

**Office of the Illinois State Treasurer
Dan Rutherford**

Request for Proposals

**Marketing Services for the Unclaimed Property Division
Cash Dash Program**

February 3, 2012

1.0 Introduction

The Cash Dash program, administered by the Illinois State Treasurer's Office Unclaimed Property Division (UPD), searches for people who have unclaimed property that has been transferred to the state and assists those claimants through the process of claiming their money or assets.

This RFP seeks to identify an Illinois-based Proposer to help the program design and implement a strategic outreach plan that will help build the Cash Dash brand in the State of Illinois and increase the number of claimants.

2.0 Background

About Cash Dash

The Treasurer's Unclaimed Property Division is responsible for the receipt, custody and ultimate return of all properties reported to it. These properties come to the Treasurer's office after a statutorily set period of inactivity on the part of the owner (generally five years) with a financial institution or business. Currently, the division is responsible for approximately \$1.5 billion in assets. The State of Illinois never takes title (ownership) to the abandoned property it receives but rather holds it indefinitely until the rightful owner makes a claim upon it. Over the past decade, more than \$700 million in lost and unclaimed property has been returned to its rightful owners by the Treasurer's office.

Revenues generated by the receipt of unclaimed property are used to help fund the state's pension systems. Per statute, the Treasurer's Unclaimed Property Division is required to twice annually transfer revenues in excess of \$2.5 million that are generated by the receipt of unclaimed property from the Unclaimed Property Trust Fund into the State Pension Fund. The monies from the transfers, which occur in October and in April, are used to help fund the state's pension system (specifically State Universities Retirement System).

Claimants are driven by all of the printed materials to the Cash Dash website at CashDash.net or treasurer.il.gov, where they explore whether they or their loved ones have unclaimed property. During this Treasurer's administration, traffic to the website has increased by 48 percent, with an annual traffic total of 6.8 million visits. Claimants can also write to the Treasurer's office to request forms.

Sub-programs are also crucial:

- *Auctions:* The Treasurer's office also puts some of the property from bank safe deposit boxes up for auction, such as coins, jewelry, and baseball cards. This is an auction held via the Internet.
- *Operation Reunite:* Among the property transferred to the Treasurer's office from safe deposit boxes are war medals, awards, and similar items. Operation Reunite is a special effort, publicized last Veterans Day, that seeks the owners or heirs. The number of owners is small, but this effort is important because of the significance of the war medals. We continue to track down owners or heirs.

Past and Current Marketing Strategies

The Cash Dash program has relied on community events, news coverage, word-of-mouth, and legally-required claimant name advertising to publicize the program. Over the years, Cash Dash had been returning about \$80 million in assets back to the owners. In the past year, the Treasurer has made it a priority to visit dozens of communities to encourage residents to search the database on site, and seek news media coverage to further promote the program. This led the program to, for the first time in history, return more than \$100 million in a single year. In 2011, Cash Dash returned 101,679,655, which is a 23 percent increase over 2010.

Here is a brief background:

- *Community Events:* The Treasurer brought his Cash Dash tour to 78 communities across Illinois with the hopes of increasing awareness of the program. His office tracked the number of people who are finding unclaimed property for themselves or loved ones, and the increased success is obvious:
 - Assets Returned: In 2011, UPD returned \$19 million more than in 2010 (23 percent increase)
 - Web Searches: In 2011, 2.2 million more Cash Dash web searchers were made (48 percent increase)
 - Claims Paid: In 2011, UPD paid more than 8,000 additional claims (18 percent increase)
- *Social Media:* This Treasurer has ramped up the use of social media to publicize general improvements and results in the Cash Dash program, as well as upcoming

Cash Dash tour visits and the outcomes from each visit. This method of outreach has been quite successful.

- *Advertising of New Claimants' Names:* Each Year, the Illinois State Treasurer's Office is required to publish the names of people whose property has been transferred to the Treasurer's office since the previous publication. Ads are required to be published in each county of the state.
- *Direct Mail:* Using direct mail is more effective, both in terms of how many people act on the mailing and in cost, as a method of spurring potential claimants to pursue their property. The Treasurer's office sends out mailings throughout the year.
- *General Media Coverage:* The Treasurer's office has actively reached out to media across the state to publicize Cash Dash, explain the importance, reveal details of the first of several auctions of various unclaimed property items, and detail the increased visibility of the program. The Treasurer has made it a priority to be willing to schedule interviews on the subject with every interested reporter.
- *Radio Advertising:* In late 2009 and early 2010, the Treasurer's office purchased radio advertising for a two-week run of a radio spot on WLS-FM, Chicago.

Creative and Messaging

While there have been several iterations of the Cash Dash brand, including the use of various graphics, the program has never had a comprehensive brand overhaul. Slogans like "Great State Lost and Found", "Do we have your money?", and "Is your name on our list?" have been used. We believe that new brand must be created to serve our outreach purposes for short- and long-term use.

All marketing efforts must drive potential claimants to the website, as that is the most effective entry point for claims.

Challenges in Marketing Cash Dash

As evident in the background provided above, the marketing strategy and efforts around marketing and building the Cash Dash brand have been somewhat fragmented by design and not coordinated by comprehensive marketing. Some of the following challenges have influenced this fragmented approach:

- *Expensive Media Market* – The IL market is an expensive one; therefore we are looking for innovative and cost effective media channels to promote the plan.
- *Comprehensive Integration* – All components of this marketing plan must be consistent across printed materials, web pages, emails, social media, and news

media outreach. In addition all components must drive potential claimants to the website.

