



JB Pritzker
Governor

Illinois Department of
Central Management
Services

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Acting Director



Business Enterprise Program

For Minorities, Females, and Persons with Disabilities



Certification Workshop



Special Programs



Business Enterprise Program

For Minorities, Females, and Persons with Disabilities



Veteran Business Program

Service Disabled Veteran &
Veteran Owned Small Businesses

Business Enterprise Program (BEP)



- Promotes the economic development of businesses owned by minorities, women and people with disabilities and supports their participation in the State's overall procurement process as both prime and subcontractors
- State agencies and universities have a goal to buy at least 20% of goods and services from BEP certified businesses

Vendor Requirements

- The business is at least 51% owned and controlled by a minority, woman or disabled person
 - *Control of day to day functions of the business, decision making, knowledge....*
- The owner is a citizen of the United States or resident alien
- The annual gross sales of the business is under \$75 million

BEP & VBP CERTIFICATION ARE...



AND PAPERLESS/ELECTRONIC

DID YOU KNOW???

The State of Illinois purchased close to
\$40 BILLION

in products and services over the last fiscal year.

Over \$500 Million

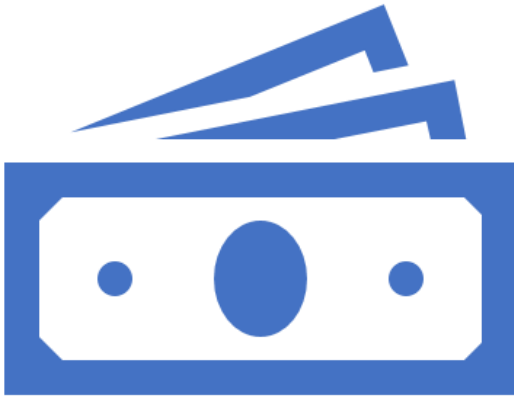
were spent with BEP certified vendors

Business verticals:

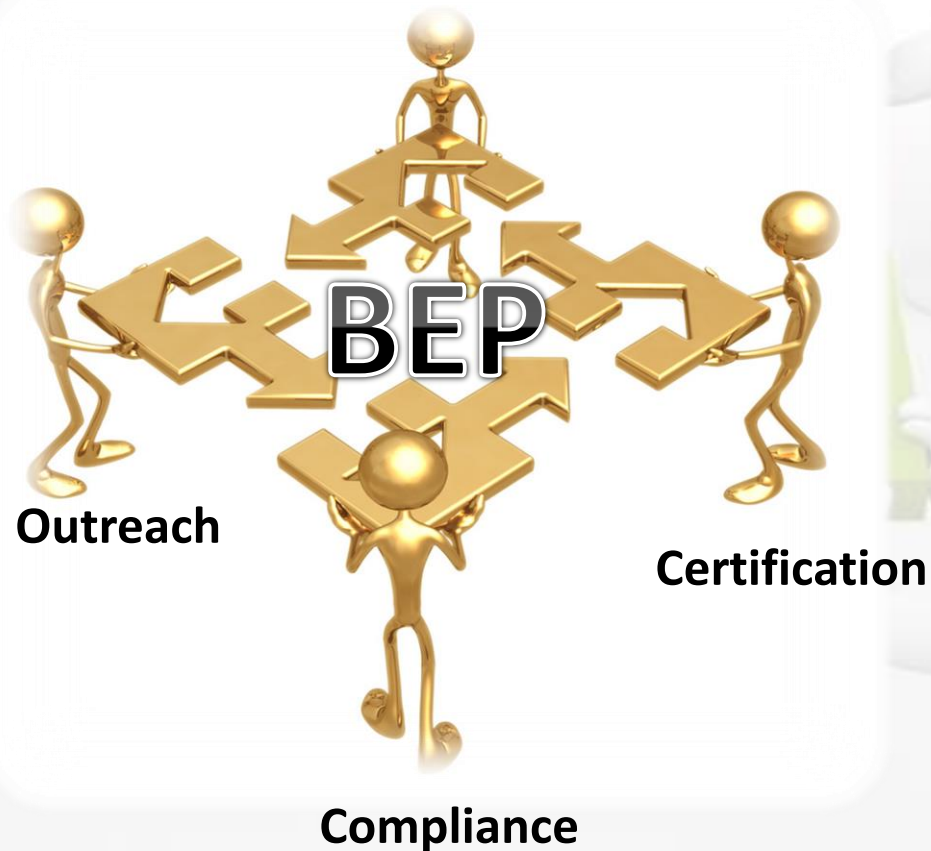
- **\$15 Billion in Health Industry**
- **\$1.9 Billion in Professional Services**
- **\$1.7 Billion in Construction Industry**
- **\$700 Million in Information and Technology**
- **\$300 Million in Equipment & Commodities**
- **\$240 Million in Food Industry**

