

Electronic File Naming Convention

Requirements

Illinois Public Act 096-795 (SB51) requires that all Illinois state agencies, including universities, collect information about Professional Services Consultants and Subconsultants and Contractors and Subcontractors. The University of Illinois uses PRZM, Kahua, and the IPHEC Bulletin to collect documentation and report information to the State. To expedite the processing of the documentation, the University of Illinois requires all vendors to follow the electronic file naming convention listed within this document. Only pdf format is allowed. Any documents provided to the University in a format other than pdf or without using this file naming convention will be rejected. Incomplete documents or documents missing necessary signature(s) will be rejected.

To comply with Public Act 096-795 (SB 51), the following documents must be submitted for contracts equal to and above \$50,000:

1. IPG forms A or B
2. Copy of the Sub-Agreement(s)

Additionally, the following documents must be submitted for contracts with BEP/VBP vendors and sub-vendors, regardless of the contract value:

1. IPG forms A or B
2. Copy of the BEP/VBP Sub-Agreement(s)

General Outline

[IPHEC Bulletin Identifier] [UI Project Number] [Prime or Sub Identifier] [Vendor Identifier]
[Document Type Identifier] [Additional Numeric Identifier if necessary].pdf

The File Naming Conventions must include:

1. Alpha/Numeric Characters, only
2. No Special Characters (e.g., & * % # _ -)
3. No spaces are allowed

General Notes:

- ¹ If the first five letters do not create a unique identifier for each of the vendors and subs for the project, additional letters shall be used until each vendor or sub has a unique name.
- ² Include multiple bid package (BP1, BP2, etc.) and rebids (R, R2, etc.) identifiers as a part of the project number. The full project number as a part of the file name should include these identifiers and be consistent with the project posting.
- ³ Other Professional Services Contracts may be included, but not be limited to Construction Managers (CMs), Landscape Architects, Commissioning Agents, Project Managers, EPC, and Donor contracts etc.

Professional Services Agreements Files

Prime PSC Documentation:

1. Form A Certifications and Disclosures Requirements
 - a. File name: **PSS**[University Project Number]**P**[First 5 Letters¹ of PSC's Name]**FORMA**.pdf
 - b. Example: PSSU03999PSmithFORMA.pdf
 - c. Additional identifiers may be needed:
 - i. For multiple year contracts, note the renewal year (R1, R2, or R3) as part of the filename
 - ii. Examples:
 1. PSSU03999PSmithFORMAR1.pdf
 2. PSSU03999PSmithFORMAR2.pdf
2. Form B Certifications and Disclosures Requirements
 - a. File name: **PSS**[University Project Number]**P**[First 5 Letters of PSC's Name]**FORMB**[Sequential Number if more than 1]
 - b. Example: PSSU03999PSmithFORMB.pdf
 - c. Additional identifiers may be needed:
 - i. For multiple year contracts, note the renewal year (R1, R2, or R3) as part of the filename.
 - ii. Examples:
 1. PSSU03999PSmithFORMBR1.pdf
 2. PSSU03999PSmithFORMBR2.pdf
3. State of Illinois Certification of No Change for Contract Renewal form
 - a. File Name: **PSS**[University Project Number]**P**[First 5 Letters of PSC's Name]**NC**.pdf
 - b. Example: PSSU03999PNC.pdf
 - c. Additional identifiers may be needed:
 - i. For multiple year contracts, note the renewal year (R1, R2, or R3) as part of the filename
 - ii. Examples:
 1. PSSU03999PSmithNCR1.pdf
 2. PSSU03999PSmithNCR2.pdf
4. Procurement Policy Board (PPB) Questions for Retainer Contract Renewal
 - a. File Name: **PSS**[University Project Number]**P**[First 5 Letters of PSC's Name]**O**.pdf
 - b. Example: PSSU03999PO.pdf

General Notes:

- ¹ If the first five letters do not create a unique identifier for each of the vendors and subs for the project, additional letters shall be used until each vendor or sub has a unique name.
- ² Include multiple bid package (BP1, BP2, etc.) and rebids (R, R2, etc.) identifiers as a part of the project number. The full project number as a part of the file name should include these identifiers and be consistent with the project posting.
- ³ Other Professional Services Contracts may be included, but not be limited to Construction Managers (CMs), Landscape Architects, Commissioning Agents, Project Managers, EPC, and Donor contracts etc.

