

Employment of Illegal Immigrants – Certification by Bidder/Contractor

Pursuant to Act 157 of 2007, all bidders/contractors who will be having a public contract with a state agency for professional services, technical and general services, or any category of construction in which the total dollar value of the contract is twenty-five thousand dollars (\$25,000.00) or greater must certify prior to award of the contract that they do not employ or contract with any illegal immigrants(s) in its contract with the state. Bidders shall certify online at

http://www.arkansas.gov/dfa/procurement/pro_immigrant.html.

The Act is printed in full on the website and contains all information regarding any penalties and the procedures for certification by subcontractors.

Employment of Illegal Immigrants

Please print the attachment before going to the website for entering information.

Go to the following website: You can either click on the website address on the “Employment of Illegal Immigrants – Certification by Bidder Form” or key in the following email address –

http://www.arkansas.gov/dfa/procurement/pro_immigrant.html
http://www.arkansas.gov/dfa/procurement/pro_immigrant.html

The following screen will be shown.

Click on – Vendor Illegal Immigrant Contracting Disclosure Reporting Screen - **WEB**

The screenshot shows a web browser window displaying the Arkansas Department of Finance & Administration website. The page title is "Act 157 of 2007 | Employment of Illegal Immigrants - Prohibition - Certification by Contractor". The main content area features a table with the following links:

Description	Links
ACA 19-11-105 Employment of Illegal Immigrants Certification by Contractor Regulation	PDF DOC
Employment of Illegal Immigrants Certification by Bidder Bid Language	PDF DOC
Act 157 of 2007 An Act to Prohibit State Agencies from Contracting with Businesses that Employ Illegal Immigrants	PDF
Vendor Illegal Immigrant Contracting Disclosure Reporting Screen	WEB
Agency Screen	WEB
If you need assistance, please contact Sherry Lewis	eMail

The page also includes a sidebar with an "Expandable Menus" section containing links to "OSP Home", "Overview", "General", "Vendors", "Agencies", "M&R/Surplus", and "State NIGP". A right sidebar offers various document formats for download, including HTML, Word Doc, Rich Text, RTF, Adobe PDF, Fill In Doc, Excel File, XLS, PowerPoint, PPT, Data File, DATA, Off Site, and WEB. The footer contains links for "Privacy Policy", "Accessibility Policy", and "Security Policy", along with a copyright notice for 2005.

The following screen will show up
On the right hand side of the screen where it says "Vendor Submit Disclosure Form"
Click on Submit Disclosure Form (Blue Box)

The screenshot shows a web browser window titled "DFA | Illegal Immigrant - Windows Internet Explorer". The address bar displays the URL "https://www.ark.org/dfa/immigrant/index.php/user/login". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also contains a "Live Search" field with a magnifying glass icon.

The webpage content is as follows:

