



**ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS
VENDOR BID CERTIFICATIONS**

All vendors submitting bids on contracts with the judicial branch must complete the following disclosures and certifications.

I. VENDOR INFORMATION

This disclosure information is submitted on behalf of (show official name of Vendor, and if applicable, DBA and parent):

(Name of vendor) _____

(DBA, if used) _____

(Name of any parent organization) _____

Address _____

Contact Person:

Name: _____

Title: _____

Address: _____

Phone/Fax: _____

II. DISCLOSURES

Sections 50-13 and 50-35 of the Judicial Branch Procurement Code require that vendors desiring to enter into certain contracts with the State of Illinois must disclose financial and potential conflict of interest information specified below as a condition of receiving an award or contract.

If the Vendor is a wholly owned subsidiary of a parent organization, separate disclosures must be made by the Vendor and the parent. For purposes of this form, a parent organization is any entity that owns 100% of the Vendor. When determining ownership or distributive income shares, use the most current information that you consider reliable, but in no event for a period before your last completed fiscal period. A designee may submit this form on behalf of the vendor (or its parent). However, that person must have verified the information with each affected individual.

Section 1: Conflicts of Interest.

A. Prohibition. It is unlawful for any person holding an elective office in this State, holding a seat in the General Assembly, or appointed to or employed in any of the offices or agencies of State government and who receives

compensation for such employment in excess of 60% of the salary of the Governor of the State of Illinois, or who is an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority, or who is the spouse or minor child of any such person to have or acquire any contract, or any direct pecuniary interest in any contract therein, whether for stationery, printing, paper, or any services, materials, or supplies, that will be wholly or partially satisfied by the payment of funds appropriated by the General Assembly of the State of Illinois or in any contract of the Capital Development Board or the Illinois Toll Highway Authority.

B. Interests. It is unlawful for any firm, partnership, association, or corporation, in which any person listed in subsection (A) is entitled to receive (i) more than 7 ½% of the total distributable income or (ii) an amount in excess of the salary of the Governor, to have or acquire any such contract or direct pecuniary interest therein.

C. Combined interests. It is unlawful for any firm, partnership, association, or corporation, in which any person listed in subsection (a) together with his or her spouse or minor children is entitled to receive (i) more than 15%, in the aggregate, of the total distributable income or (ii) an amount in excess of 2 times the salary of the Governor, to have or acquire any such contract or direct pecuniary interest therein.

D. Securities. Nothing in this Section invalidates the provisions of any bond or other security previously offered or to be offered for sale or sold by or for the State of Illinois.

E. Prior interests. This Section does not affect the validity of any contract made between the State and an officer or employee of the State or member of the General Assembly, his or her spouse, minor child or any combination of those persons if that contract was in existence before his or her election or employment as an officer, member, or employee. The contract is voidable, however, if it cannot be completed within 365 days after the officer, member, or employee takes office or is employed.

F. Exceptions.

1. **Public aid payments.** This Section does not apply to payments made for a public aid recipient.

2. **Teaching.** This Section does not apply to a contract for personal services as a teacher or school administrator between a member of the General Assembly or his or her spouse, or a State officer or employee or his or her spouse, and any school district, public community college district, or State University.

3. **Ministerial duties.** This Section does not apply to a contract for personal services of a wholly ministerial character, including but not limited to services such as a laborer, clerk, typist, stenographer, page, bookkeeper, receptionist, or telephone switchboard operator, made by a spouse or minor child of an elective or appointive State officer or employee or of a member of the General Assembly.

4. **Child and family services.** This Section does not apply to payments made to a member of the General Assembly, a State officer or employee, his or her spouse or minor child acting as a foster parent, homemaker, advocate, or volunteer for or in behalf of a child or family served by the Department of Children and Family Services.

5. **Licensed professionals.** Contracts with licensed professionals, provided they are competitively bid or part of a reimbursement program for specific, customary goods and services through the departments of Children and Family Services, Human Services, Public Aid, Public Health, or Aging.

CHECK ONE:

No Conflict of Interest

Potential Conflict of Interest. If checked, name each conflicted individual, the nature of the conflict, and the name of the state agency that is associated directly or indirectly with the conflicted individual.

Section 2: Disclosure of Financial Interest in the Vendor

All vendors, except for publicly traded corporations subject to SEC reporting requirements, must complete subsection "a", below. Publicly traded corporations may complete subsection "b".

