate does not constitute Contract by University that insurance requirements have been met. Failure of University to obtain certificates or other insurance evidence from the vendor/contractor shall not be deemed a waiver by University. Failure to comply with insurance requirements may be regarded as a breach of contract terms.

ARTICLE 12. RIGHTS IN WORK PRODUCT

12.01 Rights in Work Product

"Subject Work Product" as used herein means any and all tangible materials resulting from work first performed under this Contract including all data, documentation, reports or other information, including but not limited to computer programs, writings, sound recordings, pictorial reproduction, drawings, audio-visual materials, graphical representations, copyrights, patents, inventions or discoveries made within the scope of work, defined in scope of services.

12.02 Ownership Rights

Subject Work Product produced in the performance of this Contract shall be owned by University. Contractor represents that Subject Work Product shall be original and not infringing on any pre-existing third party rights. Contractor hereby assigns all right, title and interest in all Subject Work Product to University. Contractor understands the University shall have the exclusive right to use Subject Work Product for any purpose, including but not limited to use, reproduction, distribution, sale, licensing and sublicensing of the Subject Work Product and the development of derivative works based in whole or in part on the Subject Work Product, without further compensation to Contractor.

12.03 Pre-Existing Rights

University acknowledges that in the course of its performance under the Contract, Contractor may use products, software, materials and methodologies proprietary to Contractor ("Pre-existing Material"), and University agrees that it shall have or obtain no ownership rights in such Pre-existing Material. University acknowledges that Contractor provides similar services for a broad range of other clients and agrees that Contractor shall be free to work for other clients in matters that do not involve the use of any Subject Work Product.

Subject to the terms of this Contract, Contractor grants to University a royalty-free, nonexclusive, irrevocable, worldwide license to use, duplicate and disclose, in whole or in part, and to publish, translate, perform and otherwise utilize any such Pre-existing Material which is delivered to University.

Unless the prior written permission of University is obtained, Contractor shall not incorporate in Subject Work Product tangible or intangible property owned by third parties. If University permits third party property to be incorporated into subject Work Product, Contractor shall obtain for University, and others acting on its behalf, a royalty-free, nonexclusive, irrevocable, worldwide license to use, duplicate and disclose, in whole or in part, and to publish, translate, perform and otherwise utilize all such tangible and intangible property at no additional cost to University.

12.04 Use and Publication Restrictions on Contractor

Contractor will not publish, have published, disclose or otherwise disseminate any Subject Work Product except as may be approved in advance, in writing by University.

12.05 No Restrictive Markings

The Contractor shall not put any restrictive markings upon any Subject Work Product unless otherwise specified in this Contract.

12.06 Administrative Confidential Information

The Contractor shall not publish or otherwise disclose in any manner, except to the University and except matters of public record, any information or data obtained under this Contract from private individuals, organizations, or public agencies, whereby the information furnished by any particular person or establishment can be identified, except with the prior written consent of such person or establishment.

12.07 Patents - Inventions

Contractor agrees to furnish University promptly with complete information about any invention or discovery first made while directly working under this Contract. University shall have the sole power to determine whether or not a patent application shall be filed, and to determine the disposition of the title to and rights under any application or patent that may result. The judgment of University shall be accepted as final, and Contractor agrees to execute all documents and do all things necessary or proper to carry out the judgment of University.

12.08 University of Illinois Campus Guidelines for HTML and Graphics Logo Usage

Contractor must adhere to all guidelines provided for the use of the official local campus designation, logo, and HTML and Graphic/Logo usage for each campus of the University of Illinois. Included in the guidelines for each campus are the following:

For the Chicago campus, see: http://www.uic.edu/home/wdw/logos/uic_logos.shtml

For the Springfield campus, see: <http://www.uis.edu/mediaguides/style/> and see <http://www.uis.edu/webpolicy/guidelines.html>

For the Urbana-Champaign campus, see: <http://www.admin.uiuc.edu/cam/iii/iii-1.html> and See <http://www.admin.uiuc.edu/log>

For the University as a whole, see <http://www.uillinois.edu/our/graphicstandards/>

ARTICLE 13. CERTIFICATIONS BY CONTRACTOR

Willfully falsifying certifications or affirmations may subject Contractor to criminal penalties including fines and/or imprisonment. Contractor shall inform University immediately if it would no longer be able to make these certifications or representations at any time during the term hereof.

13.01 Delinquent Payments Certification

Contractor certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency 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. Section 50-12 prohibits a person from entering into a contract with a State agency if it, or any 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. Contractor further acknowledges that the contracting State agency may declare the contract void if this certification is false or if Contractor, or any affiliate, is determined to be delinquent in the payment of any debt to the State during the term of the contract.

