

Annual Small Business Presentation



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Public Institutions of Higher Education
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Chief Procurement Offices

- Public Institutions of Higher Education
 - <https://cpo-highered.illinois.gov/>
- Capital Development Board
 - www.illinois.gov/cpo/cdb
- Department of Transportation
 - <https://cpo-dot.illinois.gov/>
- General Services
 - <https://cpo-general.illinois.gov/>

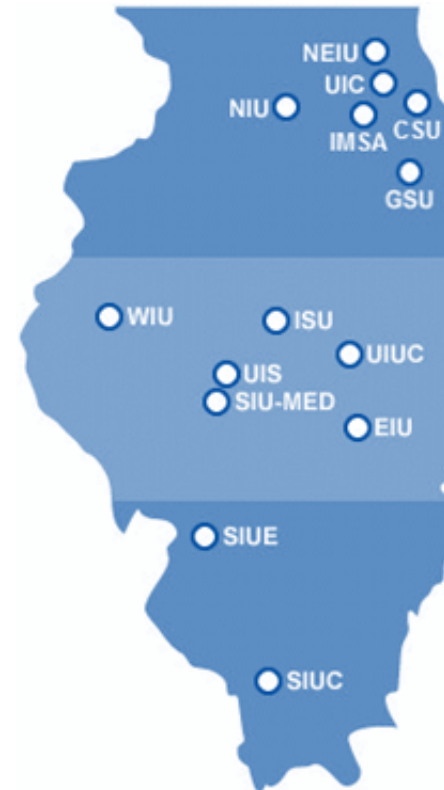


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I. Procurement Code and Rules

- Illinois Procurement Code
 - 30 ILCS 500

<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=532&ChapterID=7>

- Standard Procurement Rules
 - 44 Illinois Administrative Code 4

<https://www.ilga.gov/commission/jcar/admincode/044/04400004sections.html>

I. Requirements

1. Be a legal entity authorized to do business in Illinois
 - <https://www.ilsos.gov/>
2. Register with the Illinois State Board of Elections
 - <https://BEREP.elections.il.gov>
3. Hold a current Illinois Department of Human Rights (IDHR) bidder number
 - www.illinois.gov/dhr/PublicContracts
4. Construction may require prequalification

II. Procurement Programs

- Business Enterprise Program (BEP)
- Veteran Business Program (VBP)
- State Use
- Small Business Program

II. Business Enterprise Program

- Promotes the economic development of small businesses owned by Minorities, Women, and Persons with Disabilities. State agencies and universities have a goal to buy at least 30% of goods and services from BEP certified businesses.
- **Do I Qualify?**
 - At least 51% owned and controlled by persons who are minority, women, or designated as disabled
 - Must be a US citizen or lawful permanent resident
 - Annual gross sales of less than \$75 million
- **Application Process**
 - Full BEP Certification Application Process
 - Recognition Certification Process

<https://cei.illinois.gov/business-enterprise-program.html>

II. Veteran Business Program

- Not less than 3% of the total dollar amount of State contracts, shall be established as a goal to be awarded to veteran owned or service-disabled veteran-owned small businesses.
- **Do I Qualify?**
 - At least 51% owned by veterans or service-disabled veterans living in Illinois
 - Valid DD214 is required
 - Annual gross sales of less than \$75 million
 - Home office in Illinois
- **Application Process**
 - Full Certification Application Process
 - Recognition Certification Process

<https://cei.illinois.gov/veterans-business-program.html>

II. State Use

- The program provides employment opportunities for people working in qualified not-for-profit agencies by encouraging all agencies and universities to purchase products and services produced and provided by persons with significant disabilities.
- **Do I Qualify?**
 - Complies with Illinois laws governing private not-for-profit organizations
 - Meets the applicable Illinois Department of Human Services standards
 - Certified as a sheltered work center by the Wage and Hour Division of the US Department of Labor or is an accredited vocational program that provides transition services to youth between the ages of 14 ½ and 22 in accordance with individualized education plans under Section 14-8.03 of the School Code and that provides residential services at a child care institution, as defined under Section 2.06 of the Child Care Act of 1969, or at a group home, as defined under Section 2.16 of the Child Care Act of 1969.

<https://cms.illinois.gov/agency/stateuse.html>

II. Small Business Program

- State agencies and universities have a goal to spend 10% of all spend on state contracts with Illinois small businesses.
- **Do I Qualify?**
 - Illinois Business
 - Not to exceed annual sales:
 - Wholesale - \$13 million
 - Retail - \$8 million
 - Construction - \$14 million
 - Manufacturing - 250 employees or less

<https://ipg.vendorreg.com>

<https://ceibep.diversitysoftware.com>

STATE OF ILLINOIS
Commission on Equity and Inclusion

OUR MAIN SITE CONTACT SUPPORT

CEI BEP Diversity Management System

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

Account Access

Lookup Vendor accounts or reset user passwords

- Account Lookup
- Forgot Password

System Training

Learn how to fully utilize our system with a live trainer

- See Online Training Times

Events

- Events

Additional Information

See the links below for additional information on our programs

- Illinois Procurement Gateway (IPG) Registered Vendor Directory
- Procurement Opportunities
- Pathway to Procurement
- Rules & Statutes


Outreach

Opportunities for vendor involvement

- View Outreach Opportunities

The Commission on Equity and Inclusion (CEI)

