

Employment of Illegal Immigrants – Certification by Bidder/Contractor

Pursuant to Act 157 of 2007 and Procurement Law and Rules 19-11-105 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 the award of the contract and amending 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 Web Site:

<https://www.ark.org/dfa/immigrant/index.php/user/login>

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

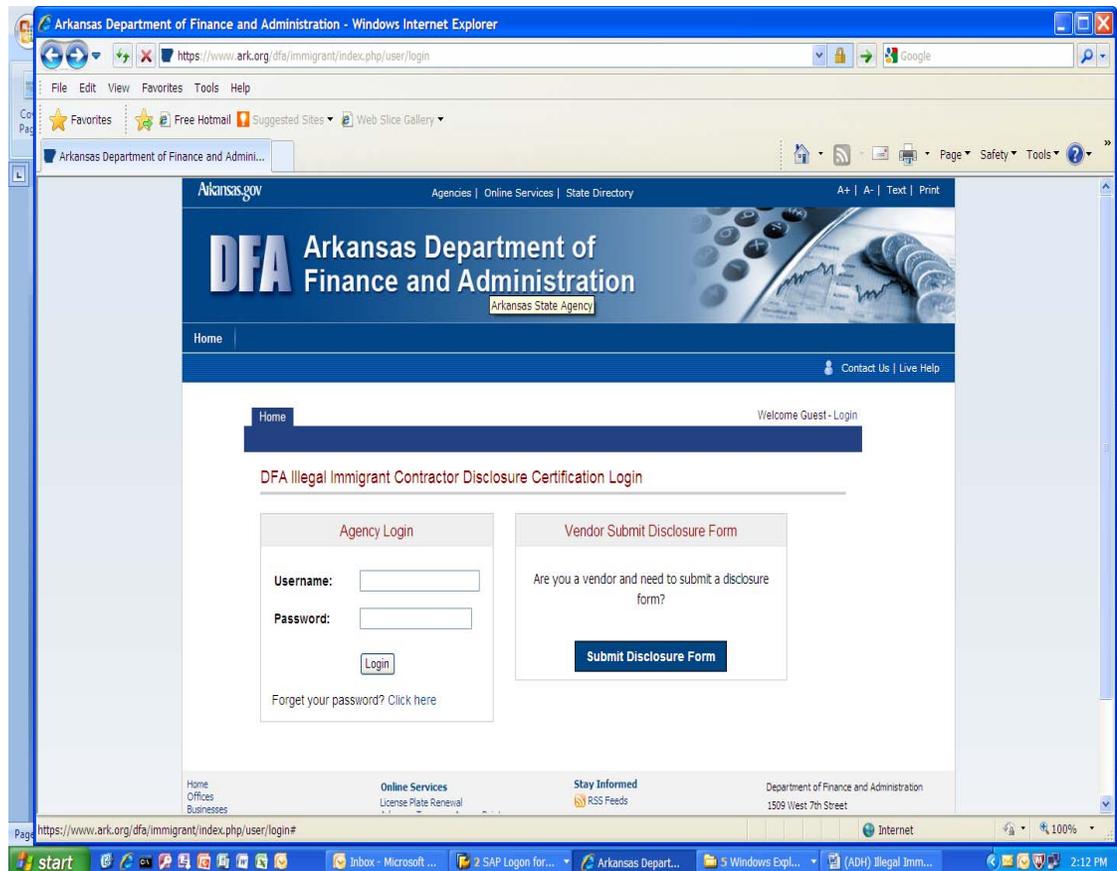
Employment of Illegal Immigrants

Please print the instructions before going to the website for entering information. Hold the Ctrl Key down on computer as you click the Web Site Address listed on this page.

You can also key into the Internet Explorer the Web Site Address.

<https://www.ark.org/dfa/immigrant/index.php/user/login>

The following screen will be shown.



Arkansas Department of Finance and Administration - Windows Internet Explorer

https://www.ark.org/dfa/immigrant/index.php/user/login

Arkansas Department of Finance and Administration

Arkansas State Agency

Home

Welcome Guest - Login

DFA Illegal Immigrant Contractor Disclosure Certification Login

Agency Login

Username:

Password:

Forget your password? [Click here](#)

Vendor Submit Disclosure Form

Are you a vendor and need to submit a disclosure form?

Vendor – Click on right hand side of page the blue box “**Submit Disclosure Form**”.

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Department of Finance and Administration
1509 West 7th Street

start | Inbox - Microsoft ... | 2 SAP Logon for ... | Arkansas Depart... | 5 Windows Expl... | (ADH) Illegal Imm... | 2:12 PM

Arkansas Department of Finance and Administration - Windows Internet Explorer

https://www.ark.org/dfa/immigrant/index.php/disclosure/submit/new

File Edit View Favorites Tools Help

Arkansas Department of Finance and Admini...

DFA Illegal Immigrant Contractor Disclosure Certification Form

Navigation : Home >> Certification Form

Help

Note: *Required fields are marked with an asterisk

*Vendor Name:

*Contract Type:

Bid Number:

*Disclosure Do you employ or contract illegal immigrant(s)?

Statement:

*E-mail Address:

*Select Agency:

Submit

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 that does not violate federal law in existence on January 1, 2007, that the subcontractor at the certification, does not employ or contract with an illegal immigrant. A sub-contractor shall submit certification within thirty (30) days after the execution of the subcontract. The contractor shall file the certification of the subcontractor throughout the duration of the term of the contract.

Complete the following:

Vendor Name – Enter Legal Name as it appears in AASIS

Contract Type – Choose from drop down box:

Technical/General Services – Sub Grant

Professional Consulting Services – Professional/Consultant Services Contract

Bid Number – If this is a new Sub Grant Agreement or Professional/ Consultant Services Contract **leave blank.** If this is an amendment to an existing Sub Grant Agreement or Professional/Consultant Services Contract enter the Outline Agreement number which begins with **46.**

Statement - Choose from drop down box either **yes** or **no** to **Do you employ or contract illegal immigrants?**

Email Address – Enter Vendor’s email address

Select Agency – Choose from drop down – **Department of Health**

Click - **Submit**

Example of completed form

Arkansas Department of Finance and Administration - Windows Internet Explorer
https://www.ark.org/dfa/immigrant/index.php/disclosure/confirm

File Edit View Favorites Tools Help

Arkansas Department of Finance and Admini...

DFA Illegal Immigrant Contractor Disclosure Certification Confirm Submission

Navigation : Home >> Disclosure Form >> Confirm Submission

> Back To Disclosure Form

Vendor: The Communications Group

Contract Type: Technical/General Services

Bid Number: N/A

Disclosure Statement: I, certify that we'll do not employ or contract with an illegal immigrant.
Answer: **yes**

Contact E-mail: jdoe@comgroup.com

Agency Name: Department of Health

Submitted At: 11-08-11

Confirm and Submit

Home
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News & Events

Online Services
License Plate Renewal
Arkansas Taxpayer Access Point
Arkansas Motor Carrier System
Income Tax Refund Inquiry
Child Support WebPay
Arkansas State Surplus
Child Support Employer Portal

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Verify that the information entered is correct. If correct, click **Confirm and Submit**.

Print copy for your files and **email or fax a copy to the ADH program** that has requested it.

If not correct, click the **Back to Disclosure Form** and correct the information and click **Submit** again.

Re-verify that the information is correct then click **Confirm and Submit** if correct.

Print copy for your files and **email or fax a copy to the ADH program** that has requested it.