Business Enterprise Program
For Minorities, Females, and Persons with Disabilities

Certification Workshop
Illinois Department of Central Management Services

Special Programs

Business Enterprise Program
For Minorities, Females, and Persons with Disabilities

Veteran Business Program
Service Disabled Veteran & Veteran Owned Small Businesses
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

- Outreach
- Certification
- Compliance
**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

[https://ipg.vendorreg.com](https://ipg.vendorreg.com)
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

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

Illinois Procurement Bulletin Boards

https://www.bidbuy.illinois.gov/bsb/
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Register with Illinois Procurement Bulletin Boards

Apply for certification with CMS Programs @ OPPORTUNITIES.ILLINOIS.GOV
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 575/7
BEP Certification Portal

**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

The BEP Certification Portal is powered by B2Grow Software. © Copyright 2016.
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)
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](http://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

- Full Certification - 7 years
- Annual
- No Change Affidavit
- Recognition Affidavit
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

OPPORTUNITIES.ILLINOIS.GOV
Agencies that Recognize BEP Certification

Illinois Tollway

Federal Reserve Bank of Chicago

CHICAGO PUBLIC SCHOOLS

CHA

The University of Chicago

CHICAGO PARK DISTRICT

McCormick Place

Public Building Commission of Chicago

CHICAGO HOUSING AUTHORITY

CITY COLLEGES OF CHICAGO

NAVY PIER

Housing Authority of Cook County

BOYDGAMING

OPPORTUNITIES.ILLINOIS.GOV
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)

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
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.
  - Manufactures 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.

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

![Small Business Development Center Logo](www.asbdc-us.org)

Procurement Technical Assistance Center

![Procurement Technical Assistance Center Logo](www.Aptac-us.org)

U.S. Small Business Administration

![U.S. Small Business Administration Logo](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](http://www.illinois.gov/dceo/SmallBizAssistance/BeginHere/Pages/SBDC.aspx)
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