



STATE OF ILLINOIS
 COMPTROLLER
 SUSANA A. MENDOZA

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Ellen Andres, Assistant Comptroller – Operations

DATE: April 8, 2019

SUBJECT: IT Milestone Report, C-20

NUMBER: 224

In a continued effort to provide transparency to the public, the Illinois Office of the Comptroller (IOC) has developed the IT Milestone Report (C-20). The C-20 will provide a progress report of each Professional & Artistic (P&A) contract over \$5 million and a term greater than 12 months associated with an information technology project (Class Code 45—See Accounting Bulletin 223).

This requirement is effective immediately for contracts in effect prior to July 1, 2019 that meet the stated criteria. The first IT Milestone Report for this group is due October 31, 2019. The initial report will include progress through September 30, 2019. The IOC will notify agencies of contracts impacted by this requirement.

The Milestone Report for contracts meeting the established criteria with a start date on or after July 1, 2019 will be due October 31, 2020 for progress through September 30, 2020.

Annual updates will be required throughout the contract term with a final report expected by October 31 of the year after the contract ends. The table below summarizes the reporting timeline:

Contract Start Date	Progress Reported Thru	Progress Report Due
Before 7/1/2019*	9/30/2019	10/31/2019
On or After 7/1/2019	9/30/2020	10/31/2020

*The IOC will notify agencies of contracts impacted by this requirement.

- EXAMPLE 1: A contract started July 1, 2018 and continues through June 30, 2021. The first Milestone Report is due October 31, 2019 (progress through September 30, 2019). An update is due October 31, 2020 with the final report due October 30, 2021.
- EXAMPLE 2: A contract term is April 1, 2019 through March 31, 2025. The first Milestone Report will be due October 31, 2019 (progress through September 30, 2019) with updates filed annually years 2020 through 2024 and a final report due October 31, 2025.
- EXAMPLE 3: A contract begins January 1, 2020 and ends December 31, 2025. The first Milestone Report is due October 31, 2020 (progress through September 30, 2020) with updates filed annually for years 2021 through 2025 and a final report due by October 31, 2026.

Submission: Annual reports will be submitted via email to milestones@illinoiscomptroller.gov. The subject of the email is "IT Milestone Report" and the agency number. The body of the email must include an agency contact, phone number, and email. For each report attached to the email, the email should list the obligation number and vendor. Multiple reports may be attached to one email, but a separate report is required for each contract. The C-20 form can be found on the Comptroller's website at <https://illinoiscomptroller.gov/agencies/resource-library/accounting-forms/>.

Completed C-20 reports will be posted on the Comptroller's website. **Do not include any confidential or proprietary information.**

All fields must be populated on the C-20.

- Check the appropriate box to indicate the content of the report. Options include:
 - **Contract in Effect <12 months**
 - **Contract Complete-Final Report**
 - **Progress Report as of: Date**
- **Agency Number** – Agency's 3-digit agency number.
- **Agency Name** – Agency's full name (no abbreviations).
- **Contract Number** – Ten alphanumeric characters. Do not include the fiscal year indicator.
- **Vendor Name**
- **Contract Term**
- **Conflict of Interest Disclosures for all Involved Individuals?** Were disclosures obtained for all interested parties? Yes/No. If no, attach an explanation.
- **Business Enterprise Program (BEP) Goal** – Did the solicitation contain a BEP goal? Yes/No. If no, attach an explanation and/or waiver.
- **Description of Milestone/Deliverable** – Reports for contracts in effect less than 12 months will identify milestones and due dates. Subsequent reports will provide an update for each milestone/deliverable scheduled to be completed during the reporting period. The report will be a composite with future updates added each year to track the progress of the project.
- **Due Date** – for each milestone/deliverable as established in contract.
- **Actual Completion Date** – if milestone/deliverable met, date completed.

- **Projected Completion Date** – if milestone/deliverable not met in established timeframe, list projected date to be completed.
- **Comments** – Provide explanation as to why due date was not met.

If you have any questions concerning this Accounting Bulletin, please contact Sally Gosda at (217) 785-5009. Agencies may access this and other Accounting and Payroll Bulletins on the Comptroller's website at <https://illinoiscomptroller.gov/AGENCIES/>.

