



STATE OF ILLINOIS
COMPTROLLER
SUSANA A. MENDOZA

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies
FROM: Marvin Becker, Assistant Comptroller – Operations
DATE: June 13, 2017
SUBJECT: Contract Transparency Document, C-24
NUMBER: 211

Pursuant to the Comptroller's directive and in a continued effort to provide transparency to the public, the Illinois Office of the Comptroller (IOC) has developed the Contract Transparency Document form (C-24). The C-24 will provide a precise overview of each Professional and Artistic (P&A) contract exceeding \$250,000 within a fiscal year.

The C-24 is required for:

- P&A contracts exceeding \$250,000 in a fiscal year.
- A modification to a P&A contract that causes the fiscal year amount to exceed \$250,000.

This requirement is effective for new contracts received by the IOC on or after July 1, 2017. The C-24 must be placed behind the Contract Obligation Document (COD or C-23) in the obligation packet. This form will be posted to the Ledger on the Comptroller's website. **Do not include any confidential or proprietary information.**

All fields must be populated on the C-24.

- Contract Number – Ten alphanumeric characters. Do not include the fiscal year indicator.
- Agency Number
- Agency Name – Agency's full name (no abbreviations).
- Vendor Name
- Scope of Contract - Defines the product or service provided by the vendor. The scope may include the following:
 - Justification: A brief statement describing the business need and a summary of the project.
 - Objectives/Deliverables: A description of products, services and results that will be produced.

- Acceptance Criteria: The conditions that must be met in order for the deliverable to be considered acceptable.
- Agreement Executed By - Name and title of vendor representative who executed the contract.
- Subcontractors - If applicable, list subcontractors disclosed in the contract or indicate that they are “to be determined.” If subcontractors are not used, enter “Not Applicable”.
- Rate of Pay – Do not use abbreviations.
 - When rate of pay on the COD is “MR,” include the rate detail.
 - When rate of pay on the COD is “OT,” explain how the amount of the contract was determined.
- Renewal Option - “Yes” or “No”. If “Yes”, include the renewal option information (i.e., one two-year renewal period or two one-year renewal periods).

The C-24 form is available in the Accounting Forms section of the Agencies tab on the Comptroller’s website: <http://illinoiscomptroller.gov/agencies/accounting-forms/>.

If you have any questions concerning this Accounting Bulletin, please contact Sally Gosda, Obligations Unit Supervisor, at (217) 782-3686. Agencies may access this and other Accounting and Payroll Bulletins on the Comptroller’s website at <http://www.illinoiscomptroller.gov/agencies>.