13.02 Anti-bribery

Contractor certifies it is not barred under 30 Illinois Compiled Statutes 500/50-5 from contracting as a result of a conviction for or admission of bribery or attempted bribery of an officer or employee of the State of Illinois or any other state.

13.03 Loan Default

If Contractor is an individual, Contractor certifies pursuant to 5 Illinois Compiled Statutes 385 that he/she is not in default for a period of six (6) months or more in an amount of \$600 or more

on the repayment of any educational loan guaranteed by the Illinois State Scholarship Commission made by an Illinois institution of higher education or any other loan made from public funds for the purpose of financing higher education.

13.04 Convicted of Felony

Contractor certifies that it is not barred pursuant to 30 Illinois Compiled Statutes 500/50-10 from conducting business with the State of Illinois or any agency as a result of being convicted of a felony.

13.05 Barred from Contracting

Contractor certifies that it has not been barred from contracting as a result of a conviction for bid-rigging or bid rotating under 720 Illinois Compiled Statutes 5/33E or a similar law of another state.

13.06 Drug Free Workplace

Contractor certifies that it is in compliance with the Drug Free Workplace Act (30 Illinois Compiled Statutes 580) as of the effective date of this Contract. The Drug Free Workplace Act requires, in part, that Contractors with twenty-five (25) or more employees certify and agree to take steps to ensure a drug-free workplace by informing employees of the dangers of drug abuse, of the availability of any treatment or assistance program, of prohibited activities and of sanctions that will be imposed for violations; and that individuals with contracts certify that they will not engage in the manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the Contract.

13.07 International Boycott

Contractor certifies that pursuant to 30 Illinois Compiled Statutes 582 neither it nor any substantially 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 or the regulations of the U.S. Department of Commerce promulgated under that Act (Public Act 88-671).

13.08 Non-Discrimination and Equal Employment Opportunity

Contractor agrees to comply with applicable provisions of the Illinois Human Rights Act (775 Illinois Compiled Statutes 5), the U.S. Civil Rights Act, the Americans with Disabilities Act, Section 504 of the U.S. Rehabilitation Act and the rules applicable to each. The equal opportunity clause of Section 750.10 of the Illinois Department of Human Rights Rules is specifically incorporated herein. Contractor shall comply with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented by U.S. Department of Labor regulations (41 C.F.R. Chapter 60). Contractor agrees to incorporate this clause into all Subcontracts under this Contract.

13.09 Record Retention and Audits

30 Illinois Compiled Statutes 500/20-65 requires Contractor (and any Subcontractors) to maintain, for a period of three (3) years after the later of the date of completion of this Contract or the date of final payment under the Contract, all books and records relating to the performance of the Contract and necessary to support amounts charged to University under the Contract. The Contract and all books and records related to the Contract shall be available for review and audit by University and the Illinois Auditor General. If this Contract is funded from contract/grant funds provided by the U.S. Government, the Contract, books, and records shall be available for review and audit by the Comptroller General of the U.S. and/or the Inspector General of the federal sponsoring agency. Contractor agrees to cooperate fully with any audit and to provide full access to all relevant materials. Failure to maintain the required books and records shall establish a presumption in favor of University for the recovery of any funds paid by University under this Contract for which adequate books and records are not available.

13.10 State-Appropriated Funds

If this Contract is funded from State of Illinois-appropriated funds, Contractor understands pursuant to 30 Illinois Compiled Statutes 500/20-60(b) that this Contract is subject to termination and cancellation without any penalty, accelerated payment, or other recoupment mechanism as provided herein in any fiscal year for which the Illinois General Assembly fails to make an appropriation to make payments under the terms of this Contract. In the event of termination for lack of appropriation, Contractor shall be paid for services performed under this Contract up to the effective date of termination.

13.11 Exclusions Party List Certification

Contractor certifies that neither it nor any of its employees or subcontractors who may provide services pursuant to this Contract is currently subject of an investigation or proceeding to exclude it as a provider under Medicare or Medicaid or under any other federal or state health care program or under any third party insurance program, nor is it currently excluded or debarred from submitting claims to Medicare or Medicaid or to any other federal or state health care program or to any third party insurer. Contractor represents and warrants it has checked the U. S. General Service Administration's (GSA) Excluded Party Listing System (EPLS), which lists parties excluded from federal procurement and non-procurement programs. The EPLS website includes GSA/EPLS, the U.S. Department of Health and Human Services (HHS) Office of Inspector General's (OIG) List of Excluded Individuals/Entities (LEIE), and the U.S. Department of Treasury's (Treasury) Specially Designated Nationals (SDN) list. Contractor also represents and warrants it has checked the Illinois Department of Public Aid (IDPA) OIG Provider Sanctions list of individuals and entities excluded from state procurement with respect to Contractor's employees and agents. See the following websites: <http://epls.arnet.gov> and <http://www.state.il.us/agency/oig/search.asp>. University will terminate contract without penalty to University if Contractor becomes excluded during life of this Contract.