- *Economic Environment* – This is largely a benefit: While everyone, including the Treasurer’s office, has been dealing with revenue issues, the thought of “found money,” even if it’s only \$500, can be great news in this economy. On the downside, several big-money claimants have declined to have their names used because they don’t want people to know they have “found money,” so our ability to publicize successful claims has been extremely limited.
- *Lack of Analysis* – UPD has never had a professional review of unclaimed media efforts.
- *Distrust* – There is some distrust in some communities about someone from the government talking about unclaimed money or property, as a similar tactic has been used for years in sting operations.

3.0 Marketing Objectives for 2012 Forward

We want to increase awareness of the program so that as many Illinoisans as possible will search for their own name and the names of their loved ones. This will lead to increased numbers for the State Treasurer’s Office, which means claimants are getting the money or items to which they are entitled.

4.0 Target Audience

We believe in beginning with a broad audience.

- **Primary Audience:** Illinoisans age 18 and older who may have lost assets. The universe of claimants crosses all geographic, socioeconomic and ethnic areas.
 - Claimants may be heirs, or partners in businesses.
 - Claimants can currently search for their own names, or the names of loved ones, on the Treasurer’s website at CashDash.net or www.treasurer.il.gov.
 - Assets are largely held by persons living in the Chicago area. Of the total \$1.5 billion in unclaimed assets that are associated with 10.6 million names, the breakdown reflects the Illinois population. To give some examples for claimant names that can be linked to a known county:
 - Cook – 742,684 names
 - DuPage – 432,404 names
 - St. Clair – 98,492 names
 - Peoria – 72,546 names
 - Champaign – 70,417 names
 - Pope – 870 names
 - Hardin – 868 names

5.0 Scope of Marketing Services Required/Mandatory Requirements

We would look to the selected Proposer to provide a comprehensive marketing strategy that reflects the best methods to reach the highest number of people in Illinois with the most efficient cost.

We are looking to contract with an Illinois-based Proposer with an integrated marketing approach that includes, but may not be limited to the following services:

- Cost effective advertising and marketing strategy
- Creative concept and writing for all forms of media including digital and social media
- Broadcast, print and multi-media production
- Media placement
- Experiential strategy and implementation (including, but not limited to identifying grassroots opportunities)
- Public relations strategy and implementation

Attendance at a Bidder's Conference on February 14, 2012 is mandatory.

6.0 Our Expectations

In an effort to achieve the goals defined above, we have the following expectations from our Proposer:

1. **Understanding of the Cash Dash program.**
2. **Integrated Approach:** We are looking for a single agency that can help us build an integrated marketing program that can be sustained and further developed over a long-term period.
3. **Brand Positioning and Core Messaging:** We will look to the agency to help the Illinois State Treasurer's Office to develop relevant brand positioning and a core message for the Cash Dash brand. We would be open to assigning some part of the budget to research to help support and validate this effort.

7.0 Content of Responses

Responses must be submitted in a sealed envelope or package bearing the title "State Treasurer Request for Proposals for Marketing Services for the Unclaimed Property Division – Cash Dash Program" along with the Proposer's name and address. The package must include a signed original and three copies of the response along with a signed original and three copies of the pricing.

Provide a statement as to whether the Proposer, any employees, agents, independent contractors or subcontractors have been convicted of, pled guilty to, or pled nolo contendere to any felony. If so, provide explanation of the details.

Provide a statement as to whether there is any pending litigation against the Proposer and if such litigation exists, attach an opinion of counsel as to whether the pending litigation will impair your performance in a contract under this Request for Proposal.

A fully executed Financial Interest and Potential Conflicts of Interest Disclosure Form A must accompany all responses. (Attached)

A fully executed Contract and Procurement Related Information Form B must accompany all responses. (Attached)

A fully executed State Certification Form must accompany all responses. (Attached)

8.0 Evaluation Criteria

The Evaluation Committee will review responses based on the following criteria:

Ability to provide the required services as determined by general and specific experience in providing these services, and a record of past performance of similar work;

Pricing/fees; and

References.

9.0 Schedule

The following schedule applies to this RFP:

February 3, 2012 Friday	RFP to be published to the Treasurer's website at www.treasurer.il.gov
February 14, 2012 Tuesday	Mandatory Bidder's Conference – 1:30 p.m. James R. Thompson Center 100 West Randolph Street, Suite 15-600 Chicago, IL 60601
February 21, 2012 Tuesday	All questions pertaining to the RFP due by 12:00 p.m.

February 28, 2012
Tuesday

All answers to questions received will be posted
to the Treasurer's website by 4:00 p.m.

March 6, 2012
Tuesday

Responses to the RFP due by 2:00 p.m.

10.0 Agency Project Contact

Ms. Tracy M. Rutter, CPPB
Chief Procurement Officer
Illinois State Treasurer's Office
400 W. Monroe St., Suite 401
Springfield, Illinois 62704
Phone: (217) 782-6540
Fax: (217) 524-3822
E-mail Address: trutter@treasurer.state.il.us

11.0 Required Response Date and Time

**All responses must be received by mail or messenger no later than 2:00 p.m.,
Tuesday, March 6, 2012.**

Responses should be mailed to:

Dan Rutherford
Treasurer of the State of Illinois
Attn: Ms. Tracy M. Rutter, Chief Procurement Officer
400 West Monroe St., Suite 401
Springfield, Illinois 62704

11.0 Contractual Requirements

A. Contractual Responsibility

Contractor will be contractually responsible for all services provided. By responding to the RFP, Contractor expressly agrees to the Contractual Requirements herein. Contractor shall at all times provide services in a commercially reasonable manner.

B. Illinois Law

Any agreement made in connection with this Request for Proposals is governed in all respects by the laws of the State of Illinois.