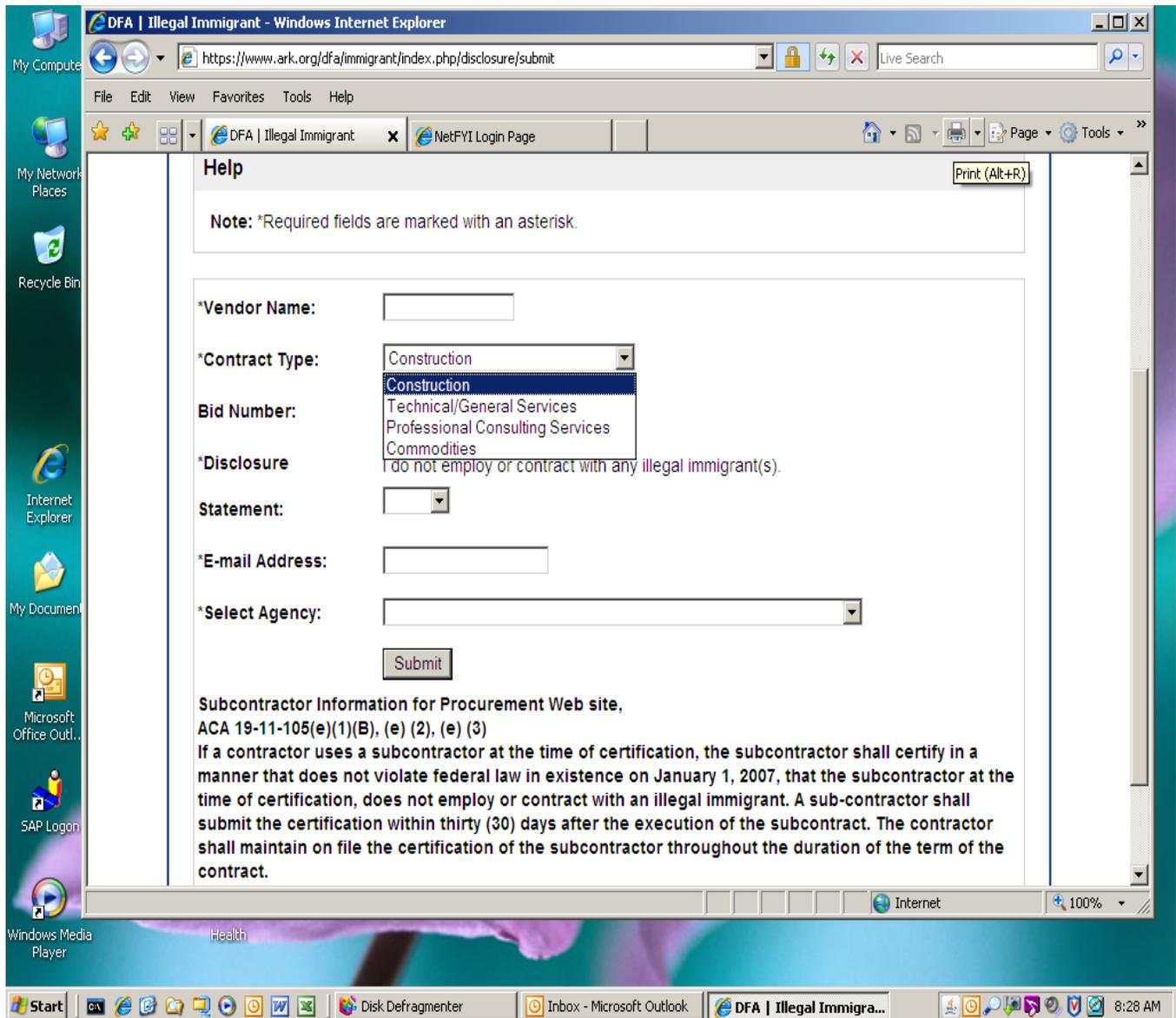
- Header:** "DFA Arkansas Department of Finance & Administration" with a search bar and a "GO" button. Below this is "DFA Illegal Immigrant Contracting Disclosure Application" and a link for "Online Technical Support or call 1-877-727-EGOV".
- Navigation:** A "Home" link is on the left, and "Welcome Guest - [Login](#)" is on the right.
- Main Content:** The page is titled "DFA Illegal Immigrant Contractor Disclosure Certification Login". It features two main sections:
 - Agency Login:** Includes fields for "Username:" and "Password:", a "Login" button, and a link "Forget your password? [Click here](#)".
 - Vendor Submit Disclosure Form:** Contains the text "Are you a vendor and need to submit a disclosure form?" and a prominent blue button labeled "Submit Disclosure Form".
- Footer:** A dark blue bar contains links for "Privacy Policy", "Accessibility Policy", and "Security Policy". Below this is the copyright notice: "© 2007, Arkansas Department of Finance and Administration. All rights reserved."

The Windows taskbar at the bottom shows the "Start" button, several application icons, and the system tray with the time "2:54 PM".

