**Section 1110.70 Process for Submitting Contracts for Certification**

At least once each fiscal year, the State Superintendent shall identify the categories under consideration at that time and establish a timeframe during which applications for the certification of education purchasing contracts will be accepted. Any party to an education purchasing contract may submit the contract for review and consideration through this application process. In addition to a copy of the contract, the party making the submission shall provide:

a) Evidence of consent by the other party to the contract for certification of the contract by ISBE;

b) Sufficient information to demonstrate that the contract was awarded through a process meeting the criteria set forth in Section 1110.40(a) of this Part, which shall include, but need not be limited to:

1) the request for proposals or invitation for bids that was used to procure the contract;

2) evidence of due advertisement of the request for proposals or invitation for bids; and

3) a certification from the procuring entity or other evidence that the contract was awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality, and serviceability;

c) A certification that the contract was procured in conformance with the requirements that apply in the locality of the contracting entity, including a specific statutory or regulatory citation to those requirements;

d) An indication of the Illinois educational entities the vendor is able and willing to serve;

e) A description of the range of supplies or services available through the contract;

f) Information on the level of customer service that will be offered to educational entities participating in the contract;

g) Evidence that the vendor has adequate financial, organizational, and technical resources to administer the contract;

h) A description of the process by which educational entities may participate in the contract; and

i) Certifications, assurances, and/or additional information that the State Superintendent may require in order to verify any information reported by the applicant or to otherwise fulfill ISBE's duties with respect to administration of the education purchasing program.