C. Records Retention

The selected Contractor shall maintain, for a minimum of three years after the termination of this Agreement, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with this Agreement; this Agreement and all books, records, and support documents related to this Agreement shall be available for review and audit by the Illinois Auditor General and the Treasurer; the selected Contractor must agree to cooperate fully with any audit conducted by the Auditor General or the Treasurer and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under this Agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

D. Confidentiality and Security Requirements

The selected Contractor shall be prohibited from using or disclosing confidential information received while providing custodial services. Confidential information includes all information but the following; (i) information already known or independently developed by the recipient; (ii) information required to be released by law; (iii) information in the public domain through no wrongful act of the recipient; and (iv) information received by the recipient from a third party who was free to disclose it.

E. Liability of Contractor

Contractor shall be liable to the Treasurer for actual and compensatory damages that are available to the Treasurer in law or remedies in equity.

F. Indemnification

The selected Contractor will indemnify, defend and hold Treasurer, its officers, agent and employees, harmless from and against any and all liabilities, demands, claims, lawsuits, losses, damages, causes of action, fines, or judgments, including costs, attorneys' and witnesses' fees and expenses incident thereto, for all injuries, including but not limited to injuries to person and for loss of, damage to, or destruction of property because of the Respondent's negligent or intentional acts or omissions in connection with this RFP and subsequent Agreement.

G. Subcontractors

The Contractor must state whether the services of a subcontractor will be used. The contract must include the names and addresses of all subcontractors and the expected amount of money each will receive under the contract. The Contractor will be required to obtain written approval from the Treasurer prior to adding or changing subcontractors. Subcontractors will be required to complete the attached State Certifications and Disclosure Forms.

H. Assignment

Each term and provision of this Agreement is binding and enforceable against and inures to the benefit of any successors of the Treasurer and any successors of the Contractor, but neither this Agreement nor any of the rights, interests or obligations is assignable without the prior written consent of the other party.

Any attempt by the Contractor to transfer or assign any rights or obligations related to the provision of services under the Agreement, without the prior written consent of the Treasurer, shall render the Agreement voidable by the Treasurer.

The Treasurer may unilaterally bind any successor of the provider to the terms and conditions of any Agreement between the parties.

I. Termination for Cause/Reduction of Fee

Any Agreement, or any part of an Agreement, entered into as a result of this Request for Proposals may be terminated by the Chief Procurement Officer with the approval of the Treasurer and subject to the determination of the General Counsel under any of the following circumstances:

1. The Contractor fails to furnish a satisfactory performance within the time specified.
2. The Contractor fails to perform any of the provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms.
3. Any services provided under the contract are rejected and are not promptly corrected by the Contractor; or repeatedly rejected even though the Contractor offers to correct services promptly.

4. There is sufficient evidence to show that fraud, collusion, conspiracy, or other unlawful means were used to obtain the contract.
5. The Contractor is guilty of misrepresentation in connection with another contract for services to the State and cannot reasonably be depended upon to fulfill their obligations under any of their contracts with the State.
6. The Contractor is adjudged bankrupt or enters into a general assignment for the benefit of their creditors or receivership due to insolvency.
7. The Contractor disregards laws and ordinances, rules, or instructions of a contracting officer or acts in violation of any provision of the contract, or the contract conflicts with any statutory or constitutional provision of the State of Illinois or of the United States.
8. ANY OTHER BREACH OF CONTRACT OR OTHER UNLAWFUL ACT BY THE CONTRACTOR OCCURS.

Prior to terminating the contract for cause, the Treasurer shall issue a written warning that outlines the remedial action necessary to bring the Contractor into conformance with the Agreement. If such remedial action is not completed to the satisfaction of the Treasurer within five business days, a second written warning may be issued. If satisfactory action is not taken by the Contractor within five business days of the date of the second written warning, the Treasurer may cancel the Agreement and may recover any and all damages involved with the transition to a new vendor including incidental and consequential damages. The Treasurer's failure to issue a warning or cancel this Agreement does not waive any of the Treasurer's rights to issue subsequent warnings.

In addition, the Treasurer reserves the right to reduce the fee paid to the Contractor as compensation for services under the Agreement during any period Contractor fails to perform with reasonable care any of its obligations under the Agreement.

J. Services

The Contractor shall not modify any service or the manner of providing such service requirement under this Agreement without the prior written authorization of the Treasurer. Modification means any change to an existing service or the addition of a new service.

K. Internet/E-mail Communications

The Treasurer may also communicate with Contractors via e-mail. Each Contractor should provide an e-mail address with its proposal for ease of communication throughout this RFP process.

L. Verbal Communications

Any verbal communication from the Treasurer's employees or its contractors concerning this RFP is not binding on the State, and shall in no way alter a specification, term or condition of this RFP.

M. Amendments

If it is necessary to amend this RFP, the Treasurer will post any amendment to the website at www.treasurer.il.gov.

N. Contractors' Costs

The cost of developing a proposal is each Contractor's responsibility and may not be charged to the State.

O. Withdrawal/Modification

A Contractor may, by a letter to the Contact Person, withdraw or modify a submitted proposal prior to the Proposal Submission Date.

P. Proposal is an Offer

A proposal submitted in response to this RFP is a binding offer valid from the proposal opening date until 120 days thereafter.

Q. Proposals Are State Property

On the proposal submission date all proposals and related material submitted in response to this RFP become the property of the State of Illinois.

R. Chief Procurement Officer May Cancel RFP

If the Chief Procurement Officer determines it is in the State's best interest, he reserves the right to do any of the following:

- cancel this RFP,
- modify this RFP as needed, or
- reject any or all proposals received in response to this RFP.

ILLINOIS STATE TREASURER CERTIFICATIONS

_____ (“CONTRACTOR”) makes the following certifications:

1.0 ANTI-BRIBERY.

CONTRACTOR certifies that it is not barred from being awarded a contract or subcontract under Section 50-5 of the Illinois Procurement Code (30 ILCS 500/50-5). Section 50-5 prohibits a contractor from entering into a contract with a State agency if the contractor has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, or if the contractor has made an admission of guilt of such conduct with is a matter of record. The contractor further acknowledges that the chief procurement officer may declare the related contract void if this certification is false.

