



DOING BUSINESS WITH STATE OF ILLINOIS AGENCIES

Illinois CMS, Illinois Tollway, University of Illinois

SOI Certification for Procurement Purposes

Illinois Secretary of State (SOS):

- http://www.cyberdriveillinois.com/departments/business_services/home.html

Illinois Board of Elections (BOE):

- <https://www.elections.il.gov/DocDisplay.aspx?Doc=/Downloads/CampaignDisclosure/PDF/BEREPHowToRegister.pdf&MID=178>

Illinois Department of Human Rights (IDHR):

- <https://www2.illinois.gov/dhr/PublicContracts/Pages/default.aspx>

Illinois Procurement Gateway (IPG):

- <https://ipg.vendorreg.com/>

BidBuy:

- <https://www2.illinois.gov/cpo/pathwaytoprocurement/pages/bidbuy.aspx>

A long-exposure photograph of a multi-lane highway at night. The road is illuminated by streetlights, and the motion of vehicles has created long, bright white and red light trails. In the background, a city skyline is visible under a dark blue sky with some clouds. A large, modern building with many lit windows is prominent on the left side of the image.

CHICAGO VENDOR FAIR

Illinois Tollway Procurement and Diversity Departments

November 19, 2020



ABOUT THE TOLLWAY

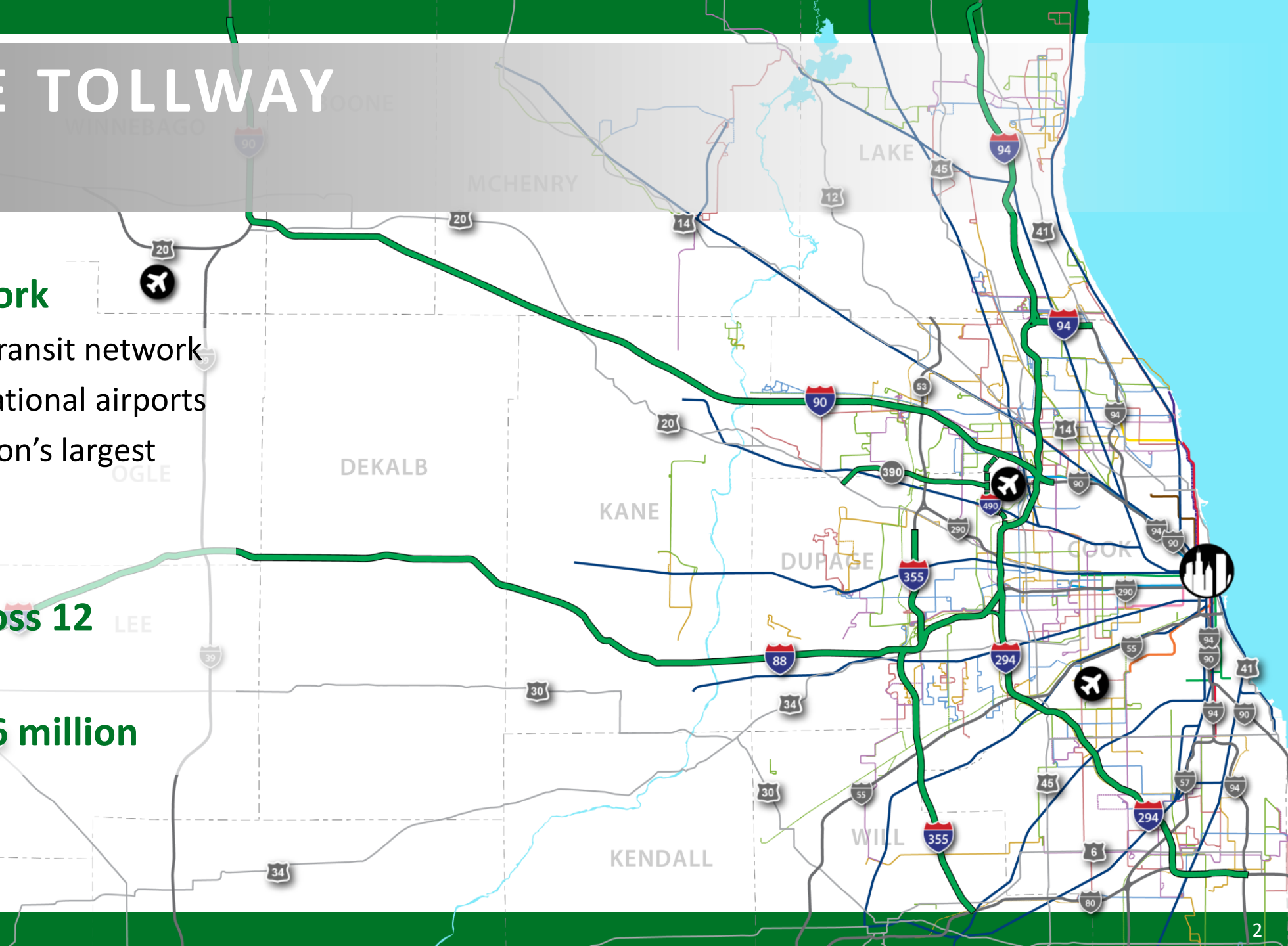
Part of a dynamic transportation network

