

Subvendor Documentation

PRZM Submission Process

The following document provides information regarding the subvendor documents and information requirements and how they are submitted to the University using the PRZM system.

Requirements

State of Illinois Procurement Code required that Prime Vendors (Level 1), Subvendors (Level 2) and Subvendor's Subvendors (level 3) provide information regarding the company and subcontracts to the Chief Procurement Officer for Higher Education.

The table below describes the contract types with a level description and dollar limits that are required to provide information. Level 1 Vendors should refer to their contract or agreement for more detailed requirements.

Contract Type	Level	Contract	Dollar amount
Prime Vendor	1	With Owner	All
Subvendor	2	With Level 1	\$50,000 and above
Subconvendors' Subvendor	3	With Level 2	\$50,000 and above

Level 1 Vendors

Information and documents are submitted with the bid or proposal phase. This information does not need to be re-submitted after a Contract or Agreement is executed.

Level 2 and 3 Vendors (\$50,000 and over)

It is the responsibility of the Level 1 Contractor to provide the following with respect to each Level 2 and Level 3 subcontracts which have an annual value of \$50,000 and above. The forms shall be completed and signed by each Level 2 and Level 3 subcontractor.

- subcontractor(s) name(s)
 - address(es)
 - subcontract value(s)
 - general type(s) of work to be performed
 - Certifications and Statutory Requirements form(s)
 - Financial Disclosures and Potential Conflicts of Interest form(s),
- } Provided via copy of the subcontract

Submission Process

The University requires Level 1 Vendors to submit the documentation required by law for Level 2 and Level 3 Subvendors in the PRZM system. If you need additional help with the processes below, please refer to the PRZM Manual. The links below will take you to the relevant sections:

- [Contractors](#) (page 42-45)
 - [Professional Services Consultants](#) (page 8)
1. **Obtain** the following information and documents from each Subvendor (Level 2) with a subcontract of \$50,000 and over:
 - a. Certifications and Statutory Requirements form(s)
 - b. Financial Disclosures and Potential Conflicts of Interest form(s)
 - c. Copy of Subcontract
 2. **Require** that each Subvendor (Level 2) provide the following documentation to you for each Subvendor (Level 3) with a subcontract of \$50,000 and over. **Obtain** this information from each Subvendor.
 - a. Certifications and Statutory Requirements form(s)
 - b. Financial Disclosures and Potential Conflicts of Interest form(s)
 - c. Copy of Subcontract
 3. **Verify** that all the documents are complete and signed.
 4. If needed, **Convert or Scan** the documents to pdf format.
 5. **Use** the [Electronic File Naming Convention](#) to provide unique and identifying names for each file.
 6. **Attach and Upload** the documents in PRZM when completed the following in PRZM:
Note: Each Level 3 Subvendor documentation obtained should be uploaded with the associated Level 2 Subvendor information.
 - a. PSC or CM: Subconsultant Information Document.
 - b. Contractor: Subcontractor/Vendor/Supplier (SVS) Document.