Could your business benefit from these contracting opportunities?

**APPLY NOW to be certified as a
Woman, Minority, or Person-with-Disability-Owned Business
IT IS FREE OF CHARGE!**



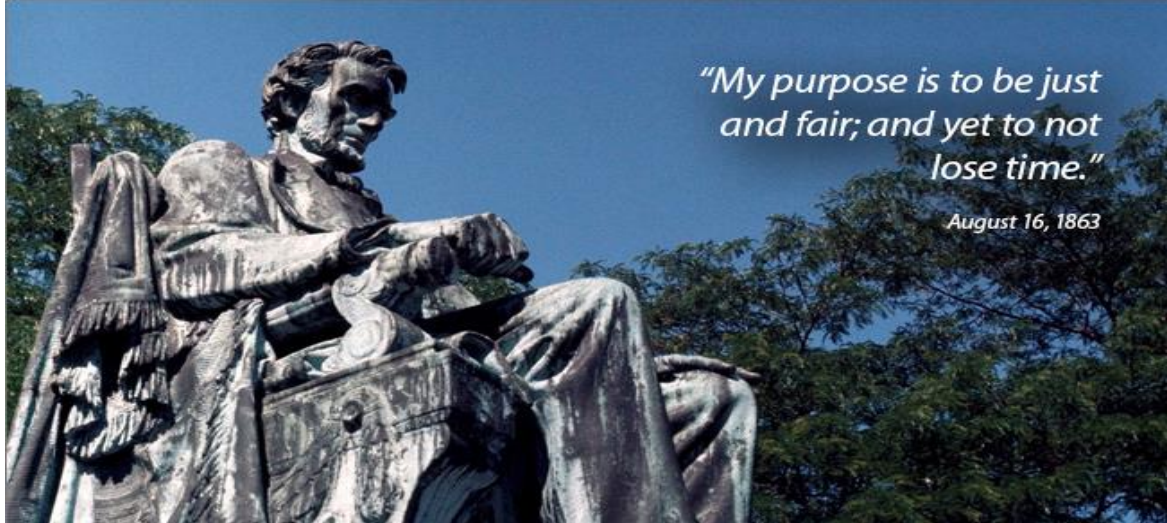
Components of the Business Enterprise Program





CHIEF PROCUREMENT OFFICE

Illinois Procurement Gateway

[Home](#)[IPG FAQs](#)[Chief Procurement Offices](#)[Rules & Statutes](#)[Reports](#)[Links](#)[IPG Vendor Registration](#)[IPG Registered Vendor Directory](#)[Outreach](#)[Contact Us & Support](#)[Training and Events](#)[Forgot Password](#)[Help/First Time Visitors](#)

Illinois Procurement Gateway

The State of Illinois Chief Procurement Office is pleased to welcome you to our Illinois Procurement Gateway (IPG) for the streamlined process of Vendor Enrollment and Registration.

The IPG is a web based system that serves as the primary location for entering, organizing, and reviewing vendor information. The IPG allows prospective vendors to provide disclosures, registrations, and other documentation needed to do business with a State agency or university in advance of any particular procurement.

The State uses information submitted through the IPG to prequalify vendors in advance of submitting bids and offers for contracts. Upon satisfactory enrollment, vendors will receive a registration number that may be used in place of paper submission of required forms.