13.12 Labor Certification

Contractor certifies in accordance with 30 ILCS 583/10 that no foreign made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by forced labor, convict labor, or indentured labor under penal sanction.

13.13 Child Labor Certification

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.

13.14 Felony Certification

Contractor certifies in accordance with 30 ILCS 500/50-10.5 that no officer, director, partner or other managerial agent of the contracting business has been convicted 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 for a period of five years prior to the date of the bid or contract. Contractor acknowledges that the contracting agency shall declare the contract void if this certification is false.

13.15 Environmental Certification

Contractor certifies in accordance with 30 ILCS 500/50-14 that it has not been found by a court or the Pollution Control Board to have committed a willful or knowing violation of the Civil Penalties of the Environmental Protection Act for a period of five years prior to the date of the bid or contract. Contractor acknowledges that the contracting agency shall declare the contract void if this certification is false.

13.16 Illinois Information Technology Accessibility

As required by Illinois Public Act 095-0307, all information technology, including electronic information, software, systems, and equipment, developed or provided under this contract must comply with the applicable requirements of the Illinois Information Technology Accessibility Act Standards as posted at <http://www.dhs.state.il.us/iitaa> as of the date that this contract is executed.

13.17 State Board of Elections

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 Procurement Code (30 ILCS 500/20-160). Further, the contractor 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).

13.18 Federal Funding

If this Contract is federally funded, Contractor certifies that:

- a. It is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.
- b. It has not, within a three (3) year period preceding this Contract, been convicted of or had a civil judgment rendered against if for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or Contract under a public transaction, violation of Federal or State Antitrust Statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement of receiving stolen property.
- c. It is not presently indicted or criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses enumerated in Part b of this certification.
- d. It has not within a three (3) year period preceding this Contract had one or more public transactions (Federal, State or Local) terminated for cause or default.
- e. No Federal appropriated funds have been paid or will be paid by Contractor to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- f. If any non-Federal funds have been paid or will be paid by Contractor to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, Contractor shall complete and submit Federal Standard Form "Disclosure Form to Report Lobbying", in accordance with its instructions.
- g. It shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all sub-recipients shall certify accordingly.

ARTICLE 14. MEDICARE ACCESS TO BOOKS AND RECORDS

Contractor agrees to make available upon written request by the Secretary of Health and Human Services, the Comptroller General of the United States, or any of their duly authorized representatives this Contract and any books, documents and records necessary to verify the costs of services rendered under this Contract. Contractor further agrees to make said Contract, books, documents and records available until the expiration of four (4) years after the services are furnished under this Contract.

In the event Contractor subcontracts any or all of its duties under this Contract to another party and said Subcontract has a value or cost of \$10,000 or more over a twelve (12) month period, Contractor agrees that the Subcontract shall contain a clause requiring the Subcontractor to make available upon written request by the Secretary of Health & Human Services, the Comptroller General of the United States or any of their duly authorized representatives the Subcontract, books, documents and records of the Subcontractor that are necessary to verify the nature of the costs under Subcontract.

ARTICLE 15. TAX STATUS

15.01 University

University is an instrumentality of the State of Illinois, and as such it is exempt from federal income tax under Section 115 of the Internal Revenue Code. The Internal Revenue Service also recognizes University as exempt from federal income tax under Section 501(c)(3). In addition, University is exempt from the following Illinois state and local taxes: Income Tax, Real Property Tax, Retailers' Occupation Tax, Service Occupation Tax, Use Tax and Service Use Tax. Certificates of exemption will be provided upon separate request.

ARTICLE 16. GENERAL PROVISIONS

16.01 Compliance with Laws

Contractor and/or its agents or employees agree to comply with all laws, statutes, regulations, rulings, or enactments of any governmental authority. Contractor shall obtain (at its own expense) from third parties, including state and local governments, all licenses and permissions necessary for the performance of the work.

16.02 Independent Contractor

Contractor shall independently perform all services specified in this Contract, except as provided herein. Contractor shall have sole control over the manner and means of providing the work and services performed under this Contract including the selection and use of any Subcontractors used in the performance of the required services. Contractor's relationship to University under this Contract shall be that of Independent Contractor. Contractor shall not be considered an agent or employee of University for any purpose. Contractor shall not hire University employees to perform any portion of the work or services provided for herein, including clerical, secretarial, and similar incidental services, except with the prior written approval of University.

16.03 Covenant Against Contingent Fees

Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon a contract or understanding for a commission, percentage, brokerage, or contingency fee, excepting bona-fide employees or bona-fide established commercial or selling agencies maintained by Contractor for purposes of securing business. For breach or violation of this warranty, University shall have the right to annul this Contract without liability, or, in its discretion, to deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.