2.0 BID-RIGGING/BID-ROTATING.

CONTRACTOR certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3, 33E-4).

3.0 DRUG FREE WORKPLACE.

This certification is required by Section 3 of the Drug Free Workplace Act (30 ILCS 580/3). The Drug Free Workplace Act, effective January 1, 1992, requires that CONTRACTOR shall not be considered for the purposes of being awarded a contract for the procurement of any services from the State unless CONTRACTOR has certified to the State that CONTRACTOR will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract payments, termination of the contract and debarment of contracting opportunities with the State for at least one (1) year but not more than five (5) years.

CONTRACTOR certifies and agrees that it will provide a drug free workplace by:

- a. Publishing a statement:
 - i. Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the grantee’s or contractor’s workplace.
 - ii. Specifying the actions that will be taken against employees for violation of such prohibition.
 - iii. Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - a. abide by the terms of the statement; and

- b. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- b. Establishing a drug free awareness program to inform employees about:
 - i. the dangers of drug abuse in the workplace;
 - ii. Contractor's policy of maintaining a drug free workplace;
 - iii. any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. the penalties that may be imposed upon an employee for drug violations.
- c. Providing a copy of the statement required by Section (a) to each employee engaging in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- d. Notifying the Treasurer's Office within ten (10) days after receiving notice under part (b) of paragraph (iii) of Section (a) above from an employee or otherwise receiving actual notice of such conviction.
- e. Imposing a sanction on, or requiring the satisfactory participation in drug abuse assistance or rehabilitation program by, an employee who is so convicted, as required by Section 5 of the Drug Free Workplace Act.
- f. Assisting employees in selecting a course of action in the event of drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
- g. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

4.0 U.S. EXPORT ACT.

CONTRACTOR certifies that neither CONTRACTOR nor any substantial-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 (50 U.S.C.A. App. § 2401 et seq.) or the regulations of the U.S. Department of Commerce promulgated under that Act.

5.0 NON-DISCRIMINATION.

CONTRACTOR certifies that it is in compliance with the State and Federal Constitutions, the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, and all applicable rules that prohibit unlawful discrimination in performance of this Agreement and all other activities, including employment and other contracts. As a condition of receiving the Agreement, CONTRACTOR represents or certifies that services, programs and activities provided under the Agreement are and will continue to be in compliance with State and Federal Constitutions, the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, and all applicable laws that prohibit unlawful discrimination.

6.0 AMERICANS WITH DISABILITIES ACT.

CONTRACTOR certifies that it is in compliance with the Americans with Disabilities Act (“ADA”) (42 U.S.C. 12101 et seq.) and the regulations thereunder (28 CFR 35.130) prohibit discrimination against persons with disabilities by the Treasurer, whether directly or through contractual arrangements, in the provision of any aid, benefit or service. As a condition of receiving the Agreement, CONTRACTOR represents or certifies that services, programs and activities provided under the Agreement are and will continue to be in compliance with the ADA.

7.0 ILLINOIS HUMAN RIGHTS ACT.

CONTRACTOR certifies that it is presently in compliance with all of the terms, conditions and provisions of Section 5/2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105), together with all rules and regulations promulgated and adopted pursuant thereto.

8.0 FELONY.

CONTRACTOR certifies that it has not been barred from being awarded a contract under Section 50-10 of the Illinois Procurement Code (30 ILCS 500/50-10). Section 50-10 prohibits a contractor from entering into a contract with a State agency if the contractor has been convicted of a felony and 5 years have not passed from the completion of the sentence for that felony. The contractor further acknowledges that the chief procurement officer may declare the related contract void if this certification is false.

9.0 FORMER EMPLOYMENT.

CONTRACTOR has informed the Treasurer’s Office in writing if CONTRACTOR was formerly employed by the Treasurer’s Office and has received an early retirement incentive under Section 14-108.3 or 16-133.3 of the Illinois Pension Code (30 ILCS 105/15a).

10.0 INDUCEMENT.

CONTRACTOR has not paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor has CONTRACTOR accepted any money or other valuable thing, or acted upon the promise of same, for not bidding on a State contract (30 ILCS 500/50-25).

11.0 REVOLVING DOOR PROHIBITION.

CONTRACTOR certifies that neither it nor its employees and agents are in violation of section 50-30 of the Illinois Procurement Code (30 ILCS 500/50-30). Section 50-30 prohibits for a period of (2) years after terminating an affected position certain State employees and their designees from engaging in any procurement activity relating to the State agency most recently employing them for a specified period of time.

12.0 REPORTING ANTICOMPETITIVE PRACTICES.

CONTRACTOR shall report to the Illinois Attorney General and the Chief Procurement Officer any suspected collusion or other anticompetitive practice among any bidders, offerors, contractors, proposers or employees of the State (30 ILCS 500/50-40, /50-45, /50-50).

13.0 DISCRIMINATORY CLUB.

CONTRACTOR agrees not to pay any dues or fees on behalf of its employees or agents or subsidize or otherwise reimburse them for payments of any dues or fees to a discriminating club as prohibited by Section 2 of the Discriminatory Club Act (775 ILCS 25/2).

14.0 TAXPAYER IDENTIFICATION NUMBER AND LEGAL STATUS OF CONTRACTOR.

CONTRACTOR shall be in compliance with applicable tax requirements and shall be current payment of such taxes. Under penalty of perjury, CONTRACTOR certifies that #_____ is its correct Taxpayer Identification Number and that it is doing business as a (please check one):

- | | |
|---|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Real Estate Agent |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Government Entity |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Trust or Estate |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Tax Exempt Organization |
| (IRS 501 | as (a) only |
| <input type="checkbox"/> Not-for-Profit Corporation | <input type="checkbox"/> Medical and Health Care |
| Corporation | Services Provider |

15.0 LICENSE; AUTHORIZED BIDDER OR OFFEROR

CONTRACTOR, directly or through its employees, shall have and maintain any license required by this Agreement. CONTRACTOR further certifies that it is a legal entity authorized to do business in Illinois prior to the submission of the bid, offer, or proposal pursuant to section 20-43 of the Illinois Procurement Code (30 ILCS 500/20-43).