The system includes the following key features:

- Automated online vendor registration
- Online directory of registered vendors with search capabilities
- Elimination of the need to submit multiple paper-based forms

System Access Login

Username:

Password:

☐ Remember username

Login

<https://ipg.vendorreg.com>



<https://www.bidbuy.illinois.gov/bsa/>



www.dot.il.us



www.illinois.gov/cdb/



www.procure.stateliv.state.il.us



www.illinoistollway.com

You do not have to be BEP certified to bid on contract opportunities!

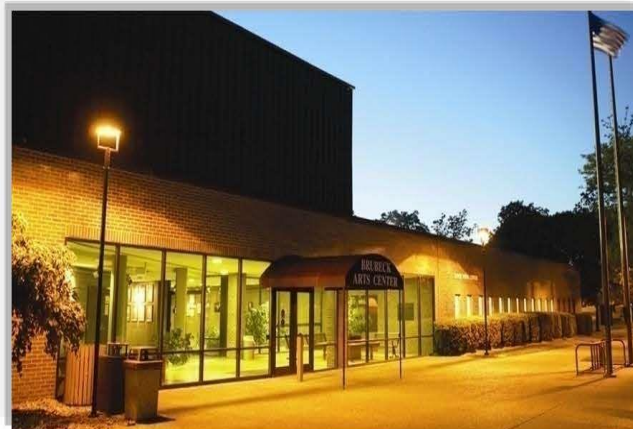
Illinois Procurement Bulletin Boards

Register to receive electronic notifications and download postings from procurement bulletin boards

- Registration is not necessary to browse the site, registrations is required to download solicitations and to receive e-mail notifications for all solicitations, addendums, and award notices.
- *More than one person within a company should register*
- Notification emails sent based on business related commodity codes

Illinois Community Colleges

Blackhawk
City Colleges
College of Dupage
College of Lake County
Danville Area Community College
Elgin
Harper
Heartland
Highland
Illinois Central
Illinois Eastern
Illinois Valley
John A Logan
John Wood
Joliet Junior
Kankakee
Kaskaskia
Kishwaukee
Lake Land
Lewis and Clark
Lincoln Land
McHenry
Moraine Valley
Morton
Oakton
Parkland
Prairie State
Rend Lake College
Rock Valley
Sandburg
Sauk Valley
Shawnee
South Suburban College
Southwestern Illinois
Spoon River
Triton
Waubonsee



The Process...

**Register with Illinois Procurement
Bulletin Boards**



Apply for certification with CMS Programs @





Vendor Registration

Business Enterprise Program (BEP)

BEP assists businesses owned by minorities, women and people with disabilities gain access to the State of Illinois procurement process. BEP certification with the State of Illinois can also open the door to opportunities with other public and private entities which are looking for diverse suppliers.

Program Eligibility:

- The business is at least 51% owned and controlled by a minority, woman, or person with disabilities (30 ILCS 575)
- The owner must be a citizen of the United States or legal permanent resident alien
- Annual gross sales of less than \$75 million

How can I apply?

1. Full BEP Certification Application Process
 - Approved certification is valid for 7 years with an annual No Change Affidavit process

2. Recognition Certification Application

BEP has agreements with the following agencies and is able to accept certifications from any of the following entities:

- City of Chicago
- Chicago Transit Authority (CTA)
- Illinois Department of Transportation
- METRA
- PACE
- Cook County
- Chicago Minority Supplier Development Council
- Mid-States Minority Supplier Development Council
- Women's Business Development Center
- Recognition certification is valid for 1 year

Eligible businesses may be certified in one or more of the following programs: Business Enterprise Program, Veterans Business Program, and Small Business Set-Aside Program.

