

Court Reporting Services
State of Illinois

Request for Proposals for
Legislative Assistance and Support

CRS/09-101



REQUEST FOR PROPOSALS

RFP NUMBER CRS/09-101

Court Reporting Services will receive proposals for the following project:

PROJECT SCOPE: Legislative Assistance and Support Services

PROCUREMENT METHOD: Fixed Fee Basis

Attached is information relating to the specific requirements for this engagement, RFP terms and conditions, and data to be included in the proposal.

Sealed proposals will be accepted until 10:00 a.m., October 30, 2008 at the following location:

Court Reporting Services
Attn: Tammy Bumgarner
325 West Adams
Springfield, Illinois 62704

Proposals received after the day and time specified above, or at other than the specified location, will be returned unopened.

Those submitting sealed proposals should indicate the firm's name and the RFP number on the outside of the envelope. Refer to Section 1(D) for specifics regarding submission of proposals.

The expected award date for this engagement is November 7, 2008.

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I. RFP Terms and Conditions

- A. Conditions for Acceptance of Proposals. Court Reporting Services (CRS) reserves the unqualified right to reject any and all proposals received, to request and consider “best and final” proposals from one or more firms, to reject or award in whole or in part when in CRS’s best interests, to cancel this request for services at any time, to seek new proposals, and to allow corrections of errors or omissions. Proposals need not be considered if, in CRS’s judgment, the errors or omissions are significant.

Receipt of a solicitation or submission of a proposal confers no rights on the vendor to an award or contract, nor does it obligate CRS in any manner. This procurement process is for CRS’s benefit only and is intended to provide CRS with competitive information to assist in the selection of a contractor. All decisions on compliance, evaluation, terms and conditions shall be made solely at CRS’s discretion and will be made to favor the State of Illinois.

CRS will not be responsible for expenses incurred in preparing and submitting responses to this RFP. Such costs should not be included in the proposal.

CRS reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. All information submitted by a firm in response to this RFP will be subject to public inspection after award.

This RFP is subject to correction of errors and omissions, modifications, withdrawals or cancellation without notice. This RFP is subject to the statutes, rules and policies of CRS in effect at the time of solicitation.

- B. Late Proposals. Only proposals received at the location and by the time given on the cover sheet will be considered. Late proposals will be returned unopened.
- C. Prequalification. Firms applying must have an office location in Springfield, Illinois.
- D. Submission of Proposals. Proposals must be submitted as follows: (1) three copies of the Technical Proposal in a sealed envelope addressed to the attention of Tammy Bumgarner, Court Reporting Services, 325 W. Adams Street, Room 140, Springfield, IL 62704; (2) two copies of the Formal Cost Proposal in a separate sealed envelope addressed to the attention of Tammy Bumgarner at the address noted above; and (3) one copy of Disclosure Form C addressed to the attention of Michael Drake, IOC Executive Inspector General, at the address noted above. Each of the three envelopes should be clearly marked with the firm’s name and the RFP number. The sealed technical and cost proposals will be separated during the evaluation process.
- E. Discussions with Proposers/Best and Final Process. CRS reserves the right, at any time prior to award of a contract, to request and consider additional information, changes or clarifications from one or more of the firms that submitted a proposal. The purposes of discussions include, but are not limited to: promoting understanding of CRS’s requirements (such as the scope and nature of the required services) and the offeror’s proposal (such as proposers’ qualifications and the proposed method of performance); and facilitating arriving

at a contract that will be most advantageous to CRS. Changes may be made to the RFP and/or proposals based on these discussions. The number of proposers allowed to participate in discussions or to submit best and final offers, and the scope of those discussions and best and final offers, shall be determined solely by CRS. No vendor has a right to participate in best and final offer. If one is requested, then that proposer's immediately previous offer will be construed by CRS as its best and final offer.

- F. Award. CRS will select the responsible proposer submitting a responsive proposal, which provides the best value to the State, price and other factors being considered.