- c. Additional identifiers may be needed:
 - i. For multiple year contracts, note the renewal year (R1, R2, or R3) as part of the file name
 - ii. Examples:
 - 1. PSSU03999PSmithOR1.pdf
 - 2. PSSU03999PSmithOR2.pdf
- 5. CPO Financial Disclosure Affidavit
 - a. File name: **PSS**[University Project Number]**P**[First 5 Letters of PSC's Name]**Affidavit**[Sequential Number if more than 1]
 - b. Example: PSSU03999PSmith**Affidavit**.pdf
 - c. Additional identifiers may be needed:
 - i. For multiple year contracts, note the renewal year (R1, R2, or R3) as part of the filename.
 - ii. Examples:
 - 1. PSSU03999PSmithAffidavitR1.pdf
 - 2. PSSU03999PSmithAffidavitR2.pdf
- 6. BEP Goal Waiver Request form
 - a. File name: **PSS**[University Project Number]**P**[First 5 Letters of PSC's Name]**BEPGWR**[Sequential Number if more than 1]
 - b. Example: PSSU03999PSmithBEPGWR.pdf
 - c. Additional identifiers may be needed:
 - i. For multiple year contracts, note the renewal year (R1, R2, or R3) as part of the file name.
 - ii. Examples:
 - 1. PSSU03999PsmithBEPGWRR1.pdf
 - 2. PSSU03999PSmithBEPGWRR2.pdf
- 7. Vendor Ownership Change documentation
 - a. University's Assignment of Agreement document
 - i. File name: **PSS**[University Project Number]**P**[First 5 Letters of PSC's Name]**VOC**
 - ii. Example: PSSU03999PSmithVOC.pdf
 - b. CPO's Sample Cover Letter
 - i. File name: **PSS**[University Project Number]**P**[First 5 Letters of PSC's Name]**VOCCL**
 - ii. Example: PSSU03999PSmithVOCCL.pdf
 - c. CPO's Assignment Evaluation Checklist

General Notes:

- ¹ If the first five letters do not create a unique identifier for each of the vendors and subs for the project, additional letters shall be used until each vendor or sub has a unique name.
- ² Include multiple bid package (BP1, BP2, etc.) and rebids (R, R2, etc.) identifiers as a part of the project number. The full project number as a part of the file name should include these identifiers and be consistent with the project posting.
- ³ Other Professional Services Contracts may be included, but not be limited to Construction Managers (CMs), Landscape Architects, Commissioning Agents, Project Managers, EPC, and Donor contracts etc.

- i. File name: **PSS**[University Project Number]**P**[First 5 Letters of PSC's Name]**VOCEC**
 - ii. Example: PSSU03999PSmithVOCEC.pdf
- 8. COI form
 - a. File name: **PSS**[University Project Number]**P**[First 5 Letters of PSC's Name]**COI**
 - b. Example: PSSU03999PSmithCOI.pdf

Subconsultant PSC Documentation:

- 1. Form A Certifications and Disclosures Requirements
 - a. File name: **PSS**[University Project Number]**S**[First 5 Letters of Subconsultant's Name]**FORMA**.pdf
 - b. Example: PSSU03999SABCEnFORMA.pdf
- 2. Form B Certifications-and Disclosures Requirements
 - a. File name: **PSS**[University Project Number]**S**[First 5 Letters of Subconsultant's Name]**FORMB**[Sequential Number if more than 1].pdf
 - b. Example: PSSU03999SABCEnFORMB.pdfc. Subcontract
 - i. File name: **PSS**[University Project Number]**S**[First 5 Letters of Subconsultant's Name]**S**.pdf
 - ii. Example: PSSU03999SABCEnS.pdf
- 3. Sub-Agreement
 - a. File name: **PSS**[University Project Number]**S**[First 5 Letters of Subcontractor's Name]**S**.pdf
 - b. Example: PSSU03999SABCEnS.pdf