Business Enterprise Program Act:

- 30 ILCS 575
- [30 ILCS 575/2](#)

BUSINESS ENTERPRISE PROGRAM (BEP)

Vendor Registration

[Veteran-owned Businesses](#)

[Contract Opportunities](#)

[Vendor Search](#)

[Business Resources](#)

[Business Enterprise Program
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[Business Enterprise Program
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[Contact Us](#)

[Reports - BEP and BEP Council](#)

[Frequently Asked Questions](#)

[Business Enterprise Council
Subcommittees](#)

[Archived BEP Council Meeting
Agendas and Minutes](#)

[Events Calendar](#)

BEP Certification Portal

Portal Sign-In

BEP and/or VBP Certification

Search or join our database of registered and/or certified vendors

BEP and/or VBP Certification Directory

Apply for BEP and/or VBP Certification

State Use - Sheltered Workshop Certification

SWS Certification Directory

Apply for SWS Certification

Search the IPG Vendor Directory

[Illinois Procurement Gateway \(IPG\) Registered Vendor Directory](#)

System Training

Learn how to fully utilize our system with a live trainer

See Online Training Times

BEP/VBP Certification Application Checklist, continued on next page

I. Each applicant business is required to submit:

- ☐ BEP/VBP application affidavit signed by an authorized officer of the firm and notarized
- ☐ Real estate agreement(s), lease(s), property deed(s), or tax bill(s), including for home-based businesses and any warehouse rental(s)
- ☐ Current license(s) (local, county, and state business license(s), permit(s), and professional license(s) (e.g., contractor, architect, or engineer's registration as required by law))
- ☐ MBE/DBE/WBE/PBE or SBA 8(a) certification(s) or denial(s) or statement of none (if applicable)
- ☐ Evidence of citizenship/residency/legal permanency for all owners
- ☐ Evidence of ethnicity (Per 49 CFR Part 23) for all owners
- ☐ Resumes of work history including **dates and responsibilities** for all owners, officers, management employees, and supervisors/foremen
- ☐ Title(s) of automotive equipment for all vehicles used for business purposes or leased through the business (if applicable)
- ☐ Equipment lease agreement(s) and/or inventory of equipment, including firm office equipment
- ☐ Bank signature cards and, for corporations, bank resolutions
- ☐ Proof of contribution(s) by all owners to acquire stock in firm or start-up capital (e.g., cancelled checks, signed agreements, bank statements, promissory notes)
- ☐ Proof of purchase and or signed buy-out agreement(s)
- ☐ **Most recent** financial statement(s) including balance sheet (assets and liabilities)
- ☐ **Most recent** U.S. Federal Corporate and/or LLC Partnership Income Tax Return for firm and **all affiliates** (including all attachments and schedules)
- ☐ **Most recent** U.S. Individual Federal Income Tax Returns for all owners (including all attachments and schedules)
- ☐ Copies of W-2 forms or 1099s for **past (3) years** for all owners and officers
- ☐ Copies of all **signed** loan agreements and line of credit agreements (if applicable)
- ☐ Cover page, executed signature page, and scope(s) of work for the past (3) completed projects/contracts, purchase orders, and/or invoices

For the following sections submit the appropriate documents if you are applying for certification as a person with a disability and/or a veteran.

II. PERSONS WITH DISABILITIES BUSINESS ENTERPRISE:

- ☐ PBE Addendum (only for those individuals claiming a disability)

III. VETERAN BUSINESS PROGRAM:

- ☐ DD-214 (only for those individuals seeking Veteran Business Program certification)

BEP/VBP Certification Application Checklist

For the following sections, submit the appropriate documents based on your business structure

I. CORPORATIONS must also include:

- ☐ Articles of Incorporation (front & back pages) (note: firm must be in good standing)
- ☐ By-Laws of Corporation
- ☐ Copies of **all stock certificates**, issued and cancelled (front and back) and stock ledger
- ☐ Minutes of **first** stockholders' meeting and/or corporation's organizing minutes
- ☐ Minutes of **first** Board of Directors' meeting
- ☐ **Most recent** minutes of stockholders' meeting where the current board members were appointed
- ☐ **Most recent** minutes of Board of Directors' meeting where the current officers were appointed
- ☐ For firms not incorporated in Illinois, contact the Secretary of State office for authorization to transact business in Illinois at www.cyberdriveillinois.com/services/home.html

I. LIMITED LIABILITY COMPANIES (LLCs) must also include:

- ☐ Articles of Organization (front & back pages)
- ☐ Operating Agreement

I. SOLE PROPRIETORSHIPS must also include:

- ☐ Assumed Name Certification

I. PARTNERSHIPS must also include these documents:

- ☐ Partnership Agreement
- ☐ Assumed Name Certification or Certificate of Limited Partnership

Please note: applicant may be asked to supply other documentation including the prior year's income tax information, if necessary.