Responsibility. Standards of responsibility include, but are not limited to, (1) whether the proposer has available the appropriate financial, material, equipment, facility, and personnel resources and expertise (or the ability to obtain them) necessary to indicate its capability to meet all contractual requirements; (2) is able to comply with delivery or performance schedules, taking into consideration all existing commitments; (3) has a satisfactory record of performance; (4) has a satisfactory record of integrity and business ethics; (5) is qualified legally to contract with the State; (6) is current in payment of all State of Illinois taxes, including the unemployment insurance tax; (7) is properly registered as a lobbying entity with the Office of the Secretary of State; and (8) has completed the Standard Certifications and Disclosure Forms A, B and C.

Responsive. A proposal is responsive if it conforms in all material respects to the RFP.

Proposal Evaluation Factors. The factors that may be used in the evaluation and selection of qualified proposals, in the order of their relative importance, are:

- The extent and quality of proposers' experience and the quality of similar services provided others, especially the proposers' experience in completing similar work for other governmental entities and familiarity with court reporting issues;
- The appropriateness, comprehensiveness and responsiveness of the proposers' approach to the project, including the number of professional hours to be devoted to the project and its component tasks, the manner in which the requirements of the RFP and any special specifications are addressed, and the value of any special services proposed;
- The quality, depth and relevance of the experience and qualifications of the team leader and key staff, including any intended subcontractors, who will be performing the project, as well as the availability of staff to provide the services;
- The proposers' independence and ability to avoid conflicts of interest and the appearance of conflicts of interest in providing advice to CRS.
- The total maximum cost for the engagement and each element of cost, including: (1) the number of professional project hours; 2) the rate per hour or overall fixed cost, whichever is applicable; and (3) the amount and nature of anticipated out-of-pocket expenses.

CRS reserves the right to reject any proposal that is in CRS's opinion, significantly deficient in any one of the above criteria, regardless of total overall score.

G. Notice of Award. CRS shall post notification of its selection in the Illinois Procurement Bulletin. Any firm that submitted a response and believes the proposal(s) selected by CRS is not in the State's best interest may submit a written objection to Court Reporting Services, 325 West Adams, Room 140, Springfield, Illinois 62704. Written objections must be physically received at that address no later than seven (7) calendar days after written announcement of award was mailed. Protests filed after the seven (7) calendar day period will not be considered. The written objection must be factually based and detail how and why the objector's proposal is superior. CRS will review the objection and issue a written response stating whether the objection should be upheld or denied in whole or in part.

H. Contract Negotiations and Terms. The proposer chosen for award may be required to enter into contract negotiations with CRS. A proposer should be prepared to incorporate the RFP and its response and any other written representations made during the procurement process into the contract. If agreement on specific contract terms cannot be reached to CRS's satisfaction, the award may be retracted and negotiations begun with another firm.

Contract terms will generally be as set forth in CRS's standard contract documents. CRS reserves the right to modify requirements during the course of the contract by changing the scope of work, deliverables and time frames, as well as addition or deletion of tasks to be performed and/or any other modification deemed necessary or desirable by CRS. Any changes in fees proposed by the contractor resulting from the proposed changes will be subject to CRS's acceptance. In the event fees are not acceptable to CRS, the contract may be subject to reprocurement based upon the new specification.

I. Commencement of Work. Contractor must not commence any billable work prior to CRS's execution of the contract. Work done before execution is at the firm's own risk. The contract will not be considered executed until the contract bears the authorized signature of Court Reporting Services.

J. Working Paper Retention and Access to Working Papers. All working papers and reports must be retained, at the contractor's expense, for a minimum of five (5) years from the date of the final deliverable to CRS, unless the firm is notified in writing for the need to extend the retention period. The contractor will be required to make the working papers available, upon request and without limitation and at no charge to CRS.

K. Cooperation with CRS Staff. Contractor must cooperate with staff from CRS and other State of Illinois employees in their conduct of this project. Further, the Contractor must also cooperate with representatives of other State agencies to minimize disruptions in the operations of those agencies as a result of this project.