- Connects to regional transit network
- Supports three international airports
- Part of one of the nation's largest interstate systems

Five roadways

294-mile system across 12 counties

Serves more than 1.6 million vehicles a day





PROCUREMENT

PROCUREMENT – GOODS AND SERVICES

350+ contracts valued at more than \$1.1 billion

Joint Committee on Administrative Rules (JCAR)

Under JCAR, non-construction supplies and services are procured:

- **“Goods”** – Commodities such as rock salt, roadway materials, vehicles, office supplies and software licenses
- **“Services”** – Include procurements for temporary staffing services, IT consulting services and repair services

Procurement Approaches

- **Invitation for Bid (IFB)** – Awarded to lowest responsible and responsive bidder
- **Request for Proposal (RFP)** – Awarded to vendor that provides the overall best value and includes technical criteria in addition to price
- **RFP Professional and Artistic (RFP P&A)** – Qualified by education, experience and technical ability
- **Small Purchase – Request for Quote (RFQ)** – Procurements less than small purchase threshold (\$104,100)



SMALL BUSINESS SET-ASIDE PROGRAM

How does the program work?

- More than 600 product and service categories at any dollar amount
- Procurements less than \$104,100 – most products or services qualify
- Any other procurement the Chief Procurement Office deems appropriate to set aside

What is a “Small Business”?

- One that is independently owned and operated, headquartered in Illinois and meets the required size status and the following sales limitations:
 - No WHOLESALE business can exceed \$13 million in annual sales
 - No RETAIL business can exceed \$8 million in annual sales and receipts
 - No CONSTRUCTION business can exceed \$14 million in annual sales and receipts
 - No MANUFACTURING business can employ more than 250 persons

Firms are listed in the Small Business Database on the Illinois Procurement Gateway

Annual registration along with submittal of the company’s annual report is required



BIDBUY

www.bidbuy.illinois.gov

BidBuy – eProcurement System

- Tollway is required to utilize BidBuy for all procurements
- Procurement opportunities and awards are listed for all State agencies

First step →

[Register](#)

Register here to begin using BidBuy.
Vendors, please read this [disclaimer](#) prior to registering.

[Complete Registration](#)

Complete registration here to begin using BidBuy.
Vendors, please read this [disclaimer](#) prior to completing registration.

View open bids →

[Open Bids](#)

Browse open bid opportunities.

[Active Contracts](#)

Browse active Contracts/Blankets.

[Contract & Bid Search](#)

