







## Obligation Guidelines Notes

<sup>1</sup> 10-year contract duration exceptions include the following:

- DoIT leases for dark fiber networks – not to exceed 20 years (30 ILCS 500/20-60)□
- Real property or capital improvement leases for the University of Illinois Chicago ambulatory surgical center, where the owner of the real property is the University of Illinois – not to exceed 30 years (30 ILCS 500/40-25)□
- Energy conservation program contracts or energy savings contracts or leases – not to exceed 15 years (30 ILCS 500/25-45)□
- Renewable energy resources contracts or leases – not to exceed 25 years (30 ILCS 500/25-47)□

<sup>2</sup> For agencies exempt from the requirement to utilize Forms A or Forms B, all applicable certifications and financial disclosures must still be submitted along with or as part of the contract.

<sup>3</sup> See SAMS Procedure 15.20.60. TIN Certification is not required for contracts where the vendor is a State of Illinois agency.

<sup>4</sup> Three signatures are required on all contracts of \$250,000 or more in a fiscal year. See Section 9.02 of the State Finance Act (30 ILCS 105).

<sup>5</sup> All contracts shall state whether subcontractors will be utilized. Disclosure of subcontractor information (names, addresses, etc.) is required for any subcontracts having an annual value of more than \$50,000. See Section 20-120 of the Illinois Procurement Code (30 ILCS 500).

<sup>6</sup> Contract Transparency Document (C-24/CTD) is required for all professional and artistic contracts exceeding \$250,000 in a fiscal year. See SAMS procedure 15.20.10, pp 12 – 13 or Accounting Bulletin 211.

<sup>7</sup> Late Execution Waiver Request is required for all contracts not reduced to writing and signed by all parties before services are rendered or goods are received. See SAMS procedure 15.10.40, pp 3-4 and Accounting Bulletin 164. See also Section 20-80(b) of the Illinois procurement Code (30 ILCS 500).

<sup>8</sup> Late Filing Affidavit is required for contracts and grants not filed with the IOC within 30 days of execution. See SAMS exhibit 15.10.40-A or Section 20-80(c) of the Illinois Procurement Code (30 ILCS 500).

<sup>9</sup> Contracts for legal services require prior approval by the Governor's Chief Legal Counsel or the equivalent thereof, for agencies not under the Governor's jurisdiction.

<sup>10</sup> See Section 2 of the State Employee Indemnification Act (5 ILCS 350). Contracts for legal services must indicate whether the Act is applicable to the contract or not. If the Act is not applicable, the Contract Obligation Document must state that. If the Act is applicable, prior approval from the Attorney General's office is required.

<sup>11</sup> Certification is required for all individuals and sole proprietors per Section 4 of the Drug Free Workplace Act (30 ILCS 580). Corresponding vendor legal status is 01 or 02.

<sup>12</sup> Certification is required for all contracts for service categories subject to the Prevailing Wage Act (820 ILCS 130).