- L. Nature of Services Required. The firm will provide legislative assistance and support for fiscal year 2009. The term of the contract is expected to start upon execution and run through the end of June 2009. The contract is expected to include an option to renew for an additional year upon agreement by both parties.

Legislative Assistance and Support Services

The firm will draft legislation, acquire sponsors or co-sponsors for introduction as a bill, and provide support for the bill in committees, through the House and Senate, and through the Governor's enactment. The firm shall monitor the status of any pending legislation and provide status updates and recommendations for further action by CRS.

II. Items to be included in the Proposal

Your firm's proposal should include the following items:

A. Technical Proposals should include:

- 1) A written statement discussing your firm's understanding of the project requirements as stated in the Request for Proposals. You may wish to include a tentative work plan to meet the stated requirements. (Please do not restate the Request for Proposals.)
- 2) A description of your firm and its capabilities, highlighting prior involvement with the State of Illinois, the General Assembly and court reporting issues, if any.
- 3) A listing of qualifications of the individuals who your firm proposes to assign to the project.
- 4) A listing of clients and similar projects completed which demonstrates your firm's ability to successfully carry out the project.
- 5) Completed Standard Certifications
- 6) Completed Disclosure Forms A and B

B. Cost Proposals should include:

- 1) An estimate of the number of hours and compensation rate required to complete the project by staff professionals with an extended total cost.
- 2) A schedule of the estimated out-of-pocket expenses by major portion of the project by type of expense. (i.e. lodging, meals, supplies etc.)

Note: Technical and Cost Proposals must be sent to the attention of Tammy Bumgarner, Program Coordinator, Court Reporting Services, 325 W. Adams Street, Room 140, Springfield, IL 62704 as described in Paragraph D, Submission of Proposals.

C. Completed Disclosure Form C

- 1) A completed Disclosure Form C must be sent in a separate sealed envelope to the attention of Michael Drake, IOC Executive Inspector General, 325 W. Adams St., Springfield, IL 62704



STANDARD CERTIFICATIONS

CONFLICT OF INTEREST. Vendor covenants that it has no public or private interest and shall not acquire, directly or indirectly, any such interest that would conflict in any manner with the performance of its services under this contract. Further, Vendor agrees to comply with the provisions of the Illinois Procurement Code prohibiting conflicts of interest (30 ILCS 500/Article 50). All the terms, conditions, and provisions of Article 50 apply to this contract and are made a part of this contract the same as though they were incorporated and included herein. Vendor further represents that the disclosures required by Section 50-35 of the Illinois Procurement Code (30 ILCS 500/50-35), if applicable, have been made and are true and correct.

BRIBERY CONVICTION CERTIFICATION. Vendor certifies that it is not barred from being awarded a contract or subcontract with Court Reporting Services or with the State of Illinois under Section 50-5 of the Illinois Procurement Code (30 ILCS 500/50-5). Section 50-5 of the Illinois Procurement Code prohibits contracting with a person or business that has been convicted under the laws of Illinois or of any other State of bribing or attempting to bribe a State officer or employee or that has made an admission of guilt to that conduct but has not been prosecuted.

FELONY CONVICTION CERTIFICATION. Vendor certifies that it is not barred from being awarded a contract or subcontract with Court Reporting Services or with the State of Illinois under Section 50-10 of the Illinois Procurement Code (30 ILCS 500/50-10). Section 50-10 of the Illinois Procurement Code prohibits a person or business entity convicted of a felony from doing business with the State of Illinois or any State agency from the date of conviction until five (5) years after the completion of the sentence for such felony, unless no person held responsible by a prosecutorial office for the facts upon which the conviction was based continues to have any involvement with the business. Vendor acknowledges that making a false statement with regard to this certification is a Class 3 felony.