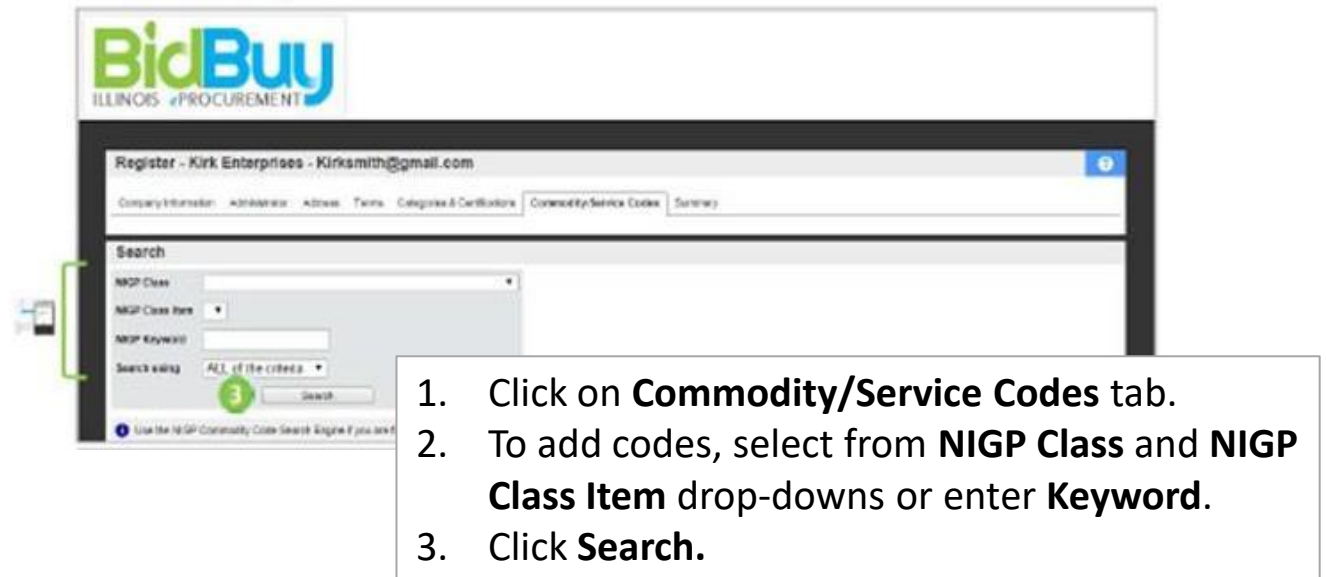
Search for Bids and active Contracts/Blankets.

[Registered Vendor Search](#)

Search for registered vendors.

Registration

1. Select correct NIGP codes for proper solicitation notification
2. Maintain current contact information
3. Register more than one individual



ILLINOIS PROCUREMENT GATEWAY (IPG)

What is the Illinois Procurement Gateway (IPG)?

- A centralized repository for standard submittal forms (also known as Forms B) including:
 - Financial Disclosure and Conflict of Interest forms
 - Standard Certification forms, i.e. vendor certifies it is a legal entity, not barred from having a contract, etc.

Features

- Minimizes risk of vendor disqualification for administrative errors at the time of bid opening
- Creates an electronic company record that may be updated at any time

Things to Know

- Vendor must have an approved registration at the time of bid
- Even with approved registration, Forms B must still be completed and submitted with each bid or proposal
- Registration interfaces to BidBuy registration – one way



