



**NOTICE 2023.05
HIGHER EDUCATION**

To: University Procurement Staff
State Purchasing Officers

From: John Donato 
Chief Procurement Officer – Higher Education

Date: March 17, 2023

Subject: Financial Disclosures Affidavit
30 ILCS 500/50-35(j)

CC: Commission on Equity and Inclusion
Procurement Policy Board

“If a bid or offer is received from a responsive bidder, offeror, vendor, contractor, or subcontractor with an annual value of more than \$100,000 and the bidder, offeror, vendor, contractor, or subcontractor has an active contract with that same entity and already has submitted their financial disclosures and potential conflicts of interest within the last 12 months, the bidder, offeror, vendor, contractor, or subcontractor may submit a signed affidavit attesting that the original submission of its financial disclosures and potential conflicts of interest has not been altered or changed.” [30 ILCS 500/50-35(j)]. The 12-month period begins with the date of the Notice of Award published on the Illinois Procurement Bulletin for Higher Education.

A responsive bidder, offeror, vendor, contractor or subcontractor meeting the requirements under ILCS 500/50-35(j) may either submit the Financial Disclosures Affidavit, Financial Disclosures & Conflicts of Interest form, Form A – Vendor Disclosures or Form B – IPG Active Registered Vendor Disclosures. Vendors submitting the Financial Disclosures Affidavit form or Financial Disclosures & Conflicts of Interest form must also complete and submit the Standard Illinois Certifications as prescribed by the Chief Procurement Officer for Higher Education (CPO-HE).

The university shall review and submit to the State Purchasing Officer (SPO) the completed Financial Disclosures Affidavit form. The SPO shall review the completed Financial Disclosures Affidavit and the university shall attach the reviewed form to the internal side of the Illinois Procurement Bulletin for Public Institutions of Higher Education. The Financial Disclosures Affidavit and Standard Illinois Certifications shall be placed in the procurement file.

All forms referenced in this Notice are available on the “Forms” page of the CPO-HE website.

If there are any questions regarding this Notice, please contact your assigned SPO or the CPO Office at eec.cpohe@illinois.gov. This CPO Notice is effective immediately.