Other Professional Services Contracts Files

Prime PSC Documentation:

- 1. Form A Certifications and Disclosures Requirements
 - a. File name: **RFP**[University Project Number]**P**[First 5 Letters² of PSC's Name]**FORMA**.pdf
 - b. Example: RFPU03999PKLMNoFORMA.pdf
 - c. Additional identifiers may be needed:
 - i. For multiple year contracts, note the renewal year (R1, R2, or R3) as part of the filename

General Notes:

¹ If the first five letters do not create a unique identifier for each of the vendors and subs for the project, additional letters shall be used until each vendor or sub has a unique name.

² Include multiple bid package (BP1, BP2, etc.) and rebids (R, R2, etc.) identifiers as a part of the project number. The full project number as a part of the file name should include these identifiers and be consistent with the project posting.

³ Other Professional Services Contracts may be included, but not be limited to Construction Managers (CMs), Landscape Architects, Commissioning Agents, Project Managers, EPC, and Donor contracts etc.

- ii. Examples:
 - 1. RFPU3999PKLMNoFORMAR1.pdf
 - 2. RFPU3999PKLMNoFORMAR2.pdf
- 2. Form B Certifications and Disclosures Requirements
 - a. File name: **RFP**[University Project Number]**P**[First 5 Letters of PSC's Name]**FORMB**[Sequential Number if more than 1]
 - b. Example: RFPU03999PKLMNoFORMB1.pdf
 - c. Additional identifiers may be needed:
 - i. For multiple year contracts, note the renewal year (R1, R2, or R3) as part of the filename
 - ii. Examples:
 - 1. RFPU3999PKLMNoFORMBR1.pdf
 - 2. RFPU3999PKLMNoFORMBR2.pdf
- 3. Contract Renewal Certification of No Change form
 - a. File Name: **RFP**[University Project Number]**P**[First 5 Letters of PSC's Name]**NC**.pdf
 - b. Example: RFPU03999PKLMNoNC.pdf
 - c. Additional identifiers may be needed:
 - i. For multiple year contracts, note the renewal year (R1, R2, or R3) as part of the filename
 - ii. Examples:
 - 1. RFPU3999PKLMNoNCR1.pdf
 - 2. RFPU3999PKLMNoNCR2.pdf
- 4. Procurement Policy Board (PPB) Questions for Retainer Contract Renewal
 - a. File Name: **RFP**[University Project Number]**P**[First 5 Letters of PSC's Name]**O**.pdf
 - b. Example: RFPU03999PO.pdf
 - c. Additional identifiers may be needed:
 - i. For multiple year contracts, note the renewal year (R1, R2, or R3) as part of the file name
 - ii. Examples:
 - 1. RFPU3999PSmithOR1.pdf
 - 2. RFPU3999PSmithOR2.pdf
- 5. CPO Financial Disclosure Affidavit
 - a. File name: **RFP**[University Project Number]**P**[First 5 Letters of PSC's Name]**Affidavit**[Sequential Number if more than 1]
 - b. Example: RFPU03999PKLMNoAffidavit1.pdf
 - c. Additional identifiers may be needed:

General Notes:

- ¹ If the first five letters do not create a unique identifier for each of the vendors and subs for the project, additional letters shall be used until each vendor or sub has a unique name.
- ² Include multiple bid package (BP1, BP2, etc.) and rebids (R, R2, etc.) identifiers as a part of the project number. The full project number as a part of the file name should include these identifiers and be consistent with the project posting.
- ³ Other Professional Services Contracts may be included, but not be limited to Construction Managers (CMs), Landscape Architects, Commissioning Agents, Project Managers, EPC, and Donor contracts etc.