www.ipg.vendorreg.com

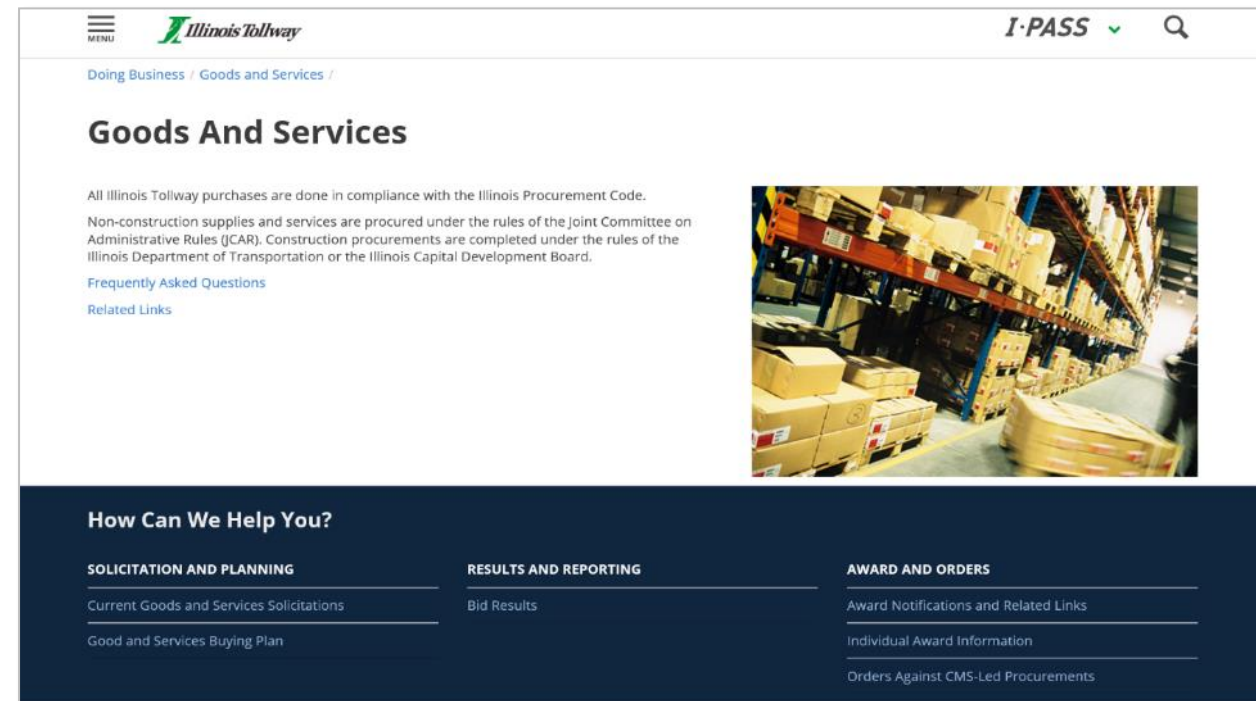


PROCUREMENT OPPORTUNITIES ON ILLINOIS TOLLWAY WEBSITE

VISIT THE **DOING BUSINESS SECTION** AT **ILLINOISTOLLWAY.COM**

Find information including:

- Frequently Asked Questions
- Current Goods and Services solicitations
- Goods and Services buying plan



AVOID COMMON MISTAKES

- ✓ **Read solicitations** in detail and utilize vendor checklist document available in the solicitation
- ✓ **Complete required disclosures forms** (either Forms A or Forms B must be submitted)
- ✓ If solicitation contains a BEP and/or a Veteran goal, **a U-Plan and LOI must be submitted**
- ✓ **Submit on time**
- ✓ **Get BEP/Veteran certified** and stay current (must certify on an annual basis)
- ✓ **Electronic bids still require a signed offer** along with applicable forms to be uploaded
- ✓ **Provide detailed RFP responses**
- ✓ Remember – **bid opportunities are price competitive!**



PROCUREMENT – CONTRACT SERVICES

Construction and Professional Services

300+ OPEN CONTRACTS VALUED AT MORE THAN \$5.1 BILLION

Construction – Invitation for Bids (IFB)



Professional Services Bulletin (PSB)

Includes the following:


- General Engineering Consultant, Traffic Engineering Consultant and Program Management Office
- Design contracts
- Construction management
- Other specialty services such as surveying, geotechnical engineering, environmental studies, etc.

BID LETTING SCHEDULE

Lists all Tollway construction IFBs above small purchase threshold

Includes:

- Type of work
- Project description
- Advertise date
- Bid opening date
- Estimated Board date
- Estimated contract completion date

<div><div><div>Illinois Tollway Projects</div><div><div>Tri-State Tollway (I-294)</div><div>Jane Addams Memorial Tollway (I-90)</div><div>Reagan Memorial Tollway (I-88)</div><div>Veterans Memorial Tollway (I-355)</div><div>Elgin-O'Hare (EO)</div><div>Systemwide (S/W)</div></div></div><div><div>Other Agency Major Projects</div><div>IDOT</div></div></div> <div><div>CONSTRUCTION CONTRACT BID LETTING SCHEDULE (Sorted by Bid-Opening)</div><div>CHICAGO AREA MAJOR TRANSPORTATION AGENCIES</div></div> <div><div>Cost Magnitude Key:</div><div><div>A - \$10 - \$25M</div><div>B - \$25 - \$50M</div><div>C - \$50 - \$75M</div><div>D - \$75 - \$100M</div><div>E - > \$100M</div><div>U - \$0 - \$10M Unbonded</div></div><div>U / SA - Set Aside for Small Businesses</div><div>Located on Illinois Tollway Website under Doing Business www.illinoistollway.com</div></div>											
Information in this document is subject to change											
ROUTE	TYPE OF WORK	PROJECT DESCRIPTION	PROJECT NUMBER	ADVERTISE DATE	BID OPENING DATE	ESTIMATED BOARD APPROVAL	ESTIMATED NOTICE TO PROCEED	CONTRACT COMPLETION DATE	COST MAGNITUDE (See key)		
294	Procurement	Beam Fabrication, I-294 over Union Pacific	4534	4-Jun-20 A	2-Jul-20 A	20-Aug-20 A	23-Oct-20 A	1-Sep-23	U		
294	Procurement	Beam Fabrication: I-294 over Grand Avenue	4535	9-Jun-20 A	7-Jul-20 A	20-Aug-20 A	19-Oct-20 A	1-Sep-23	U		
S/W	Miscellaneous	Systemwide Sign Panel Fabrication and Installation	9225	11-Jun-20 A	9-Jul-20 A	20-Aug-20 A	2-Oct-20 A	30-Dec-22	U		
294	Reconstruction	Stearns School Road Bridge Reconstruction I-94, MP 7.5	4382	10-Jun-20 A	17-Jul-20 A	17-Sep-20 A	20-Nov-20	22-Nov-21	U		
88	Landscape	Landscape Planting on I-88 Kishwaukee River to Fox River Bridge MP 91.62 to 117.0	4466	12-Jun-20 A	17-Jul-20 A	17-Sep-20 A	13-Nov-20	30-May-25	U/SA		
IDOT		IDOT Bid Letting			31-Jul-20 A						
294	Procurement	Advance ITS Material	4513	26-Jun-20 A	4-Aug-20 A	17-Sep-20 A	21-Oct-20 A	1-Oct-21	U		
88	Reconstruction	Deerpath Road Bridge Reconstruction I-88 MP 114.2	4532	23-Jun-20 A	6-Aug-20 A	17-Sep-20 A	16-Nov-20	29-Oct-21	U		
294	Mainline	95th Street to Toll Plaza 39 (MP 17.8 to 19.2)	4517	9-Jun-20 A	7-Aug-20 A	17-Sep-20 A	16-Nov-20	17-Nov-23	E		