16.0 APPROPRIATION.

This Agreement is subject to termination and cancellation in any year for which the General Assembly fails to make an appropriation for payments under the terms of the contract.

17.0 RECORDS RETENTION; RIGHT TO AUDIT.

CONTRACTOR agrees to maintain books and records related to the performance of the contract and necessary to support amounts charged to the State under the contract for a minimum of three years from the last action on the contract or after termination of the Agreement, whichever is longer. Contractor further agrees to cooperate fully with any audit and to make the books and records available for review and audit by the Auditor General, chief procurement officers, internal auditor and the Treasurer; CONTRACTOR agrees to cooperate fully with any audit conducted by the Auditor General or the Treasurer and to provide full access to all relevant materials. The three-(3)-year period shall be extended for the duration of any audit in progress during the term. Failure to maintain the books, records and supporting documents required by this Section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under this Agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

18.0 CONFLICTS OF INTEREST.

CONTRACTOR has disclosed, and agrees that it is under a continuing obligation to disclose, to the Treasurer financial or other interests (public or private, direct or indirect) that may be a potential conflict of interest that would prohibit CONTRACTOR from entering into or performing the Agreement. Conflicts of interest include, but are not limited to, conflicts under Section 1400.5020 of the Treasurer's Procurement Rules (44 Ill. Adm. Code 1400.5020) and Sections 50-13, 50-20, and 50-35 of the Illinois Procurement Code (30 ILCS 500/50).

19.0 LATE PAYMENTS.

Late payment charges, if any, shall not exceed the formula established in the Illinois Prompt Payment Act (30 ILCS 540/1) and the Illinois Administrative Code (74 Ill. Adm. Code 900).

20.0 LIABILITY.

The State's liability for damages is expressly limited by and subject to the provisions of the Illinois Court of Claims Act (705 ILCS 505/1) and to the availability of suitable appropriations.

21.0 DEBT DELINQUENCY.

CONTRACTOR certifies that it, or any affiliate, is not barred from being awarded a contract or subcontract under section 50-11 of the Illinois Procurement Code (30 ILCS 500/50-11). Section 50-11 prohibits a contractor from entering into a contract with the Treasurer's Office if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. CONTRACTOR further acknowledges that the Treasurer's Office may

declare the Agreement void if this certification is false or if CONTRACTOR or any affiliate is determined to be delinquent in payment of any debt during the term of the Agreement.

22.0 EDUCATIONAL LOAN DEFAULT.

CONTRACTOR certifies that it is not barred from being awarded a contract under the Educational Loan Default Act (5 ILCS 385). Section 3 of the Educational Loan Default Act prohibits an individual from entering into a contract with the Treasurer's Office if that individual is in default of an educational loan. CONTRACTOR further acknowledges that the Treasurer's Office may declare the Agreement void if this certification is false or if CONTRACTOR is determined to be in default of an educational loan during the term of the Agreement.

23.0 FORCE MAJEURE.

Failure by either party to perform its duties and obligations shall be excused by unforeseeable circumstances beyond its reasonable control, including acts of nature, acts of the public enemy, riots, labor or material shortages, labor disputes, fire, flood, explosion, legislation, and governmental regulation.

24.0 ANTITRUST ASSIGNMENT.

CONTRACTOR hereby assigns, sells and transfers to the State of Illinois all right, title and interest in and to any claims and causes of action arising under antitrust laws of Illinois or the United States relating to the subject matter of the Agreement.

25.0 PROHIBITION OF GOODS FROM FORCED LABOR.

CONTRACTOR certifies that it is not barred from being awarded a contract under the State Prohibition of Goods from Forced Labor Act (30 ILCS 583). Section 10 of the State Prohibition of Goods from Forced Labor Act prohibits a contractor from entering into a contract with the Treasurer's Office if that contractor knew that the foreign-made equipment, materials, or supplies furnished to the State were produced in whole or part by forced labor, convict labor, or indentured labor under penal sanction. CONTRACTOR further acknowledges that the Treasurer's Office may declare the Agreement void if this certification is false or if CONTRACTOR is

determined to have known that the foreign-made equipment, materials, or supplies furnished to the State during the term of the Agreement were produced in whole or part by forced labor, convict labor, or indentured labor under penal sanction.

26.0 PROHIBITION OF GOODS FROM CHILD LABOR.

CONTRACTOR certifies in accordance with Public Act 94-0264 that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12.

27.0 SARBANES-OXLEY ACT AND ILLINOIS SECURITIES LAW

CONTRACTOR certifies that it is not barred from being awarded a contract or subcontract under section 50-10.5 of the Illinois Procurement Code (30 ILCS 500). Section 50-10.5, amongst other things, prohibits a contractor from bidding or entering into a contract or subcontract with the Treasurer's Office if the contractor or any officer, director, partner, or other managerial agent of the contractor has been convicted in the last 5 years of a felony under the Sarbanes-Oxley Act of 2002 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 or if the contractor is in violation of Subsection (e). CONTRACTOR further acknowledges that the Treasurer's Office may declare the agreement void if this certification is false or if CONTRACTOR is determined to have been convicted of a felony under the Illinois Sarbanes-Oxley Act of 2002 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 during the term of the agreement.