SARBANES-OXLEY ACT CERTIFICATION. Vendor certifies that it is not barred from being awarded a contract with Court Reporting Services or with the State of Illinois under Section 50-10.5 of the Illinois Procurement Code (30 ILCS 500/50-10.5). Section 83 50-10.5 of the Illinois Procurement Code prohibits a business from bidding on or entering into a contract with the State if the business or any officer, director, or partner, or other managerial agent of the business has been convicted of a felony under the Sarbanes-Oxley Act of 2002 (15 U.S.C. § 7201 et seq.) or of a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 (815 ILCS 5/1 et seq.) for a period of five (5) years prior to the date of the bid or contract. Vendor acknowledges that Court Reporting Services shall declare this contract void if this certification is false.

DEBT DELIQUENCY CERTIFICATION. Vendor certifies that neither it nor any of its affiliates is prohibited from entering into a contract with Court Reporting Services or the State of Illinois by Section 50-11 of the Illinois Procurement Code (30 ILCS 500/50-11). Section 50-11 of the Illinois Procurement Code bars any person who is delinquent in the payment of a debt to the State from contracting with a State agency, unless that person or its affiliates has entered into a deferred payment plan to pay off the debt. Vendor acknowledges that Court Reporting Services may declare this contract void if this certification is false.

USE TAX CERTIFICATION. Vendor certifies that neither it nor its affiliates is prohibited from entering into a contract with the Comptroller or the State of Illinois under Section 50-12 of the Illinois Procurement Code (30 ILCS 5000/50-12). Section 50-12 of the Illinois Procurement Code bars a person from entering into a contract with a State agency if the person or any of its affiliates 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 (35 ILCS 105/1 et seq.). Vendor acknowledges that Court Reporting Services may declare this contract void if this certification is false.



ENVIRONMENTAL PROTECTION ACT CERTIFICATION. Vendor certifies that it is not barred from being awarded a contract with Court Reporting Services or the State of Illinois under Section 50-14 of the Illinois Procurement Code (30 ILCS 500/50-14). Section 50-14 of the Illinois Procurement Code bars the State from awarding a contract to any person or business found by a court or by the Pollution Control Board to have committed a willful or knowing violation of Section 42 of the Environmental Protection Act (415 ILCS 5/42). A State agency is barred from awarding a contract to a person or business found to have been in violation for a period of five (5) years from the date of the order containing the finding of violation, unless there is no practicable alternative available to the State. Vendor acknowledges that Court Reporting Services may declare this contract void if this certification is false.

LEAD POISONING PREVENTION ACT CERTIFICATION. Vendor certifies that it is not barred from being awarded a contract or subcontract with Court Reporting Services or with the State of Illinois under Section 50-14.5 of the Illinois Procurement Code (30 ILCS 500/50-14.5). Section 50-14.5 of the Illinois Procurement Code prohibits owners of residential buildings who have committed a willful or knowing violation of the Lead Poisoning Prevention Act (410 ILCS 45) from doing business with the State of Illinois or any State agency until the violation is mitigated. Vendor acknowledges that Court Reporting Services may declare this contract void if this certification is false.

REVOLVING DOOR PROHIBITION CERTIFICATION. Vendor certifies that it is not barred from engaging in any procurement activity with Court Reporting Services under Section 50-30 of the Illinois Procurement Code (30 ILCS 500/50-30). Section 50-30 of the Procurement Code prohibits chief procurement officers, associate procurement officers, State purchasing officers and their designees whose principal duties were directly related to State procurement from engaging in any procurement activity for a period of two (2) years after terminating an affected position relating to an agency most recently employing them in an affected position for a period of at least six (6) months. The prohibition includes but is not limited to lobbying the procurement process; specifying; bidding; proposing bid, proposal or contract documents on their own behalf or on behalf of any firm, partnership, association, or corporation. This Section applies only to those persons who terminate an affected position on or after January 15, 1999. (30 ILCS 500/50-30.)