A. General Disclosure. For each individual having any of the following financial interests in the vendor (or its parent), please mark each that apply and show the applicable name and address. Then complete Sections 3 and 4. If no individual has any of the following financial interests in the vendor (or its parent), check this blank _____, skip Section 3, but complete Section 4.

- Ownership exceeding 5% _____
- Ownership value exceeding 60% of Illinois Governor’s annual salary _____
- Distributive Income Share exceeding 5% _____
- Distributive Income Share exceeding 60% of Illinois Governor’s annual salary _____

Name: _____

Address: _____

For each individual identified above, please identify:

the dollar value of the ownership interest: \$ _____
or

the proportionate share of the ownership interest: _____ %*

and

the type of ownership/distributable income share:

sole proprietorship _____ stock _____ partnership _____ other (explain) _____

B. Publicly traded corporations subject to SEC reporting requirements. These Vendors may submit their 10k disclosure (*include proxy if referenced in 10k*) in satisfaction of the financial and conflict of interest disclosure requirements set forth in subsections **50-35 a** and **b** of the Judicial Branch Procurement Code. FORM SEC 20f or 40f, supplemented with the names of those owning in excess of 5% and up to the ownership percentages disclosed in those submissions, may be accepted as being substantially equivalent to 10k. Vendor may skip Section 3 of this form but must complete Section 4.

Check here if submitting a 10k _____, 20f _____, or 40f _____.

Section 3: Disclosure of Potential Conflicts of Interest.

For each individual having the level of financial interest identified in Section 2(a) above, indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes," please describe each situation (label with appropriate letter) using the space at the end of Section 3 (attach additional pages as necessary).

A.	State employment, currently or in the previous 3 years, including contractual employment of services directly with the individuals identified in Section “1” in their individual capacity unrelated to the Vendor’s contract. Identify contracts with the VENDOR in Section “4”.	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 with anyone holding appointive office currently or 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 _____

Explanation of potential conflicts of interest listed above:

Section 4: Current and Pending Contracts and Offers (bids and proposals).

A. VENDOR shall identify below each contract it has with other units of State of Illinois government by showing agency name and other descriptive information such as purchase order or contract reference number (attach additional pages as necessary). Show "none" if appropriate.

B. VENDOR shall identify below whether it has pending contracts (including leases), bids, proposals, or other ongoing procurement relationships with other units of State of Illinois government by showing agency name and other descriptive information such as bid or project number (attach additional pages as necessary). Show "none" if appropriate.

Section 5: Business with Iran.

Section 50-36 of the Judicial Branch Procurement Code requires that VENDORS desiring to submit any bid, offer or proposal for a State contract disclose whether or not the bidder, offeror, or proposing entity, or any of its corporate parents or subsidiaries, within the 24 months before submission of the bid, offer, or proposal had business operations that involved contracts with or provision of supplies or services to the Government of Iran, companies in which the Government of Iran has any direct or indirect equity share, consortiums or projects commissioned by the Government of Iran, or 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.

CHECK ONE:

_____ No business with Iran as defined in Section 50-36.

_____ Business with Iran as defined in Section 50-36. If checked, identify company and explain time frame and nature of said business with Iran.

III. CERTIFICATIONS

A. Accessibility and Non-Discrimination. Vendor and its employees and subcontractors agree not to commit unlawful discrimination and/or sexual harassment and agree to comply with any and all applicable statutes and rules related to the same including but not limited to the Illinois Human Rights Act, the United States Civil Rights Act, the Federal Rehabilitation Act, the Americans with Disabilities Act, the Illinois Public Works Employment Discrimination Act, the Illinois Information Technology Accessibility Act and rules applicable to each.

Vendor and its employees and subcontractors agree to comply with any and all applicable accessibility statutes and rules including but not limited to the Illinois Human Rights Act, the United States Civil Rights Act, the Federal Rehabilitation Act, the Americans with Disabilities Act, the Illinois Technology Accessibility Act, the Illinois Public Works Employment Discrimination Act and rules applicable to each. All information technology, including electronic information, software, systems, and equipment, developed or provided under this contract or procurement must comply with the applicable requirements of the Illinois Information Technology Accessibility Act (30 ILCS 587) Standards as published at <https://doit.illinois.gov/accessibility/iitaa>. Where applicable, vendor shall provide the State of Illinois their most recent Voluntary Product Accessibility Template/Accessibility Conformance Report (VPAT).

B. Educational Loan Default. If Vendor is an individual, Vendor certifies that Vendor is not in default on an educational loan. See 5 ILCS 385/3.

