

DATE

[[Professional Services Firm - Name]]
[[Professional Services Firm - Address]]
[[Professional Services Firm - City]], [[Professional Services Firm - State Code]], [[Professional Services Firm - Zip Code]]

RE: [[Project Name (FCPWeb Name Preferred)]] – [[Capital Project Number (FCPWeb Project # Preferred)]]

Enclosed is a professional services agreement between your firm and the Board of Trustees of the University of Illinois in connection with the above-referenced project. If the agreement in its present form meets with your approval, please sign and return to this office. Please attach the certificate or memorandum of insurance (as noted in Article J). Please include the written program that meets or exceeds the requirements of the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265).

All vendors are required to comply with applicable provisions of the Illinois Procurement Code (30 ILCS 500/1 et seq.). Vendor shall provide all required forms completed by subconsultant(s) as required in Section D - Subconsultants of the Owner/Professional Services Agreement. Electronic copies of the required forms and the file naming convention are available online at:

https://www.uocpres.uillinois.edu/contracts_forms_for_design_professionals

The awarded Professional Services Consultant will be required to register with the Owner's Vendor Services Application and will be required to ensure that all subconsultants, included on Attachment D of the Agreement are also registered in the Owner's Vendor Services Application. The vendor registration module of the Vendor Services Application can be accessed at:

<https://appserv6.admin.uillinois.edu/VendorRegistration/open/VendorSearch.jsp>

For your consideration is the following payment option:

Request for Electronic Payment:

The University of Illinois is offering enrollment in the ACH/Direct Deposit Program. Upon processing of the required form, authorized payments from the University would be made directly to your company's designated bank account, without the production of a paper check. If you are interested in enrolling in our program, please review the instructions with the "Request for Electronic Payment" form, complete the form and submit it according to the instructions at <https://www.obfs.uillinois.edu/payments-vendors-students/vendor-setup-update/ach-setup/>. In addition, for selected vendors such as yourself, the University is prepared to offer payment terms of 'Net 20', in exchange for your enrollment in ACH/direct deposit. Under this offer, the University shall make every effort possible to deliver payment within 20 days after receipt of a complete and approved invoice.

A signed copy of the agreement will be returned to you after processing by the University.

Sincerely

[[Capital Project Manager Name]]

PM/sec
Enclosures