

Certifications Form Review Checklist

Task No.	Task Description	Task Guidance
General Instructions		
<input type="checkbox"/> 1	If any of the items listed below are not completed by the Vendor, the CCU must return the form to the Vendor with comment to complete the forms. Incomplete forms are at risk for rejection when submitted with the award posting to the SPO/CPO and may delay award of the contract.	
<input type="checkbox"/> 2	Verify that the footer has the most current date and indicates "Approved by Legal Counsel for capital use only - UOCP&RES (the most current date)."	<i>The information must be provided on the most current version of the UI form. If the form is incorrect, return to the Vendor with instruction to provide information on the current form. Check the UOC&PRES website for the most current version.</i>
Item #18		
<input type="checkbox"/> 3	Illinois Department of Human Rights Public Contracts Number: Name of company and DBA must be provided.	<i>Verify that information is provided.</i>
<input type="checkbox"/> 4	Vendor must provide an IDHR Contracts Number OR check that the requirements are not applicable.	<i>Verify that information is provided. When an IDHR Contracts Number is provided, the expiration date must be current.</i>
Item #32		
<input type="checkbox"/> 5	Verify that a checkbox has been selected for Board of Election Certification.	<i>Prime Only: It will be rare that the first box is selected since the requirements are \$50K and over in any state contract or potential contract (proposals and bids submitted) requires registration. The actual certificate is no longer required to be attached.</i>
Item #33		
<input type="checkbox"/> 6	Disclosure of Business in Iran: Vendor must check a box in this section. If the second box is selected, information is posted to the State Comptroller's website.	<i>Prime Only. If YES is selected, UOCP&RES will notify the CPO. The CPO must notify the State Comptroller of this Vendor by law and the information posted on the Comptroller's website.</i>
Item #38		
<input type="checkbox"/> 7	Apprenticeship and Training Program: Vendor must provide a training program number to meet the requirements of a responsible bidder.	<i>Prime and Sub Contractors Only: Evidence of compliance must be provided to contract with the bidder. PSCs may leave blank or indicate N/A.</i>
Signature Block		
<input type="checkbox"/> 8	Section must be completed for the Vendor company.	
<input type="checkbox"/> 9	Verify that project number and date are current for this project.	<i>The Vendor has an ongoing obligation to provide the University with current disclosure information. To verify that what they are submitting has been reviewed and current, this information should match the submittal and project information.</i>
<input type="checkbox"/> 10	Verify that a signature is provided.	<i>The form is required by law to be signed.</i>
Electronic File Name		
<input type="checkbox"/> 11	If the form is submitted electronically, verify that it is named following the University's Electronic File Naming Convention.	<i>Sub Vendors Only for PRZM.</i>