28.0 DISPUTES.

Any claim against the State arising out of this Agreement must be filed exclusively with the Illinois Court of Claims (705 ILCS 505/1). The State shall not enter into binding arbitration to resolve any agreement dispute. The State of Illinois does not waive sovereign immunity by entering into this Agreement. Any provision containing a citation to an Illinois statute (cited "ILCS") may not contain the complete statutory language. The official text, which is incorporated by reference, may be found in the appropriate chapter and section of the Illinois Compiled Statutes. An unofficial version may be viewed at www.ilga.gov.

29.0 THIRD-PARTY PAYMENTS.

CONTRACTOR certifies that no fee was paid to a third-party in expectation of being awarded a contract by the Treasurer.

30.0 MOST FAVORABLE TERMS.

If more favorable terms are granted by the CONTRACTOR to any similar governmental agency in any state in a contemporaneous agreement let under the same or similar financial terms and circumstances for comparable supplies or services, the more favorable terms will be applicable under the Agreement between the Treasurer's Office and the CONTRACTOR.

31.0 BOARD OF ELECTIONS REGISTRATION

_____ The CONTRACTOR certifies that they are **not required to register** as a business entity with the State Board of Elections pursuant to the Illinois Procurement Code (30 ILCS 500/20-160). Further, the CONTRACTOR acknowledges that all contracts or subcontracts between State agencies and a business entity that do not comply with this Section shall be voidable under Section 50-60 of the Illinois Procurement Code (30 ILCS 500/50-60).

(or)

_____ The CONTRACTOR certifies that they **have registered** as a business entity with the State Board of Elections and acknowledges a continuing duty to update the registration pursuant to the Illinois Procurement Code (30 ILCS 500/20-160). Further, the CONTRACTOR acknowledges that all contracts or subcontracts between State agencies and a business entity that do not comply with this Section shall be voidable under Section 50-60 of the Illinois Procurement Code (30 ILCS 500/50-60).

32.0 COLLECTION AND REMITTANCE OF ILLINOIS USE TAX

The CONTRACTOR certifies that it is not barred from being awarded a contract under section 50-12 of the Illinois Procurement Code (30 ILCS 500/50-12). Section 50-12 prohibits a contractor from entering into a contract or subcontract with a State agency if the CONTRACTOR or affiliate has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The CONTRACTOR further acknowledges that the contract or subcontract may be voided if this certification is false.

33.0 ENVIRONMENTAL PROTECTION ACT VIOLATIONS

The CONTRACTOR certifies that it is not barred from being awarded a contract or subcontract under section 50-14 of the Illinois Procurement Code (30 ILCS 500/50-14). Section 50-14 prohibits a CONTRACTOR from entering into a contract or subcontract with a State agency if the CONTRACTOR has been found by a court or the Pollution Control Board to have committed a willful or knowing violation of the Environmental Protection Act within the last (5) years. The CONTRACTOR further

acknowledges that the contracting State agency may declare the related contract or subcontract void if this certification is false.

34.0 LEAD POISONING PREVENTION ACT VIOLATIONS

The CONTRACTOR certifies that it is not barred from entering into a contract or subcontract under section 50-14.5 of the Illinois Procurement Code (30 ILCS 500/50-14.5). Section 50-14.5 prohibits a CONTRACTOR from entering into a contract or subcontract with the State of Illinois or a State agency if the CONTRACTOR, while the owner of a residential building, committed a willful or knowing violation of the Lead Poisoning Prevention Act. The CONTRACTOR further acknowledges that the Treasurer may declare the related contract or subcontract void if this certification is false.

35.0 BOND ISSUANCES

The CONTRACTOR certifies that it is not barred from being awarded a contract or subcontract under section 50-21 of the Illinois Procurement Code (30 ILCS 500/50-21). Section 50-21 prohibits State agencies from entering into contracts or subcontracts with respect to the issuances of bonds or other securities by the State or a State agency with any entity that uses an “independent consultant” as defined in section 50-21.

36.0 POLITICAL CONTRIBUTIONS

The CONTRACTOR certifies that it is not barred from being awarded a contract or subcontract under section 50-37 of the Illinois Procurement Code (30 ILCS 500/50-37). Section 50-37 prohibits business entities whose contracts with State agencies, in the aggregate, annually total more than \$50,000, or whose aggregate pending bids and proposals on State contracts total more than \$50,000, and any affiliated entities or affiliated persons of such business entity, from making any contributions to any political committee established to promote the candidacy of the office holder responsible for awarding the contract on which the business entity has submitted a bid or proposal during the period beginning on the date the invitation for bids or request for proposals are issued and ending on the day after the date the contract is awarded.

37.0 LOBBYING RESTRICTIONS

The CONTRACTOR certifies that it is not barred from being awarded a contract or subcontract under section 50-38 of the Illinois Procurement Code (30 ILCS 500/50-38). Section 50-38 prohibits a CONTRACTOR from billing the State for any lobbying costs, fees, compensation, reimbursements, or other remuneration provided to any lobbyist who assisted the CONTRACTOR in obtaining the contract or subcontract.

38.0 DISCLOSURE OF BUSINESS OPERATIONS WITH IRAN (30 ILCS 500/50-36)

Each bid, offer, or proposal submitted for a State contract, other than a small purchase defined in Section 20-20 [of the Illinois Procurement Code], shall include a disclosure of whether or not the bidder, offeror, or proposing entity, or any of its corporate parents or subsidiaries, within the 24 months before submission of the bid, offer, or proposal had business operations that involved contracts with or provision of supplies or services to the Government of Iran, companies in which the Government of Iran has any direct or indirect equity share, consortiums or projects commissioned by the Government of Iran and:

(1) more than 10% of the company's revenues produced in or assets located in Iran involve oil-related activities or mineral-extraction activities; less than 75% of the company's revenues produced in or assets located in Iran involve contracts with or provision of oil-related or mineral – extraction products or services to the Government of Iran or a project or consortium created exclusively by that Government; and the company has failed to take substantial action; or

(2) the company has, on or after August 5, 1996, made an investment of \$20 million or more, or any combination of investments of at least \$10 million each that in the aggregate equals or exceeds \$20 million in any 12- month period that directly or significantly contributes to the enhancement of Iran's ability to develop petroleum resources of Iran.