- i. For multiple year contracts, note the renewal year (R1, R2, or R3) as part of the filename.
 - ii. Examples:
 - 1. RFPU3999PKLMNoAffidavitR1.pdf
 - 2. RFPU3999PKLMNoAffidavitR2.pdf
- 6. BEP Goal Waiver Request form
 - a. File name: **RFP**[University Project Number]**P**[First 5 Letters of PSC's Name]**BEPGWR**[Sequential Number if more than 1]
 - b. Example: RFPU03999PSmithBEPGWR.pdf
 - c. Additional identifiers may be needed:
 - i. For multiple year contracts, note the renewal year (R1, R2, or R3) as part of the file name.
 - ii. Examples:
 - 1. RFPU03999PsmithBEPGWRR1.pdf
 - 2. RFPU03999PsmithBEPGWRR2.pdf
- 7. Assignment of Contracts (Vendor Ownership Change) documentation
 - a. University's Assignment of Agreement document
 - i. File name: **RFP**[University Project Number]**P**[First 5 Letters of PSC's Name]**Assignment**
 - ii. Example: RFPU03999PSmithVOC.pdf
 - b. CPO's Sample Cover Letter
 - i. File name: **RFP**[University Project Number]**P**[First 5 Letters of PSC's Name]**AssignmentCL**
 - ii. Example: RFPU03999PSmithVOCCL.pdf
 - c. CPO's Assignment Evaluation Checklist
 - iii. File name: **RFP**[University Project Number]**P**[First 5 Letters of PSC's Name]**AssignmentEC**
 - iv. Example: RFPU03999PSmithVOCEC.pdf
- 8. COI form
 - a. File name: **RFP**[University Project Number]**P**[First 5 Letters of PSC's Name]**COI**
 - b. Example: RFPU03999PSmithCOI.pdf

Subconsultant PSC Documentation:

- 1. Form A Certifications and Disclosures Requirements
 - a. File name: **RFP**[University Project Number]**S**[First 5 Letters of Subconsultant's Name]**FORMA**.pdf

General Notes:

- ¹ If the first five letters do not create a unique identifier for each of the vendors and subs for the project, additional letters shall be used until each vendor or sub has a unique name.
- ² Include multiple bid package (BP1, BP2, etc.) and rebids (R, R2, etc.) identifiers as a part of the project number. The full project number as a part of the file name should include these identifiers and be consistent with the project posting.
- ³ Other Professional Services Contracts may be included, but not be limited to Construction Managers (CMs), Landscape Architects, Commissioning Agents, Project Managers, EPC, and Donor contracts etc.

- b. Example: RFP03999SPQRSoFORMA.pdf
- 2. Form B Certifications and Statutory Requirements
 - a. File name: **RFP**[University Project Number]**S**[First 5 Letters of Subconsultant's Name]**FORMB**[Sequential Number if more than 1].pdf
 - b. Example: RFP03999SPQRSoFORMB1.pdfc. Subcontract
 - i. File name: **RFP**[University Project Number]**S**[First 5 Letters of Subconsultant's Name]**S**.pdf
 - ii. Example: RFP03999SPQRSoS.pdf
- 3. Sub-Agreement
 - a. File name: **RFP**[University Project Number]**S**[First 5 Letters of Subcontractor's Name]**S**.pdf
 - b. Example: RFP03999SABCEnS.pdf

Contractor Contracts Files

Prime Contractor Documentation:

- 1. Form A Certifications and Disclosures Requirements
 - a. File name: **BA**[University Project Number]**P**[First 5 Letters of Contractor's Name]**FORMA**.pdf
 - b. Example: BAU03999PXYZcoFORMA.pdf
 - c. Additional identifiers may be needed:
 - i. For multiple year contracts, i.e., JOCs Contracts, note the renewal year (R1, R2, or R3) as part of the filename
 - ii. Examples:
 - 1. BAU3999PXYZcoFORMAR1.pdf
 - 2. BAU3999PXYZcoFORMAR2.pdf
- 2. Form B Certifications and Statutory Requirements
 - a. File name: **BA**[University Project Number]**P**[First 5 Letters of Contractor's Name]**FORMB**[Sequential Number if more than 1].pdf
 - b. Example: BAU03999PXYZcoFORMB.pdf
 - c. Additional identifiers may be needed:
 - i. For multiple year contracts, i.e., JOCs Contracts, note the renewal year (R1, R2, or R3) as part of the filename
 - ii. Examples:
 - 1. BAU03999PXYZcoFORMBR1.pdf
 - 2. BAU03999PXYZcoFORMBF2.pdf
- 3. Contract Renewal Certification of No Change form

General Notes:

- ¹ If the first five letters do not create a unique identifier for each of the vendors and subs for the project, additional letters shall be used until each vendor or sub has a unique name.
- ² Include multiple bid package (BP1, BP2, etc.) and rebids (R, R2, etc.) identifiers as a part of the project number. The full project number as a part of the file name should include these identifiers and be consistent with the project posting.
- ³ Other Professional Services Contracts may be included, but not be limited to Construction Managers (CMs), Landscape Architects, Commissioning Agents, Project Managers, EPC, and Donor contracts etc.

- a. File Name: **BA**[University Project Number]**P**[First 5 Letters of PSC's Name]**NC**.pdf
 - b. Example: BAU03999PKLMNoNC.pdf
 - c. Additional identifiers may be needed:
 - i. For multiple year contracts, note the renewal year (R1, R2, or R3) as part of the filename
 - ii. Examples:
 - 1. BAU3999PKLMNoNCR1.pdf
 - 2. BAU3999PKLMNoNCR2.pdf
4. Procurement Policy Board (PPB) Questions for Job Order Contract (JOC) Renewal
- a. File Name: **BA**[University Project Number]**P**[First 5 Letters of PSC's Name]**O**.pdf
 - b. Example: BAU03999PO.pdf
 - c. Additional identifiers may be needed:
 - i. For multiple year contracts, note the renewal year (R1, R2, or R3) as part of the file name
 - ii. Examples:
 - 1. BAU03999PSmithOR1.pdf
 - 2. BAU03999PSmithOR2.pdf
5. CPO Financial Disclosure Affidavit
- a. File name: **BA**[University Project Number]**S**[First 5 Letters of Subcontractor's Name]Affidavit.pdf.
 - b. Example: BAU21033SRemcoAffidavit.pdf
6. BEP Goal Waiver Request form
- a. File name: **BA**[University Project Number]**P**[First 5 Letters of PSC's Name]**BEPGWR**[Sequential Number if more than 1]
 - b. Example: BAU03999PSmithBEPGWR.pdf
 - c. Additional identifiers may be needed:
 - i. For multiple year contracts, note the renewal year (R1, R2, or R3) as part of the file name.
 - ii. Examples:
 - 1. BAU03999PsmithBEPGWRR1.pdf
 - 2. BAU03999PSmithBEPGWRR2.pdf
7. Assignment of Contracts (Vendor Ownership Change) documentation
- a. University's Assignment of Agreement document
 - i. File name: **BA**[University Project Number]**P**[First 5 Letters of PSC's Name]**Assignment**
 - ii. Example: RFPU03999PSmithVOC.pdf

General Notes:

- ¹ If the first five letters do not create a unique identifier for each of the vendors and subs for the project, additional letters shall be used until each vendor or sub has a unique name.
- ² Include multiple bid package (BP1, BP2, etc.) and rebids (R, R2, etc.) identifiers as a part of the project number. The full project number as a part of the file name should include these identifiers and be consistent with the project posting.
- ³ Other Professional Services Contracts may be included, but not be limited to Construction Managers (CMs), Landscape Architects, Commissioning Agents, Project Managers, EPC, and Donor contracts etc.