C. Contractual Services Verification. Vendor has informed the Director of the AOIC in writing if he/she was formerly employed by that agency and has received an early retirement incentive prior to 1993 under section 14-108.3 or 16-133.3 of the Illinois Pension Code and acknowledges that contracts made without the appropriate filing with the Auditor General are not payable from the "contractual services" or other appropriation line items. Vendor has not received an early retirement incentive in or after 2002 under section 14-108.3 or 16-133.3 of the Illinois Pension Code, and acknowledges that contracts in violation of Section 15a of the State Finance Act are not payable from the "contractual services" or other appropriation line items (**30 ILCS 105/15a**).

D. Anti-bribery. Vendor certifies that Vendor is not barred from being awarded a contract, agreement or subcontract under section 50-5 of the Supreme Court of Illinois Judicial Branch Procurement Code (same as section 50-5 of the Illinois Procurement Code (30 ILCS 500/50-5)). Section 50-5 prohibits a vendor or subcontractor from entering into a contract or agreement with a State agency if the vendor or subcontractor has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, or if the vendor or subcontractor has made an admission of guilt of such conduct which is a matter of record. Vendor or subcontractor further acknowledges that the Director of the Administrative Office of the Illinois Courts may declare this agreement void if this certification is false.

E. Felons. Vendor certifies that Vendor is not barred under 30 ILCS 500/50-10 from contracting with the State. Section 50-10 prohibits a vendor from entering into a contract or agreement with a State agency if the vendor has been convicted of a felony and 5 years have not passed from the completion of the sentence for that felony. Vendor further acknowledges that the Director of the Administrative Office of the Illinois Courts may declare this agreement void if this certification is false.

F. Debt Delinquency. Vendor certifies that Vendor, or any affiliate, is not barred under Section 50-11 of the Supreme Court of Illinois Judicial Branch Procurement Code from contracting with the State. Section 50-11 of the Supreme Court of Illinois Judicial Branch Procurement Code prohibits a vendor from entering into an agreement with the State if the vendor knows or should know that Vendor, or any affiliate, is delinquent in the payment of any debt to the State, unless Vendor or affiliate has entered into a deferred payment plan to pay off the debt. Vendor further acknowledges that, under Section 50-60 of the Supreme Court of Illinois Judicial Branch Procurement Code, the Director of the Administrative Office of the Illinois Courts may declare this agreement void if this certification is false or if Vendor is determined to be delinquent in the payment of any debt to the State during the term of this agreement.

G. Inducement. Vendor has not paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor has Vendor accepted any money or other valuable thing, or acted upon the promise of same, for not bidding on a State contract (Section 50-25 of the Judicial Branch Procurement Code).

H. Revolving Door. Vendor is not in violation of Section 50-30 of the Judicial Branch Procurement Code, known as the "Revolving door prohibition", which prohibits certain individuals for a period of 2 years after terminating a position from engaging in any procurement activity relating to the State agency most recently employment them for a period of at least 6 months.

I. Anti-competitive practices. Vendor will report to the appropriate Inspector General, the Illinois Attorney General and the Chief Procurement Officer any suspected collusion or other anticompetitive practice among any bidders, offerors, contractors, proposers or employees of the State (Section 50-40 of the Judicial Branch Procurement Code and 720 ILCS 5/33E-1)).

J. Drug Free Workplace. If Vendor is an individual, or an individual doing business in the form of a sole

proprietorship, Vendor certifies that Vendor will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this contract. See 30 ILCS 580/4. For agreements of \$5,000 or more, if Vendor is a corporation, partnership, or other entity with 25 or more employees, Vendor agrees that it will provide a drug free workplace by:

1. Publishing a statement:

- a. Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in Vendor's workplace.
- b. Specifying the actions that will be taken against employees for violations of such prohibition.
- c. Notifying the employee that, as a condition of employment on this agreement or grant, the employee will:
 - i. abide the terms of the statement; and
 - ii. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

2. Establishing a drug free awareness program to inform employees about:

- a. The dangers of drug abuse in the workplace;
- b. the Vendor's policy of maintaining a drug free workplace;
- c. any available drug counseling, rehabilitation, and employee assistance programs; and
- d. the penalties that may be imposed upon an employee for drug violations.

3. Providing a copy of the statement required by subparagraph (A) to each employee engaged in the performance of this agreement and to post the statement in a prominent place in the workplace.

4. Notifying the contracting agency within 10 days after receiving notice under part (b) of paragraph (3) of subparagraph (A) above from an employee or otherwise receiving actual notice of such conviction.

5. 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.

6. 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.

7. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act. See 30 ILCS 580/1 *et seq.*

K. International Anti-Boycott Certification. Vendor certifies that neither Vendor 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.

L. Bid-rigging or Bid-rotating. Vendor certifies that Vendor has not been barred from contracting with the State as a result of a violation of section 33E-3 or 33E-4 of the Criminal Code of 1961. See 720 ILCS 5/33E-3, 5/33E-4.m.

M. Payment of Dues or Fees. Vendor does not pay dues to or reimburse or subsidize payments by its employees for any dues or fees to any "discriminatory club" pursuant to the Illinois Human Rights Act (775 ILCS 25/2).

N. Environmental Protection Violations. Vendor certifies that Vendor, and any affiliate, is not barred from being awarded an agreement under Section 50-14 of the Supreme Court of Illinois Judicial Branch Procurement Code. Section 50-14 prohibits bidding on or entering into contracts or agreements with the judicial branch by a person or business found by a court or the Pollution Control Board to have committed a willful or knowing violation of Section 42 of the Environmental Protection Act for a period of five years from the date of the order. Vendor acknowledges that the Director of the Administrative Office of the Illinois Courts may declare this agreement void if this certification is false.

O. Registration as a Business Entity. Each business entity (i) whose aggregate bids and proposals on State contracts annually total more than \$50,000, (ii) whose aggregate bids and proposals on State contracts combined with the business entity's aggregate annual total value of State contracts exceed \$50,000, or (iii) whose contracts with State agencies, in the

aggregate, annually total more than \$50,000 shall register with the State Board of Elections in accordance with Section 9-35 of the Election Code.

CHECK ONE:

_____ VENDOR is not required to register as a business entity with the State Board of Elections pursuant to Section 20-160 of the Judicial Branch Procurement Code (same as section 20-160 of the Illinois Procurement Code (30 ILCS 500/20-160))

_____ VENDOR has registered as a business entity with the State Board of Elections and acknowledges a continuing duty to update the registration pursuant to Section 20-160 of the Judicial Branch Procurement Code (same as section 20-160 of the Illinois Procurement Code (30 ILCS 500/20-160)).

P. Prohibited Bidders and Contractors. Vendor, and all subcontractors subject to section 20-120 of the Illinois Procurement Code, certify in accordance with Section 50-10.5 of the Supreme Court of Illinois Judicial Branch Procurement Code 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 (Pub. L. No. 107-204) or 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 years prior to the date of the bid or this agreement. Vendor and applicable subcontractors acknowledge that the Director of the Administrative Office of the Illinois Courts may declare this agreement void if this certification is false.

Q. Collection and Remittance of Illinois Use Tax. Vendor certifies that Vendor, or any affiliate, is not barred under Section 50-12 of the Supreme Court of Illinois Judicial Branch Procurement Code from contracting with the State. Section 50-12 of the Supreme Court of Illinois Judicial Branch Procurement Code prohibits a vendor from entering into an agreement with the judicial branch if Vendor, 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 (35 ILCS 105/1 *et seq.*). Vendor further acknowledges that, under Section 50-60 of the Supreme Court of Illinois Judicial Branch Procurement Code, the Director of the Administrative Office of the Illinois Courts may declare the agreement void if this certification is false or if Vendor, or any affiliate, is determined to be delinquent in the payment of any debt to the State during the term of this agreement.

R. Sexual Harassment. Vendor shall have written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) Vendor's internal complaint process including penalties; (v) the legal resource, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by section 6-101 of the Illinois Human Rights Act. See 775 ILCS 5/6-101. A copy of the policies shall be provided to the Department upon request. See 775 ILCS 5/2-105(A)(4).

S. Lobbying restrictions. Vendor that hires a person required to register under the Lobbyist Registration Act to assist in obtaining a contract shall: disclose all costs, fees, compensation, reimbursement, and other remunerations paid or to be paid to the lobbyist related to the contract; shall not bill or otherwise cause the State of Illinois to pay for any of the lobbyist's costs, fees, compensation, reimbursement, and other remunerations; and sign a verification certifying that none of these amounts were billed to the State. Vendor shall not retain a person or entity required to register under the Lobbyist Registration Act in order to attempt to influence the outcome of any procurement decision.

THE UNDERSIGNED PERSON AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THE DISCLOSURES AND CERTIFICATIONS CONTAINED HEREIN ON BEHALF OF THE VENDOR.

Signature

Type/Print Title

Type/Print Name

Date

*** A copy of the Judicial Branch Procurement Code is available at illinoiscourts.gov.*