FORCED LABOR CERTIFICATION. Vendor certifies, in accordance with Section 10 of the State Prohibition of Goods from Forced Labor Act (30 ILCS 583 /10), that none of the equipment, materials or supplies furnished pursuant to the provisions of this contract constitute imported, foreign-made goods which were produced in whole or in part by forced labor, convict labor or indentured labor. Vendor acknowledges that providing a false certification under this Section of the contract may result in: (1) this contract being voided at the Comptroller's option; (2) the Vendor being assessed a penalty of \$1,000 or an amount equal to 20% of the value of the equipment, materials or supplies produced by forced labor, convict labor or indentured labor,; and/or (3) the Vendor being suspended from bidding on any State contract for up to 360 days.

EDUCATIONAL LOAN CERTIFICATION. Vendor certifies that it is not in default on an educational loan as provided in the Educational Loan Default Act (5 ILCS 385/1 et seq.).

BID-RIGGING AND BID ROTATING CERTIFICATION. Vendor certifies that it is not barred from bidding on contracts with the State of Illinois as a result of a conviction of bid-rigging under Section 33E or of a bid rotating under Section 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3, 5/33E-4).

DUES TO CLUBS THAT DISCRIMINATE CERTIFICATION. Vendor certifies that it is not prohibited from selling goods or services to the State of Illinois because it pays dues or fees on behalf of its employees or agents or subsidiaries or otherwise reimburses them for payment of their dues or fees to any club that unlawfully discriminates. (775 ILCS 25/0.01 et seq.)

INTERNATIONAL ANTI-BOYCOTT CERTIFICATION. Vendor certifies and agrees that neither it nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the Federal Export Administration Act of 1979 (50 App. U.S.C. § 2401 et seq.) or the regulations of the United States Department of Commerce promulgated under that Act. This certification applies to contracts in excess of \$10,000(30 ILCS 582).

AMERICANS WITH DISABILITIES ACT CERTIFICATION. The Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.) (ADA) and the regulations promulgated thereunder prohibit discrimination against persons with disabilities by the State of Illinois, whether directly or through contractual arrangements, in the provision of any aid, benefit, or service. As a condition of this contract, Vendor certifies that services, programs, and activities provided under this contract are and will continue to be in compliance with the ADA.

DRUG FREE WORKPLACE COMPLIANCE CERTIFICATION. The Vendor certifies and agrees that it will provide a drug free workplace in accordance with the Drug Free Workplace Act (30 ILCS 580/1 et seq.), and if an individual shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract. The Drug Free Workplace Act, effective January 1, 1992, requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant and debarment of contracting or grant opportunities with the State for at least one (1) year but not more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division, or other unit thereof, directly responsible for the specific performance under a contract or grant or \$5,000 or more from the State.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

(a) Publishing a statement:

- (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace;
- (2) Specifying the actions that will be taken against employees for violations of such prohibition; and
- (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (A) abide by the terms of the statement; and
 - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

(b) Establishing a drug free awareness program to inform employees about:

- (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's or contractor's policy of maintaining a drug free workplace;
 - (3) any available drug counseling rehabilitation, and employee assistance programs; and
- the penalties that may be imposed upon an employee for drug violations.

(c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.

(d) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.

(e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by section 5 of the Drug Free Workplace Act.

(f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

EQUAL EMPLOYMENT OPPORTUNITY CLAUSE. The Vendor agrees not to commit "unlawful discrimination" in employment as that term is defined in the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), and further agrees to take affirmative action to ensure that no unlawful discrimination is committed.

PUBLIC WORKS EMPLOYMENT DISCRIMINATION ACT. The Vendor will comply with the Public Works Employment Discrimination Act (775 ILCS 10/.01 et seq.). The provisions of this Act are made part of this contract by reference as though set forth herein.

SEXUAL HARASSMENT POLICY. The Vendor shall have a written sexual harassment policy that shall include the definition of sexual harassment under State law and its illegality; a description of sexual harassment utilizing examples; the Vendor's internal complaint process including penalties; the legal recourse available through and contact information for the Department of Human Rights and the Human Rights Commission; and protection against retaliation for complaining of sexual harassment.