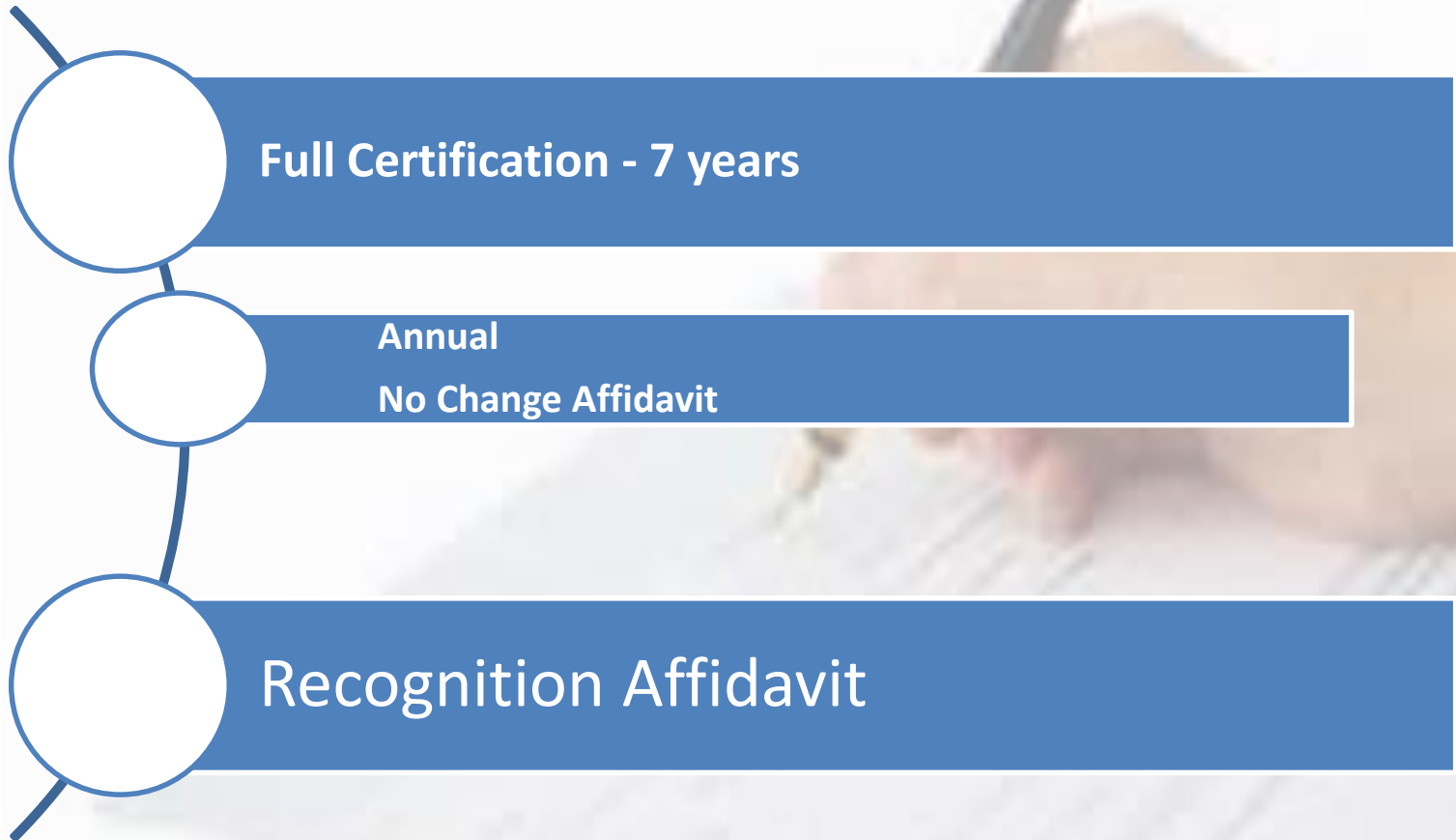
NIGP Code

The **NIGP Commodity/Services Code** is an acronym for the National Institute of Governmental Purchasings' Commodity/Services Code. The NIGP Code is a coding taxonomy used primarily to classify products and services procured by state and local governments in North America.