You must check one of the following items and if item 2 is checked you must also make the necessary disclosure:

There are no business operations that must be disclosed to comply with the above cited law.

The following business operations are disclosed to comply with the above cited law:

CONTRACTOR

By:

Signature

Name

Title

Date

DISCLOSURES
FINANCIAL INTEREST AND POTENTIAL CONFLICTS OF INTEREST
(Disclosure Form A)

The Treasurer's Procurement Regulations (44 Ill. Adm. Code 1400.5035) require that contractors/offers desiring to enter into certain contracts with the State of Illinois must disclose the financial and potential conflicts of interest information as specified below.

Contractor/offers shall disclose the financial interest and potential conflicts of interest information identified in Sections 1 and 2 below as a condition of receiving an award or contract. Submit this information along with your bid, proposal or offer.

This requirement applies to contracts with an annual value exceeding \$10,000.

A publicly traded entity may submit its 10K disclosure in satisfaction of the disclosure requirements set forth in both Sections 1 and 2 below.

Sec. 1. Disclosure of Financial Interest in the Contractor/Offers

- a. If any individuals have one of the following financial interests in the contractor/offers (or its parent), please check all that apply and show their name and address:

Ownership exceeding 5%	(_____)
Ownership value exceeding \$106,447.20	(_____)
Distributive Income Share exceeding 5%	(_____)
Distributive Income Share exceeding \$106,447.20	(_____)

Name: _____

Address: _____

- b. For each individual named above, show the type of ownership/distributable income share: sole proprietorship _____ stock _____ partnership _____ other _____ (explain)

_____.

- c. For each individual named above, show the dollar value or proportionate share of the ownership interest in the contractor/offers (or its parent) as follows:

If the proportionate share of the named individual(s) in the ownership of the contractor/offers (or its parent) is 5% or less, and if the value of the ownership interest of the named individual(s) is \$106,447.20 or less, check here (_____)

If the proportionate share of ownership exceeds 5% or the value of the ownership interest exceeds \$106,447.20, show either.

The percent of ownership _____%

or

The value of the ownership interest \$ _____

Sec. 2. Disclosure of Potential Conflicts of Interest. For each of the individuals having the level of financial interest identified in Section 1 above, check “Yes” or “No” to indicate which, if any, of the following potential conflicts of interest relationships apply. If “Yes,” please describe (use space under applicable section to explain your answers – attach additional pages as necessary).

- | | | | |
|----|--|--------------|-------------|
| a. | State employment, currently or in the previous 3 years, including contractual employment of services | Yes
_____ | No
_____ |
| b. | State employment for spouse, father, mother, son, or daughter, including contractual employment for services in the previous 2 years. | Yes
_____ | No
_____ |
| c. | Elective status; the holding of elective office of the State of Illinois, the government of the United States, any unit of local government authorized by the Constitution of the State of Illinois, or the statutes of the State of Illinois currently or in the previous 3 years. | Yes
_____ | No
_____ |
| d. | Relationship to anyone holding elective office currently or in the previous 2 years; spouse, father, mother, son, or daughter. | Yes
_____ | No
_____ |
| e. | Appointive office; the holding of any appointive government office of the State of Illinois, the United States of America, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois, which office entitles the holder to compensation in excess of expenses incurred in the discharge of that office currently or in the previous 3 years. | Yes
_____ | No
_____ |
| f. | Relationship to anyone holding appointive office currently or in the previous 2 years; spouse, father, mother, son, or daughter. | Yes
_____ | No
_____ |
| g. | Employment, currently or in the previous 3 years, as or by any registered lobbyist of the State government. | Yes
_____ | No
_____ |
| h. | Relationship to anyone who is or was a registered lobbyist in the previous 2 years; spouse, father, mother, son, or daughter. | Yes
_____ | No
_____ |
| i. | Compensated employment, currently or in the previous 3 years, by any registered election or re-election committee registered with the Secretary of | Yes
_____ | No
_____ |

State or any county clerk in the State of Illinois, or any political action committee with either the Secretary of State or the Federal Board of Elections.

- | | | | |
|----|--|--------------|-------------|
| j. | Relationship to anyone; spouse, father, mother, son, or daughter, who is or was a compensated employee in the last 2 years of any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections. | Yes
_____ | No
_____ |
|----|--|--------------|-------------|

This disclosure is submitted on behalf of

(Name of Contractor/Offeror)

Official authorized to sign on behalf of contractor/offeror:

Name (printed) _____ Title _____

Signature _____ Date _____

DISCLOSURES
OTHER CONTRACT AND PROCUREMENT RELATED INFORMATION
(Disclosure Form B)

The Treasurer's Procurement Regulations (44 Ill. Adm. Code 1400.5035) require that contractors/offers desiring to enter into certain contracts with the State of Illinois must disclose the information as specified below.

Contractor/offeror shall disclose the information identified below as a condition of receiving an award or contract.

This requirement is applicable to only those contracts with an annual value exceeding \$10,000.

You must submit this information along with your bid, proposal or offer.

- a. Contractor/offeror shall identify whether it has current contracts (including leases) with other units of State of Illinois government by checking "Yes" _____ or "No" _____.

If "Yes" is checked, identify each contract by showing agency name and other descriptive information such as purchase order or contract reference number (attach additional pages as necessary).