Vendor, its employees and subcontractors will comply with applicable provisions of the U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act.

IDHR CONTRACTOR REGISTRATION NUMBER. The Illinois Department of Human Rights (IDHR) requires certain persons wishing to bid on State of Illinois contracts to file a completed Employer's Report Form PC-1 before bid opening. IDHR will then assign a registration number. Your IDHR Contractor Registration Number must be submitted with your bid or proposal. Form PC-1 may be obtained by calling IDHR at 312-814-2431, TDD 312-263-1579. Your Bid will not be considered without this number.

IDHR Contractor Registration Number: _____

FEDERAL TAXPAYER IDENTIFICATION NUMBER AND LEGAL STATUS DISCLOSURE. Under penalties of perjury, Vendor certifies that _____ is its correct Federal Taxpayer Identification Number. Vendor is performing these services as a (please check one):

☐ Individual	☐ Real Estate Agent
☐ Sole Proprietorship	☐ Governmental Entity
☐ Partnership/Legal Corporation	☐ Pharmacy-Noncorporate
☐ Corporation	☐ Tax Exempt Organization (IRC 501(a) Only)
☐ Medical Corporation	☐ Trust or Estate
☐ Nonresident Alien	☐ Pharmacy/Funeral Home/Cemetery Corporation

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THESE CERTIFICATIONS ON BEHALF OF THE DESIGNATED ORGANIZATION.

Printed Name of Organization _____

Signature of Authorized Representative

Requisition/Contract/Grant ID Number

Printed Name and Title

Date

Contact Person Name

Contact Person Telephone Number

DISCLOSURE FORM A
FINANCIAL INTERESTS AND
POTENTIAL CONFLICTS OF INTERESTS

30 ILCS 500/50-35 requires vendors desiring to enter into certain contracts with the State of Illinois to disclose the financial and potential conflict of interest information specified below as a condition of receiving an award or contract. This requirement is applicable to contracts with an annual value exceeding \$10,000. You must submit this information with your bid, proposal, or offer.

A publicly traded entity may submit its 10K disclosure in satisfaction of the disclosure requirements. A privately held entity that is exempt from Federal 10k reporting but has more than 400 shareholders may submit the information that Federal 10k reporting companies are required to report under 17 CFR 229.401 and list the names of any person or entity holding any ownership share that is in excess of 5% in satisfaction of the disclosure requirements.

Disclosure of Financial Information. The individuals named below have an interest in the vendor (or its parent) in terms of ownership or distributive income share of more than 5%, or an Interest which has a value of more than 60% of the Governor's salary.

Name: _____

Address: _____

Type of Ownership/Distributable Income Share: Stock_____ Sole Proprietorship_____ Partnership_____

Other (explain)_____

% or \$ value of ownership/distributable income share. _____

Disclosure of Potential Conflicts of Interest. For each of the individuals having the level of financial interest identified above, check yes or no to indicate which, if any, of the following potential conflicts of interest relationships apply. If yes, please describe, attaching additional pages as necessary.

- (a) State employment, currently or in the previous 3 years, including contractual employment of services. Yes or No
- (b) State employment of spouse, father, mother, son, or daughter, including contractual employment for services in the previous 2 years. Yes or 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 or No
- (d) Elective status currently or in the previous 2 years; spouse, father, mother, son, or daughter. Yes or 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 or No
- (f) Relationship to anyone holding appointive office currently or in the previous 2 years; spouse, father, mother, son, or daughter. Yes or No
- (g) Employment, currently or in the previous 3 years, as or by any registered lobbyist of the State government. Yes or No
- (h) Employment currently or in the previous two years, of spouse, father, mother, son, or daughter as a registered lobbyist of the State government. Yes or 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 of the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections. Yes or No
- (j) Relationship to anyone; spouse, father, mother, son, or daughter who 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 or No

Vendor certifies that the information disclosed herein is true and correct. The Undersigned affirms, under penalty of perjury, that he or she is authorized to execute this disclosure on behalf of the Vendor.