Having the all the correct and NIGP codes will ensure you receive notifications on contracts including the NIGP codes you listed in the procurement bulletin registrations and in your certification.

Business Enterprise Program Certification Forms

**BEP/VBP have 60 days to
determine eligibility**



Certifications Recognized by Central Management Services



Cook County



City of Chicago



Pace Bus System



Metra Train System



Chicago Transit Authority



IDOT



Women's Business
Development Center



Chicago Minority Supplier
Development Council



Mid-States Minority Supplier
Development Council

NOTE: BEP Recognition Certification is not reciprocal with these entities

Agencies that Recognize BEP Certification



FEDERAL RESERVE BANK of CHICAGO



chicago park district



McCORMICK PLACE[®]
CHICAGO



CHANGE.
CHICAGO HOUSING AUTHORITY



 CITY COLLEGES OF CHICAGO



BOYDGAMING[®]

Veteran Business Program

State agencies and universities are encouraged to spend at least 3% of their procurement budgets with certified veteran owned business



Veteran Recognition Certification



**Center for Veteran Enterprise (CVE)
SDVOSB/VOSB**



**Veteran Business Enterprise (VBE)
Service Disable Veteran Business Enterprise**



Small Business Set-Aside Program (SBSP)

REGISTER NOW!

Under certain conditions, the Chief Procurement Office requires state agencies to purchase only from qualified Illinois small businesses. If a state agency is making a one-time procurement below \$80,000 (\$100,000 if construction) OR procuring in any of 673 product/service categories at any dollar amount, then the state agency will only solicit offers from SBSP vendors. The SBSP shelters Illinois' small businesses from competing with large businesses for state awards and contracts. The State's goal is to award 10% of state contracts to qualified small businesses in Illinois.

By registering in the SBSP, you are giving your business the opportunity to win a state contract. In Fiscal Year 2016, state agencies awarded over \$96.8 million to SBSP vendors. Thank you for continuing to be a major creator of new jobs and the engine for our state's economic growth.



What is a "Small Business"?

A small business means one that is independently owned and operated, is not dominant in its field or operation, 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.

What are you waiting for?

Applying for SBSP is part of registering in the IL Procurement Gateway (IPG) at <https://ipg.vendorreg.com>.

Questions? Please email us at eec.smallbusiness@illinois.gov



CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

SMALL BUSINESS SET-ASIDE PROGRAM FACT SHEET

Why should I do business with the State of Illinois?

The State of Illinois spends billions of dollars purchasing thousands of different products and services each year. The State's demand is consistent and the State has several incentives to help Illinois' small businesses grow and prosper.

How do I get registered as a small business?

Registration is easy. Here's what you'll need to do to get registered and begin receiving email alerts when the State needs what you're selling:

Visit ipg.vendorreg.com.

Complete the IPG Registration.

Include your State and Federal Tax returns (Form C) with your application.

Manufacturers must also provide the Illinois IL-941.

Sole Proprietorships must also provide federal Schedule C.

Follow the application directions carefully to avoid delay in processing.

Enroll as a user of the Illinois Procurement Bulletin at BidBuy.Illinois.gov.

Questions?

If you have any questions, please contact Andrew Shackelford, Small Business Specialist, at (217) 970-0175 or EEC.SmallBusiness@illinois.gov

Additional Resources

Small Business Development Center



www.asbdc-us.org

Procurement Technical Assistance Center



www.Aptac-us.org

U.S. Small Business Administration



Your Small Business Resource

www.sba.gov

To find out more about SBDC's, call **1-800-252-2923**

Or visit: <http://www.illinois.gov/dceo/SmallBizAssistance/BeginHere/Pages/SBDC.aspx>



Illinois Department of Central Management Services

CMS

For additional assistance please contact:

Irma Lopez

312-814-7012

Irma.Lopez@illinois.gov

or

BEP help desk 312-814-4190 / 1-800-356-9206

e-mail BEP.CMS@illinois.gov