- b. Contractor/offeror shall identify whether it has pending contracts (including leases), bids, proposals, or other ongoing procurement relationships with other units of State of Illinois government by checking "Yes" _____ or "No" _____.

If "Yes" is checked, identify each such relationship by showing agency name and other descriptive information such as bid or project number (attach additional pages as necessary).

This disclosure is submitted on behalf of _____
(Name of Contractor/Offeror)

Official authorized to sign on behalf of contractor/offeror:

Name (printed) _____ Title _____

Signature _____ Date _____

Appendix A Cash Dash Advertising Examples

NOTICE OF NAMES OF PERSONS APPEARING TO BE OWNERS OF ABANDONED PROPERTY

ILLINOIS STATE TREASURER
CASHdash
ILLINOIS' LOST AND FOUND



IS YOUR NAME ON OUR LIST?

The state has collected about \$1.5 billion worth of lost or abandoned wealth that belongs to millions of Illinois residents. It includes everything from forgotten bank accounts to entire estates that have never reached their rightful owners. The Cash Dash program aims to give it all back.

Step 1: Look for your name on the Cash Dash list.

Step 2: If your name is listed, visit the treasurer's website, www.treasurer.il.gov, where you can initiate a claim online, and then print or request your claim form. You can also track your claim's status online.

Step 3: Once your claim is verified, the treasurer will mail your lost property or cash to you.

If your name is listed but you do not have Internet access, please submit your claim in writing, and we will provide you with instructions for claiming your assets. Include the name as published and your current name and address. If inquiring about a name other than your own, you must indicate your authority to act on behalf of that person.

The names on this list are only the unclaimed property owners reported since July 2011. Please check the website at www.treasurer.il.gov to see if property was reported on your behalf prior to that time.

**Illinois State Treasurer's Office
Unclaimed Property Division
PO Box 19495
Springfield, IL 62794-9495**

www.treasurer.il.gov

Printed by the authority of the State of Illinois. UP-0113-03 01/04/12 Electronic copy. R18

ILLINOIS STATE TREASURER
CASH DASH
 ILLINOIS' LOST AND FOUND



IS YOUR NAME ON OUR LIST?

The state has collected about \$1.5 billion worth of lost or abandoned wealth that belongs to millions of Illinois residents. It includes everything from forgotten bank accounts to entire estates that have never reached their rightful owners. The Cash Dash program aims to give it all back.

Step 1: Look for your name on the Cash Dash list.

Step 2: If your name is listed, visit the treasurer's website, www.treasurer.il.gov, where you can initiate a claim online, and then print or request your claim form. You can also track your claim's status online.

Step 3: Once your claim is verified, the treasurer will mail your lost property or cash to you.

If your name is listed but you do not have Internet access, please submit your claim in writing, and we will provide you with instructions for claiming your assets. Include the name as published and your current name and address. If inquiring about a name other than your own, you must indicate your authority to act on behalf of that person.

The names on this list are only the unclaimed property owners reported since July 2011. Please check the website at www.treasurer.il.gov to see if property was reported on your behalf prior to that time.

**Illinois State Treasurer's Office
 Unclaimed Property Division
 PO Box 19495
 Springfield, IL 62794-9495**

COUNTY

Bottom Traci Jo	Rr 1 648	Tamms
Brown Laura R	Rr 1 Box 283a	Moclure
Cash Debbie	2307 Holbrook Ave	Cairo
Chambliss Anthony H	2009 Walnut St	Cairo
Cooper Lorraine	31 Mohawk St	Moclure
Dixon Patricia	Po Box 501	Tamms
Drury Donald R	Po Box 429 20736 N Lake Dr	Olive Branch
Dunning Darold K	Po Box 263	Tamms
Ford Wesley	2600 Holbrook Ave	Cairo
Isom Robert	2845 Park Place W	Cairo
Liebl Joseph C	2407 Park Ave	Cairo
Liebl Joy	2407 Park Ave	Cairo
Morgan Mary Ellen	Rr 1 Box 283a	Moclure
Pierce Ilene F	3415 Elm	Cairo
Pierce Tim J	3415 Elm	Cairo
Russell John W	31 Mohawk St	Moclure
Smiddy Chris	Rr 1 Box 69	Moclure
Stiff Billy E	Po Box 213	Tamms
Washam Collin W	Po Box 353	Olive Branch
Wilson Nita	301 Mcbridge	Cairo
Bottom Traci Jo	Rr 1 648	Tamms
Brown Laura R	Rr 1 Box 283a	Moclure
Cash Debbie	2307 Holbrook Ave	Cairo
Chambliss Anthony H	2009 Walnut St	Cairo
Cooper Lorraine	31 Mohawk St	Moclure
Dixon Patricia	Po Box 501	Tamms
Drury Donald R	Po Box 429 20736 N Lake Dr	Olive Branch
Bottom Traci Jo	Rr 1 648	Tamms
Brown Laura R	Rr 1 Box 283a	Moclure
Cash Debbie	2307 Holbrook Ave	Cairo
Chambliss Anthony H	2009 Walnut St	Cairo
Cooper Lorraine	31 Mohawk St	Moclure
Dixon Patricia	Po Box 501	Tamms
Drury Donald R	Po Box 429 20736 N Lake Dr	Olive Branch
Dunning Darold K	Po Box 263	Tamms
Ford Wesley	2600 Holbrook Ave	Cairo
Isom Robert	2845 Park Place W	Cairo
Liebl Joseph C	2407 Park Ave	Cairo
Liebl Joy	2407 Park Ave	Cairo
Morgan Mary Ellen	Rr 1 Box 283a	Moclure
Pierce Ilene F	3415 Elm	Cairo
Pierce Tim J	3415 Elm	Cairo
Russell John W	31 Mohawk St	Moclure
Smiddy Chris	Rr 1 Box 69	Moclure
Stiff Billy E	Po Box 213	Tamms