Printed Name of Vendor _____

Signature of Authorized Representative

Requisition/Contract Number

Printed Name and Title

Date



DISCLOSURE FORM B
FINANCIAL INTERESTS AND
POTENTIAL CONFLICTS OF INTERESTS

30 ILCS 500/50-35 requires vendors desiring to enter into certain contracts with the State of Illinois to disclose the information specified below as a condition of receiving an award or contract. This requirement is applicable to contracts with an annual value exceeding \$10,000. You must submit this information with your bid, proposal, or offer.

1 Vendor shall identify whether it has current contracts (including leases) with other units of State of Illinois government by checking "Yes" or "No" .

(b) Vendor shall identify whether it has pending contracts (including leases), bids, proposals, or other ongoing procurement relationships with any 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).

Vendor certifies that the information disclosed herein is true and correct. The Undersigned affirms, under penalty of perjury, that he or she is authorized to execute this disclosure on behalf of the Vendor.

Printed Name of Vendor _____

Signature of Authorized Representative

Requisition/Contract Number

Printed Name and Title

Date



DISCLOSURE FORM C
FINANCIAL INTERESTS AND
POTENTIAL CONFLICTS OF INTERESTS

Executive Order of the Comptroller 05-01 requires a Vendor desiring to enter into contracts with an annual aggregate value exceeding \$10,000, to be paid from appropriations or expenditure authority under the sole jurisdiction of the Comptroller, to disclose political contributions made by the Vendor to the Comptroller or to a political committee established to promote the candidacy of the Comptroller.

Vendor shall disclose the information identified below as a condition of receiving an award or contract. Vendor shall submit a completed disclosure at the time of submittal of the bid, proposal, or offer in a sealed envelope addressed to the attention of Michael Drake, Executive Inspector General, 325 West Adams Street, Springfield, IL 62704. Questions concerning Disclosure Form C may be directed to Executive Inspector General Michael Drake at (217) 558-1601.

Definitions:

"Affiliated person" means any person with an ownership interest or distributive share of the bidding entity in excess of 5%, and executive employees of the bidding entity, and the spouse and minor children of any such persons.

"Affiliated entity" means any subsidiary of the bidding entity, any member of the same unitary business group or any political committee for which the bidding entity is the sponsoring entity as defined in the Election Code. (See definition of "sponsoring entity" below.)

"Member of the same unitary business group" means the same as that term is defined in the Illinois State Income Tax Code, 35 ILCS 5/1501(a)(2).

"Sponsoring entity" means (i) any person, political committee, organization, corporation, or association that contributes at least 33% of the total funding of the political committee or (ii) any person or other entity that is registered or is required to register under the Lobbyist Registration Act and contributes at least 33% of the total funding of the political committee.

"Vendor" means the bidder or offerer and any "affiliated person" or "affiliated entity" of the bidder or offerer.

Disclosure:

Vendor shall identify any and all persons with an ownership interest or distributive share of the bidding entity in excess of 5%, and any and all executive employees of the bidding entity, and the spouse and minor children of such persons.

Vendor shall identify any and all subsidiaries of the bidding entity, and any and all members of the same unitary business group as well as any political committee for which the bidding entity is the sponsoring entity.

Vendor shall identify whether within the previous two years it made political contributions required to be reported under Article 9 of the Election Code to the Comptroller or to a political committee established to promote the candidacy of the Comptroller by checking ____yes or ____no.

If "yes" is checked, identify below each political contribution by listing the recipient of the contribution, the name and address of the contributor, and the dollar amount of the contribution. Attach additional pages as necessary.

Vendor certifies that the information disclosed herein is true and correct. The Undersigned affirms, under penalty of perjury, that he or she is authorized to execute this disclosure on behalf of the Vendor.

Printed Name of Vendor _____

Signature of Authorized Representative

Requisition/Contract Number

Printed Name and Title

Date