ILLINOISTOLLWAY.COM/DOINGBUSINESS/CONSTRUCTION-ENGINEERING



NON-CUREABLE FOR CONSTRUCTION

- DISCLOSURES NOT SUBMITTED (FORMS A AND B)
- DBE 2026
- VOSB 2026
- BID BOND (CONSTRUCTION ONLY)
- BLANK PAY ITEM (CONSTRUCTION ONLY)
- SMALL BUSINESS SET-ASIDE
- NOT IDOT OR CDB PREQUALIFIED (CONSTRUCTION ONLY)
- LATE SUBMITTAL



QUALIFICATIONS-BASED SELECTION PROCESS

Professional Services Bulletin (PSB)

PSB lists opportunities available

Interested firms electronically submit a Statement of Interest detailing:


- Demonstrated ability of prime firm, subconsultants and personnel
- Past experience, record and performance data
- References, workload and ability to meet time constraints

PROFESSIONAL SERVICES BULLETIN 19-2

STATEMENTS OF INTEREST (SOIs) are due by 4:30:00 p.m. (Central Time)
Due Date: September 9, 2019
Successful Firm(s) will be notified.
Overall results will be posted on the Illinois Chief Procurement Officer's eProcurement System at: <https://www.bidbuy.illinois.gov/>

Professional Services Bulletin
No. 19-2 August 23, 2019

ISTHA web site: www.illinoistollway.com


Illinois Tollway
2700 Ogden Avenue, Downers Grove, IL 60515

PSB 19-2 August 23, 2019

ILLINOISTOLLWAY.COM/DOINGBUSINESS/CONSTRUCTION-ENGINEERING



REQUIRED DOCUMENTS

Statement of Interest: Submit one per item proposed

Firm's Commitment and Signature

Exhibit A: Proposed Staff

Exhibit B: Location/Design Studies –
Environmental Questionnaire, if applicable

Exhibit C: Current Obligations

Exhibit D: Availability of Key Project Personnel

Exhibit E: Partnering for Growth Program, if applicable

Exhibit F: VOSB/SDVOSB Utilization Plan and
Letter of Intent DBE/VOSB/SDVOSB

Exhibit G: Contract Participation (Current & Past
DBE/VOSB/BEP Participation)

DBEs and VOSB/SDVOSBs: Current Proof of Certification

Certification Disclosure Forms

- Forms A OR Forms B
- Illinois Tollway Standard Business Terms and Conditions

SOITEAM Data: Required in e-Builder

AVOID DISQUALIFICATION

- ❖ *Disclosures not submitted (Forms A or Forms B)*
- ❖ *SOI not submitted*
- ❖ *Exhibit F: VOSB/SDVOB Utilization Plan and letter of intent*
- ❖ *Exhibit G: Contract Participation (Current & Past DBE/VOSB/BEP Participation)*
- ❖ *Late Submittals*

CONTRACT COMPLIANCE

Goods and Services, Professional Services and Construction

Contract Compliance team is responsible for monitoring all compliance requirements applicable to the following programs:

Disadvantaged Business Enterprise (DBE)

Business Enterprise Program (BEP)

Veteran Business Enterprise (VBE)

Equal Employment Opportunity (EEO) Program

State of Illinois Prevailing Wage requirements



PRE-AWARD

Diversity Goal Setting

- BEP: Goods & Services (CMS)
- DBE: Construction and Professional Services
- VOSB: Both