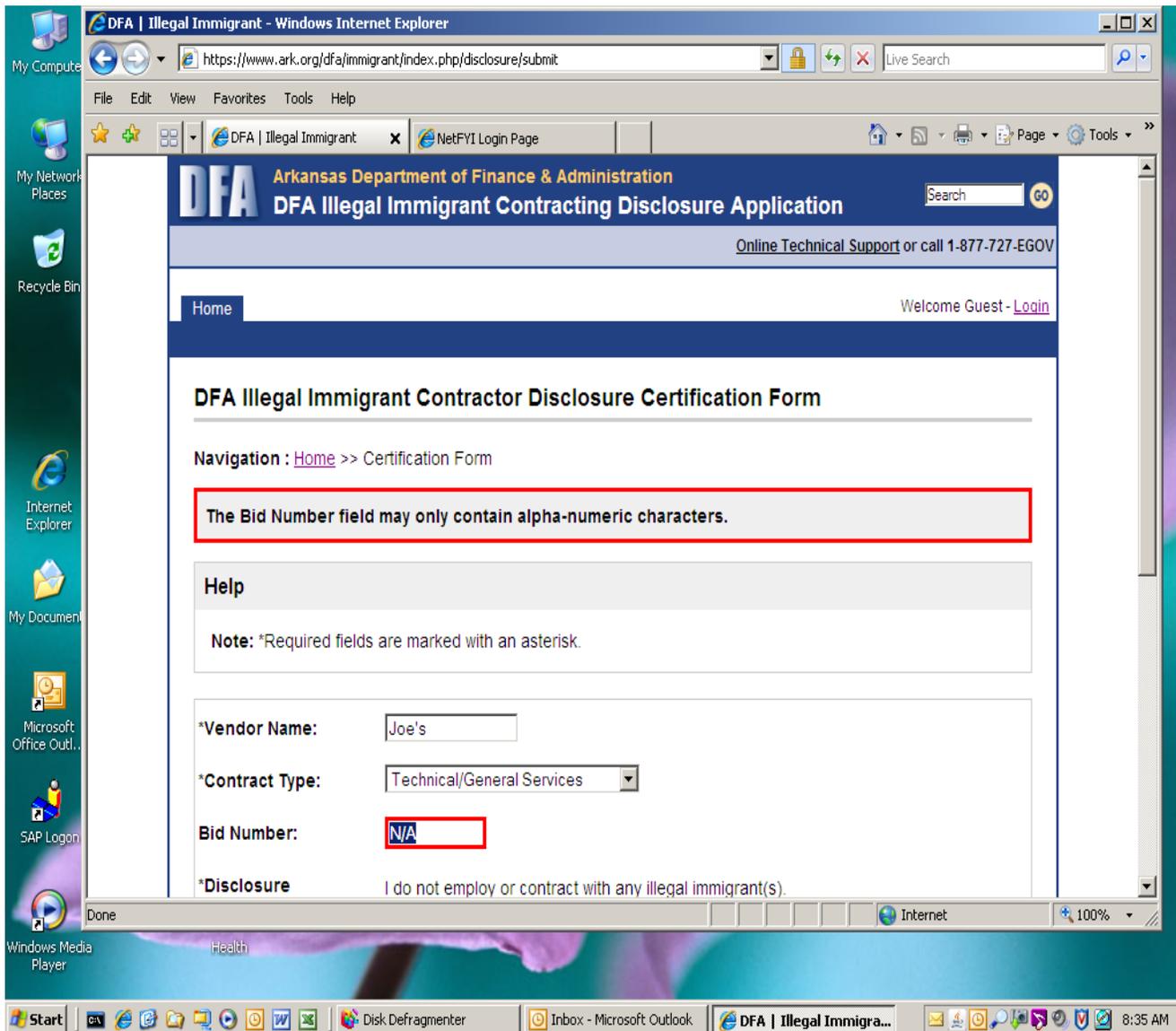
Vendor Name – Vendor Completes - (currently it has space for 45 characters for vendor name)

Contract Type – Choose from Drop-down box

- a) Construction – For ABA Type Contracts
- b) Technical/General Services – For Non-Professional Services, Sub Grant Agreements
- c) Professional Consulting Services – For Professional or Consultant Services Contracts
- d) Commodities – For Material Contracts



Bid Number – The Bid Number field may only contain alpha-numeric characters. If known, insert number. If left blank it will populate N/A.



Disclosure – I do not employ or contract with any illegal immigrant(s)

Statement – Choose True or False

The screenshot shows a Windows Internet Explorer browser window with the following elements:

- Address Bar:** <https://www.ark.org/dfa/immigrant/index.php/disclosure/submit>
- Page Title:** DFA | Illegal Immigrant
- Form Fields:**
 - *Vendor Name:
 - *Contract Type:
 - Bid Number:
 - *Disclosure Statement:
Statement:
*E-mail Address:
 - *Select Agency:
- Submit Button:**
- Legal Notice:**