16.04 Delay

Neither party hereto shall be liable in damages for any delay or default in performing its respective obligations under this Contract if such delay or default is caused by conditions beyond its control. Such conditions include but are not limited to, acts of God, government restrictions, strikes, fires, floods, or work stoppages, or acts or failures to act of third parties. So long as any such delay or default continues, the party affected by the conditions beyond its control shall keep

the other party at all times fully informed concerning the matters causing the delay or default and the prospects of their ending.

16.05 Confidentiality

Any information furnished by University shall be treated as confidential. Contractor shall not disclose information unless specifically authorized and required to do so by law. Contractor is hereby advised that any part of this contract or any materials provided by Contractor and marked as confidential, proprietary, or trade secret, can be protected only to the extent permitted by Illinois Statutes.

16.06 Use of Name

Neither party shall use the name of the other in any written material, including but not limited to brochures, letters, circulars, or advertisements for commercial purposes, without the prior written consent of the other. Contractor may be required to acknowledge sponsorship of work performed under this Contract.

16.07 University's Right of Inspection

University reserves right to inspect and investigate thoroughly the establishment, facilities, equipment, business reputation, and other qualifications of Contractor and any of its Subcontractors throughout the life of the Contract.

16.08 University's Right to Have Work Executed

If Contractor should neglect to execute the work or any part or parts thereof diligently and properly or fail to perform any provision of the Contract, University, after ten (10) days' written notice to Contractor, may without prejudice to any other remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due Contractor.

16.09 Conflict of Interest

Contractor affirms that, to the best of its knowledge, there exists no actual or potential conflict between Contractor's family, business, or financial interests and its services under this Contract; and, in the event of change in either its private interests or services under this Contract, Contractor will raise with University any questions regarding possible conflict of interest which may arise as a result of such change.

16.10 Discrepancies and Omissions

Should anything which is necessary for a clear understanding of the work be omitted from the Contract documents, or should it appear that various instructions are in conflict, Contractor shall secure written instructions from University Contract Representative before proceeding with the work affected by such omissions or discrepancies.

16.11 Parking

University provides no free parking for Contractor, its employees, or its representatives. Contractors may contact University campus parking office for availability of parking in University's lots. All vehicles belonging to Contractor shall clearly display parking permits issued by University campus parking office.

16.12 Governing Laws

This Contract is to be governed and construed in accordance with the laws of the State of Illinois. For venue purposes, it is deemed that all obligations of the parties created hereunder are performed in Cook County, Illinois.

16.13 Waiver

The failure of either party hereto at any time or times to enforce any provision of this Contract shall in no way be construed to be a waiver of such provisions or to affect the validity of this Contract or any part hereof, or the right of either party thereafter to enforce each and every provision in accordance with the terms of this Contract.

16.14 Assignment

This Contract may not be assigned, in whole or in part, by either party without the prior written approval of the other party, except in connection with a merger or sale of all or substantially all of the assets of such party provided, however, that the obligations of such party under this Contract shall not be extinguished or otherwise affected by any such assignment.

16.15 Amendments

This Contract shall not be amended, modified, altered or changed except by mutual agreement confirmed in writing by each party to this Contract. Contractor agrees to waive any and all claims for adjustment in regard to any services performed without prior receipt of an appropriate written amendment.

16.16 Entire Contract

This Contract, attachments, and incorporated references shall constitute the entire Contract between the parties with respect to the subject matter herein and supersedes all prior communications and writings with respect to the content of said Contract. In case of any conflict between this Contract and any attachments or incorporated references, the terms of this Contract shall prevail. No modification, renewal, extension, or waiver of this Contract or of any of the provisions of this Contract, shall be binding upon either Contractor or University unless reduced to writing and duly executed as provided for in the Contract.

APPROVAL AND EFFECTIVE DATE

This Contract shall not be binding until signed by all parties. The persons signing this contract represent and warrant that they have authority to bind their respective parties.

**The Board of Trustees of the
University of Illinois**

Contractor

By: _____
Walter K. Knorr, Comptroller

Signed

Date: _____

Type or print name

Attest: _____
Michele M. Thompson, Secretary

Title

Date: _____

**The following signatures are required on
Contracts of \$250,000.00 or more:**

Approved:

Stanley O. Ikenberry, Interim President
Chief Executive Officer

Thomas R. Bearrows, University Counsel
Chief Legal Counsel

When submitting your response, please use the mailing label below. This will direct your response to the correct address and alert Purchasing staff to provide special handling.

☐ Please check if you
are submitting a no bid.

Bid/RFP #NJD183

**UNIVERSITY OF ILLINOIS AT CHICAGO
PURCHASING DIVISION M/C 560
809 S. MARSHFIELD AVENUE, RM 310
CHICAGO, IL 60612-7203**