

Electronic File Naming Convention

Requirements

To expedite the processing of the documentation, the University of Illinois requires all vendors to follow the electronic file naming convention listed below. 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.

General Outline

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

Professional Services Agreements Files

Prime PSC Documentation:

1. Certifications and Statutory Requirements
 - a. File name: **PSS**[University Project Number]**P**[First 5 Letters¹ of PSC's Name]**C**.pdf
 - b. Example: PSSU03999PSmithC.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
Example: PSSU3999PSmithCR1.pdf
PSSU3999PSmithCR2.pdf
2. Financial Disclosures and Potential Conflicts of Interest forms
 - a. File name: **PSS**[University Project Number]**P**[First 5 Letters of PSC's Name]**F**[Sequential Number if more than 1]
 - b. Example: PSSU03999PSmithF1.pdf
PSSU03999PSmithF2.pdf
 - a. 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 does 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 include, but not be limited to Construction Managers (CMs), Landscape Architects, Commissioning Agents, Project Managers, etc.
- ⁴ For multiple year contracts renewal, only, the file name for the SPO Renewal Evaluation Questionnaire will have an "O" in place of a "C", "F", or "NC".

Example: PSSU3999PSmithFR1.pdf
PSSU3999PSmithFR2.pdf

3. Contract Renewal Certification of No Change 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
Example: PSSU3999PSmithNCR1.pdf
PSSU3999PSmithNCR2.pdf

Subconsultant PSC Documentation:

1. Certifications and Statutory Requirements
 - a. File name: **PSS**[University Project Number]**S**[First 5 Letters of Subconsultant's Name]**C**.pdf
 - b. Example: PSSU03999SABCEnC.pdf
2. Financial Disclosures and Potential Conflicts of Interest forms
 - a. File name: **PSS**[University Project Number]**S**[First 5 Letters of Subconsultant's Name]**F**[Sequential Number if more than 1].pdf
 - b. Example: PSSU03999SABCEnF1.pdf
PSSU03999SABCEnF2.pdf
3. Subcontract
 - a. File name: **PSS**[University Project Number]**S**[First 5 Letters of Subconsultant's Name]**S**.pdf
 - b. Example: PSSU03999SABCEnS.pdf

Other Professional Services Contracts Files

Prime PSC Documentation:

1. Certifications and Statutory Requirements
 - a. File name: **RFP**[University Project Number]**P**[First 5 Letters² of PSC's Name]**C**.pdf
 - b. Example: RFPU03999PKLMNoC.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 does 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 include, but not be limited to Construction Managers (CMs), Landscape Architects, Commissioning Agents, Project Managers, etc.
- ⁴ For multiple year contracts renewal, only, the file name for the SPO Renewal Evaluation Questionnaire will have an "O" in place of a "C", "F", or "NC".

Example: RFPU3999PKLMNoCR1.pdf

RFPU3999PKLMNoCR2.pdf

2. Financial Disclosures and Potential Conflicts of Interest forms
 - a. File name: **RFP**[University Project Number]**P**[First 5 Letters of PSC's Name]**F**[Sequential Number if more than 1]
 - b. Example: RFPU03999PKLMNoF1.pdf
RFPU03999PKLMNoF2.pdf
 - b. Additional identifiers may be needed:
 - i. For multiple year contracts, note the renewal year (R1, R2, or R3) as part of the filename
Example: RFPU3999PKLMNoFR1.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:
 - ii. For multiple year contracts, note the renewal year (R1, R2, or R3) as part of the filename
Example: RFPU3999PKLMNoNCR1.pdf
RFPU3999PKLMNoNCR2.pdf

Subconsultant PSC Documentation:

1. Certifications and Statutory Requirements
 - a. File name: **RFP**[University Project Number]**S**[First 5 Letters of Subconsultant's Name]**C**.pdf
 - b. Example: RFPU03999SPQRSoC.pdf
2. Financial Disclosures and Potential Conflicts of Interest forms
 - a. File name: **RFP**[University Project Number]**S**[First 5 Letters of Subconsultant's Name]**F**[Sequential Number if more than 1].pdf
 - b. Example: RFPU03999SPQRSoF1.pdf
RFPU03999SPQRSoF2.pdf
3. Subcontract
 - a. File name: **RFP**[University Project Number]**S**[First 5 Letters of Subconsultant's Name]**S**.pdf
 - b. Example: RFPU03999SPQRSoS.pdf

General Notes:

- ¹ If the first five letters does 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 include, but not be limited to Construction Managers (CMs), Landscape Architects, Commissioning Agents, Project Managers, etc.
- ⁴ For multiple year contracts renewal, only, the file name for the SPO Renewal Evaluation Questionnaire will have an "O" in place of a "C", "F", or "NC".

Contractor Contracts Files

Prime Contractor Documentation:

3. Certifications and Statutory Requirements
 - a. File name: **BA**[University Project Number]**P**[First 5 Letters of Contractor's Name]**C**.pdf
 - b. Example: BAU03999PXYZcoC.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
Example: BAU3999PXYZcoCR1.pdf
BAU3999PXYZcoCR2.pdf
4. Financial Disclosures and Potential Conflicts of Interest forms
 - a. File name: **BA**[University Project Number]**P**[First 5 Letters of Contractor's Name]**F**[Sequential Number if more than 1].pdf
 - b. Example: BAU03999PXYZcoF1.pdf
BAU03999PXYZcoF2.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
Example: BAU3999PXYZcoFR1.pdf
BAU3999PXYZcoRF2.pdf

Subcontractor Documentation:

4. Certifications and Statutory Requirements
 - a. File name: **BA**[University Project Number]**S**[First 5 Letters of Subcontractor's Name]**C**.pdf
 - b. Example: BAU03999S123CoC.pdf
5. Financial Disclosures and Potential Conflicts of Interest forms
 - a. File name: **BA**[University Project Number]**S**[First 5 Letters of Subcontractor's Name]**F**[Sequential Number if more than 1].pdf
 - b. Example: BAU03999S123CoF1.pdf
BAU03999S123CoF2.pdf
6. Subcontract
 - 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 does 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 include, but not be limited to Construction Managers (CMs), Landscape Architects, Commissioning Agents, Project Managers, etc.
- ⁴ For multiple year contracts renewal, only, the file name for the SPO Renewal Evaluation Questionnaire will have an "O" in place of a "C", "F", or "NC".