

CONFLICT OF INTEREST REVIEW AND DETERMINATION

If a vendor or subcontractor discloses any of the relationships identified in Section 50-35(b) of the Procurement Code, the Agency/University must complete this form and submit it to the assigned SPO for further action, which may include forwarding the form to the CPO or the PPB.

Sections I-V must be completed by the Agency/University and must not have any blank responses; if a question is not applicable, complete by stating "N/A".

SECTION I - AGENCY/UNIVERSITY REQUESTING THE REVIEW

Using Agency/University: Capital Development Board

Contact Person: Don Broughton

Title: Contracts Administrator

Phone: 217-557-3971

Email: don.broughton@illinois.gov

SECTION II – VENDOR/SUBCONTRACTOR INFORMATION NEEDING REVIEW

Name of Vendor/Subcontractor: McDonough-Whitlow

Contact Person: Toni McDonough

Title: President

Phone: 217-532-9233

Email: tmcd@mcdonough-whitlow.com

SECTION III – PROPOSED CONTRACT INFORMATION

Describe the proposed contract: Provide design and construction administration services for the construction of a shooting range at Sparta Armory

Procurement Bulletin Reference Number: NA

Date Award Posted to Bulletin:

This is the: Initial Contract Renewal

Contract Number: 16021010

Contract/Renewal Estimated Start Date: 7/8/16

Contract/Renewal Estimated End Date: 7/1/18

Describe future renewal options (i.e. 1 two-year option): NA

Total Contract/Renewal Amount: \$ 102,495.95

Value is: Actual Estimated

The entity with the potential conflict of interest is the: Prime or Awarded Vendor

Subcontractor

Subcontractor of:

Parent

Parent of:

If this is a conflict of interest review for a subcontractor, what is the estimated value of the subcontract? \$ NA

What was the original method of procurement used to select this vendor (RFP, IFB, Small Purchase, Sole Source, Emergency, etc.)? The A/E firm was originally a part of a joint venture and under contract with the Department of Military Affairs.

SECTION IV - EXPLANATION OF POTENTIAL CONFLICTS OF INTEREST

1. Provide the following information for EACH individual identified as having any of the relationships identified in Section 50-35 (b) of the Procurement Code:

Name of individual: Guy William Whitlow

Describe the Relationship(s) identified in Form A Step 5 or Form B IPG Form I questions 11-20: Daughter, Tiffany Streeval

Does the relationship disclosed involve an Agency/University State employee: Yes No

If Yes, complete the following:

Start date: 9/2013

Job title and responsibilities: Revenue Auditor 1

Individual's annual salary: \$57,096

Was this individual in a position to influence the State's award of this contract? Yes No

2. Explain the potential or actual conflict of interest: There is no actual conflict of interest. Guy William Whitlow ((6.67% owner) has a daughter that works for the Illinois Department of Revenue as a Revenue Auditor 1. She has been employed at DOR since September of 2013.

3. Why is it in the best interest of the agency/university to contract with this vendor despite the potential or actual conflict of interest? In addition to no actual conflict existing, the selection of this firm was made in the best interest of the State of Illinois.

4. Has the PPB previously reviewed the potential conflict of interest in the current fiscal year and recommended no further action? Yes No

If yes, describe any change in circumstance and how that might result in a different ruling.

5. What is the funding source for this contract? (check all that apply)
 Federal Funds State Appropriated Funds Other (Explain):

SECTION V – AGENCY/UNIVERSITY REPRESENTATIVE CHECKLIST AND SIGNATURE

The following documents are included with this request to the SPO:

- Copy of Agency/University Internal Approval or waiver of the conflict
- Completed and Signed Conflict of Interest Review and Determination Form
- Copy of Proposed Contract (may be the proposed contract sent in with a RFP response, a copy of the solicitation response, etc.)
- Copy of the Disclosure/Certification Documents Submitted by the Vendor
- Prior Procurement Policy Board Conflict of Interest Review Letter for this Vendor

Additional information:

As authorized representative of the Agency/University, I do not view the relationship disclosed above as creating a potential for a conflict of interest based on the circumstance and accordingly request authorization to proceed with the contract.

As authorized representative of the Agency/University, I am submitting this information for review in order to determine whether there is a potential for a conflict based on the described circumstance, and request authorization to proceed with the contract for the reasons stated above.

Donald Broughton
 Agency/University Representative Signature

Contracts Administrator
 Agency/University Representative Title

7/5/2016
 Date

Donald Broughton
 Agency/University Representative Printed Name

Don.Broughton@illinois.gov
 Email Address

217-573-1711
 Telephone

SECTION VI – STATE PURCHASING OFFICER REVIEW AND SIGNATURE

ASB

I do not view the relationship disclosed above as creating a potential for a conflict of interest. The disclosed relationship does not preclude the Agency/University from entering into the proposed contract for the supplies or services outlined in this form. [SPO to send signed form to the Agency/University—no referral to CPO or PPB necessary]

- I find the request and justification is not sufficiently clear and needs CPO review and determination whether the disclosed information presents a potential for a conflict of interest. [SPO to forward material to CPO]
- I find a potential for a conflict of interest and refer this request to the PPB for review and recommendation. All relationships disclosed under 50-35(b)(1) or (b)(2) are considered as presenting a potential for a conflict. [SPO to scan and email signed copies (keep originals) to: matthew.vonbehren@illinois.gov with cc: to deanna.rossetto@illinois.gov and tonya.wallace@illinois.gov.]

Additional comments:

Gerald S. Burlingham

 SPO Signature
gerald.burlingham@illinois.gov
 Email Address

Gerald S. Burlingham

 SPO Printed Name
 217-836-0185
 Telephone

05 July 2016

 Date

SECTION VII– CHIEF PROCUREMENT OFFICER REVIEW AND SIGNATURE (required if SPO refers to CPO for further review)

- After considering the material provided, I do not view the relationship disclosed above as creating a potential for a conflict of interest. The disclosed relationship does not preclude the Agency/University from entering into the proposed contract. [CPO to send signed form to SPO for distribution to the Agency/University]
- After considering the material provided, I find a potential for a conflict of interest and refer this request to the PPB for review and recommendation. The Agency/University may not enter into the proposed contract pending recommendation of the PPB and subsequent final determination by the CPO. [CPO to scan and email signed copies (not originals) of material provided to the PPB.]

Additional comments:

 CPO Signature

 Email Address

 CPO Printed Name

 Telephone

 Date

SECTION VIII – PROCUREMENT POLICY BOARD REVIEW AND SIGNATURE (required only if SPO/CPO refers to PPB for further review)

- After careful review of the documentation provided, I do not view the relationship disclosed above as creating a conflict of interest sufficient to preclude the Agency/University from entering into the proposed contract.
- After careful review of the documentation provided, I view the relationship disclosed above as creating a conflict of interest sufficient to preclude the Agency/University from entering into the proposed contract. The detailed reasons are shown on the attached Recommendation of the Procurement Policy Board. This recommendation shall be forwarded to the Executive Ethics Commission in accordance with Section 50-35(d) of the Procurement Code.

Matthew von Behren

 PPB Signature
matthew.vonbehren@illinois.gov
 Email Address

Matthew von Behren

 PPB Printed Name
 217-785-3988
 Telephone

7-5-16

 Date