- b. CPO's Sample Cover Letter
 - i. File name: **BA**[University Project Number]**P**[First 5 Letters of PSC's Name]**AssignmentCL**
 - ii. Example: RFPU03999PSmithVOCCL.pdf
 - c. CPO's Assignment Evaluation Checklist
 - i. File name: **BA**[University Project Number]**P**[First 5 Letters of PSC's Name]**AssignmentEC**
 - ii. Example: RFPU03999PSmithVOCEC.pdf
8. COI form
- a. File name: **BA**[University Project Number]**P**[First 5 Letters of PSC's Name]**COI**
 - b. Example: BAU03999PSmithCOI.pdf

Subcontractor Documentation:

- 1. Form A Certifications and Disclosures Requirements
 - a. File name: **BA**[University Project Number]**S**[First 5 Letters of Subcontractor's Name]**FORMA**.pdf
 - b. Example: BAU03999S123CoFORMA.pdf
- 2. Form B Certifications and Statutory Requirements
 - a. File name: **BA**[University Project Number]**S**[First 5 Letters of Subcontractor's Name]**FORMB**[Sequential Number if more than 1].pdf
 - b. Example: BAU03999S123CoFORMB.pdf
- 3. Sub-Agreement
 - a. File name: **BA**[University Project Number]**S**[First 5 Letters of Subcontractor's Name]**S**.pdf
 - b. Example: BAU03999S123CoS.pdf

General Notes:

- ¹ If the first five letters do not create a unique identifier for each of the vendors and subs for the project, additional letters shall be used until each vendor or sub has a unique name.
- ² Include multiple bid package (BP1, BP2, etc.) and rebids (R, R2, etc.) identifiers as a part of the project number. The full project number as a part of the file name should include these identifiers and be consistent with the project posting.
- ³ Other Professional Services Contracts may be included, but not be limited to Construction Managers (CMs), Landscape Architects, Commissioning Agents, Project Managers, EPC, and Donor contracts etc.

APPENDICES

APPENDIX A: Document Outline

PSA (QBS):

Prime:

1. Form A
2. Form B
3. No Change form
4. PPB Questions
5. CPO Affidavit
6. BEP Goal Waiver Request form
7. Vendor Ownership Change documents
8. COI form
9. (Required Procurement Posting Information)
10. (PSP: Initial Evaluation Composite Form)
11. (PSP: Professional Services Approval Request Form)
12. (PSP: Approval Form to Negotiate with Recommended PSC from Discussion Meeting (Retainer Only)

Subconsultant:

1. Form A
2. Form B
3. Sub-Agreement

Other PS (RFP):

Prime:

1. Form A
2. Form B
3. No Change form
4. PPB Questions
5. CPO Affidavit
6. BEP Goal Waiver Request form
7. Vendor Ownership Change documents
8. COI form
9. (Required Procurement Posting Information)
10. (PSP: Initial Evaluation Composite Form)
11. (PSP: Professional Services Approval Request Form)
12. (PSP: Approval Form to Negotiate with Recommended PSC from Discussion Meeting (Retainer Only)

Subconsultant:

1. Form A
2. Form B
3. Sub-Agreement

Contractors:

Prime:

1. Form A
2. Form B
3. No Change form
4. PPB Questions
5. CPO Affidavit
6. BEP Goal Waiver Request form
7. Vendor Ownership Change documents
8. COI form
9. (Bid Tabs (Excel))
10. (Attachment B for each Division of Work)
11. (Signed Bid Tab (PDF))
12. (Bid Award Summary for each Division of Work (PDF))
13. (PSC Bid Evaluation /Recommendation Letter (PDF))
14. (One Bid Justification(s) (PDF))

Subcontractor:

1. Form A
2. Form B
3. Sub-Agreement