Pre-Bid Meetings

Pre-Award Meetings

Pre-Construction Meetings

Responsiveness Check/U-Plan Review – SP, IFB

Evaluations/Scoring/Ranking – PSB, RFP



UTILIZATION PLAN FORMS

Forms to be completed and submitted for DBE, BEP and VBE programs:

- Form 2026: Utilization Plan
- Form 2025: Letter of Intent for subcontractors, suppliers and consultants
- Certification Letter
- Form 2023: Good Faith Efforts documentation
- Professional Services
- Exhibit F and Exhibit G including:

**Letter of
Intent**

**SOITeam
Data**

**VOSB
Utilization**

**Firm Performance
History on Tollway
Projects**



AFTER CONTRACT EXECUTION

Compliance Monitoring Systems

- B2Gnow – DBE, BEP & VBE payment monitoring
- LCPtracker – Payroll/EEO monitoring
- Catapult – Transfers payment data into B2Gnow

Pay estimate/invoice review

Site visits to construction project sites

Vendor training on compliance systems and requirements

Change Order/Extra Work Order/Supplemental review

Review waivers of lien/sworn statements as part of pay estimate submittals





DIVERSITY AND STRATEGIC DEVELOPMENT



INCLUSION IS THE FOUNDATION

Tollway programs and initiatives provide opportunities for diverse businesses and individuals through:

- **Greater access** – opens doors for individuals and firms interested in doing business
- **Increased participation** – creates economic opportunities and jobs by setting aspirational goals
- **Opportunities for advancement** – achieve next level of success through business assistance and training



SMALL BUSINESS OPPORTUNITIES

Contracting

Small Business Initiative

- Increases contracting opportunities for small construction companies
- Identifies construction contracts specifically for small businesses to perform as prime or subcontractors

Firms must be registered in the Illinois Small Business Set-Aside Program

- Gross revenues of \$14 million or less annually
- IDOT or Illinois CDB prequalified



SMALL BUSINESS OPPORTUNITIES

Training and Development

Technical Assistance provides customized business development for transportation industry firms

- Access to capital/bonding
- Estimating
- Project management
- Business management and operations
- IDOT/CDB prequalification



TECHNICAL ASSISTANCE

POWERED BY THE ILLINOIS TOLLWAY

Equipping Businesses for Success

Partnering for Growth encourages established contractors and consultants to assist small, diverse and veteran businesses in remaining self-sufficient and competitive

- More than 170 agreements executed since 2005
- 25 protégé firms have become Tollway prime contractors



PARTNERING for GROWTH

POWERED BY THE ILLINOIS TOLLWAY

Taking your Business to the Next Level

CAREER OPPORTUNITIES FOR INDIVIDUALS

Pre-apprenticeship Training and Support

ConstructionWorks creates a diverse pipeline of individuals ready to enter careers in the heavy highway construction industry

- Participants are connected to a network of experienced training partners offering customized construction industry preparation
- To assist with long-term career success, participants receive critical support services after employment

Any contractor hiring ConstructionWorks participants can qualify for incentives, including

- Virtual bid credits to offset bids
- Cash wage reimbursements when employing participants on Tollway contracts



HIRING INCENTIVES FOR CONTRACTORS

Encouraging Greater Workforce Diversity

Provides opportunities for hiring and retaining historically underrepresented individuals in the heavy highway construction workforce including:

- African-Americans, Hispanics and Asian-Americans
- Women and veterans
- Eligible offenders and exonerated individuals

ECP candidates must meet income and experience criteria:

- WIOA low-income eligibility requirements as determined by Illinois Department of Employment Security
- Have construction experience or training via an ECP training partner or other pre-apprenticeship program recognized by the Illinois Department of Labor



EARNED CREDIT PROGRAM

POWERED BY THE ILLINOIS TOLLWAY

Putting your Best Bid Forward



BUILDING FOR SUCCESS

Weekly Webinar Series

30-minute presentations

- Mondays at 3 p.m.

Highlights key Tollway programs and initiatives

- Partnering for Growth and Technical Assistance
- Earned Credit Program and ConstructionWorks

Provides strategies for improving business operations

- Access to capital
- Project labor estimating
- Marketing and outreach

Leverages relationships with strategic partners/sister agencies

- IDOT/CDB prequalification for professional services/construction
- BEP certification

VISIT THE DIVERSITY
HOMEPAGE AT
ILLINOISTOLLWAY.COM
FOR LATEST SCHEDULE





THANK YOU

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