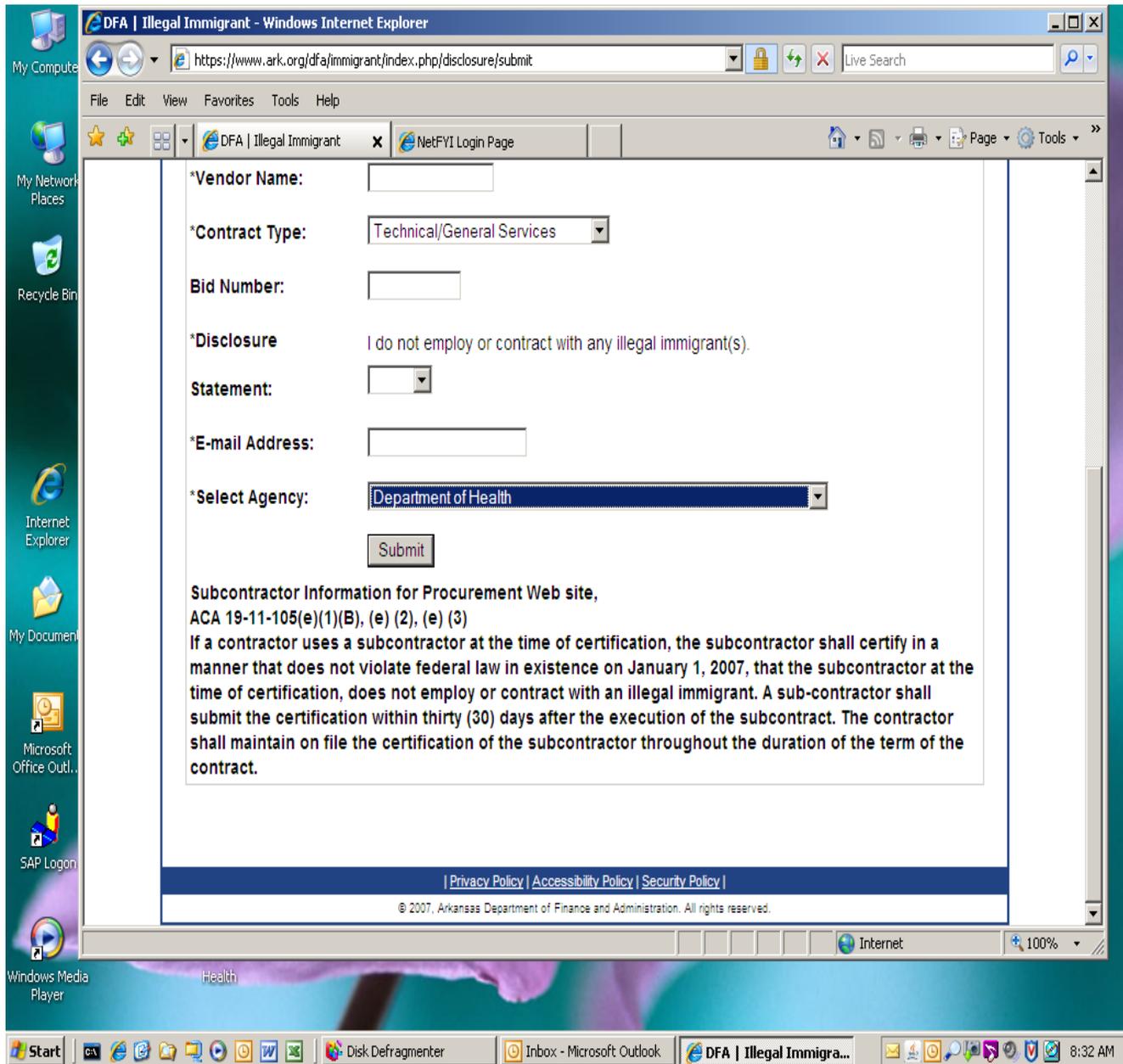
Subcontractor Information for Procurement Web site,
ACA 19-11-105(e)(1)(B), (e) (2), (e) (3)
If a contractor uses a subcontractor at the time of certification, the subcontractor shall certify in a manner that does not violate federal law in existence on January 1, 2007, that the subcontractor at the time of certification, does not employ or contract with an illegal immigrant. A sub-contractor shall submit the certification within thirty (30) days after the execution of the subcontract. The contractor shall maintain on file the certification of the subcontractor throughout the duration of the term of the contract.
- Footer:** © 2007, Arkansas Department of Finance and Administration. All rights reserved.

Email Address – Vendor enters their email address

Select Agency – Drop-down box – Choose Department of Health

Check for accuracy

Click Submit



Click Confirm and Submit if correct

Example

The screenshot shows a Windows Internet Explorer browser window with the following details:

- Address Bar:** <https://www.ark.org/dfa/immigrant/index.php/disclosure/confirm>
- Page Title:** DFA | Illegal Immigrant - Windows Internet Explorer
- Page Content:**
 - Section Header:** **DFA Illegal Immigrant Contractor Disclosure Certification Confirm Submission**
 - Navigation:** Home >> Disclosure Form >> Confirm Submission
 - Form Fields:**
 - Vendor:** Joe's
 - Contract Type:** Technical/General Services
 - Bid Number:** N/A
 - Disclosure Statement:** I, certify that we/I do not employ or contract with an illegal immigrant. Answer: **yes**
 - Contact E-mail:** joe@aol.com
 - Agency Name:** Department of Health
 - Submitted At:** 03-07-08
 - Action:** A button labeled "Confirm and Submit" is located at the bottom of the form area.
- Footer:** © 2007, Arkansas Department of Finance and Administration. All rights reserved.

The browser's taskbar at the bottom shows the Start button, several open applications (including Disk Defragmenter, Microsoft Outlook, and the current browser window), and the system clock displaying 8:36 AM on 03-07-08.