<https://cei.illinois.gov>



The screenshot shows the homepage of the Illinois Commission on Equity and Inclusion. At the top left is the 'ILLINOIS.gov' logo. To its right are links for 'AGENCIES' and 'SERVICES'. Below this is a blue header with the State of Illinois seal and the text 'STATE OF ILLINOIS COMMISSION ON EQUITY AND INCLUSION'. Further right in the header are 'Contact Us' and 'Select Language' options, along with a search bar. A dark blue navigation bar contains links for 'Home', 'About Us', 'Business Enterprise Program (BEP)', 'BEP Council', 'Veterans Business Program (VBP)', and 'Meetings and Events'. The main content area features a photograph of a diverse group of people sitting in a row, some using laptops and tablets. Below the photo is a white box with an orange border containing the text: 'Welcome to the Commission on Equity & Inclusion'. Underneath this is the 'Our Vision' statement: 'Our Vision: The Commission on Equity and Inclusion (CEI) will assist minorities, women, persons with disabilities, and veterans, build their American dream by providing fair access to job and contracting opportunities with the State. CEI shall help the State enhance its workplace culture so people with diverse backgrounds, experiences, and ideas are respected and valued. CEI will champion all individuals pursuing...'

III. Procurement Bulletin Registration

- Register with the Public Institutions of Higher Education Illinois Procurement Bulletin: <https://www.procure.stateuniv.state.il.us>



Illinois Procurement Bulletin
Public Institutions of Higher Education

MY BULLETIN

E-mail:

Password: [Forgot your password?](#)

Not registered? [Register me now](#) to receive these free services!

- Document Downloads
- E-mail Notifications
- E-Bidding

▶ VENDOR REQUIREMENTS

All vendors who wish to bid on State of Illinois public university contracts must:

- Be a [legal entity authorized to do business in Illinois](#) in conformance with the [Illinois Secretary of State](#)
- Register with the [Illinois State Board of Elections](#)
- Hold a current Bidder Eligibility Number from the [Illinois Department of Human Rights \(IDHR\)](#)

To download solicitation documents, receive E-mail notifications of opportunities, and take advantage of other vendor services, vendors are encouraged to [register for a My Bulletin account](#).

For more information about these and other vendor requirements, refer to [Doing Business with Universities](#).

▶ Solicitations & Awards

Search

Browse

[Notice of Potential Opportunity](#) | [Real Property Purchases](#) | [Joint/Cooperative Purchases](#)

Enter keyword or procurement number:

[Search Tips](#)

▶ PUBLIC HIGHER EDUCATION BULLETIN INFO

[About the Public Higher Education Bulletin](#) | [Publication Schedule](#) | [Participating Campuses](#) | [Doing Business with Universities](#) | [Procurement Rules](#) | [Forms for Vendors](#) | [Business Enterprise Program \(MAFBE\)](#) | [CPO Public Information Notices](#) | [Higher Education Bid Limits](#)

III. Illinois Procurement Gateway

<https://ipg.vendorreg.com>



[ABOUT IPG](#)

[CONTACT SUPPORT](#)



Vendor Registration

Account Access

III. IPG Registration Requirement

Items Needed for IPG Registration

- FEIN or SS Number
- IDHR Public Contract Number
- IL State Board of Elections Registration Number
- Authorized to do Business in Illinois
- Letter of Approval if registered with any of the following:
 - IL BEP
 - IL Veteran Business Program
 - IL Small Business Set-Aside
- Names of Company Owners
- Company Financial Information
- List of Board of Directors (Not-for-Profit)

IV. Procurement Methods

- Small Purchase
- Sole Source
- Emergency
- Invitation for Bids (IFB)
- Qualification Based Selection (QBS)
- Request for Proposals (RFP)
- Professional & Artistic Services (P & A)

IV. Small Purchase

- \$100,000 and under
- Seek reasonable competition
- Promote small and diverse businesses

IV. Sole Source/Sole Economically Feasible Source

- Only available from a single supplier
- Only one supplier is economically feasible
- Must provide adequate justification
- Hearing held upon request by interested parties

IV. Emergency Purchase

- A statutory emergency exists when:
 - Threat to public health or safety
 - Immediate need for repairs to State property in order to protect against further loss or damage
 - Prevent or minimize serious disruption in critical State services that affect health, safety or collection of substantial State revenues
 - Ensure integrity of State records

IV. Emergency Quick Purchase

- Protect the health and safety of any person
- Items available on the spot market or at a discounted prices for a limited time
- Rare items
 - Historical value
 - Art collections
- Entertainment, speakers, athletic or other performances only available for a limited time
- Avoid lapse or loss of federal or donated funds

IV. Qualification Based Selection (QBS)

Architectural, Engineering, and Land Surveying Qualifications Based Selection Act. (30 ILCS 535)

- services procured based on demonstrated competence and qualifications
- negotiate contracts at fair and reasonable prices
- authorize the Department of Professional Regulation to enforce the provisions of Section 65 of this Act.

IV. Invitation for Bid (IFB)

- Also known as Competitive Sealed Bidding
- When price is most important
- Awarded to the lowest responsible and responsive bidder meeting the requirements

IV. Request for Proposal (RFP)

- Also known as Competitive Sealed Proposals
- When technical ability is most important
- Based on evaluation factors in the RFP
- Numerical rating system used to score
- Awarded on combination of technical, commitment to diversity, and price

IV. Professional & Artistic Services (P&A)

- Qualified by:
 - Education
 - Experience
 - AND
 - Technical ability
- Primarily used for intellectual or creative skills
- Awarded on qualifications
- Price is negotiated after selection

V. Resources

- Illinois Small Business Development Centers (SBDC)
 - <https://dceo.illinois.gov/smallbizassistance/beginhere/sbdc.html>

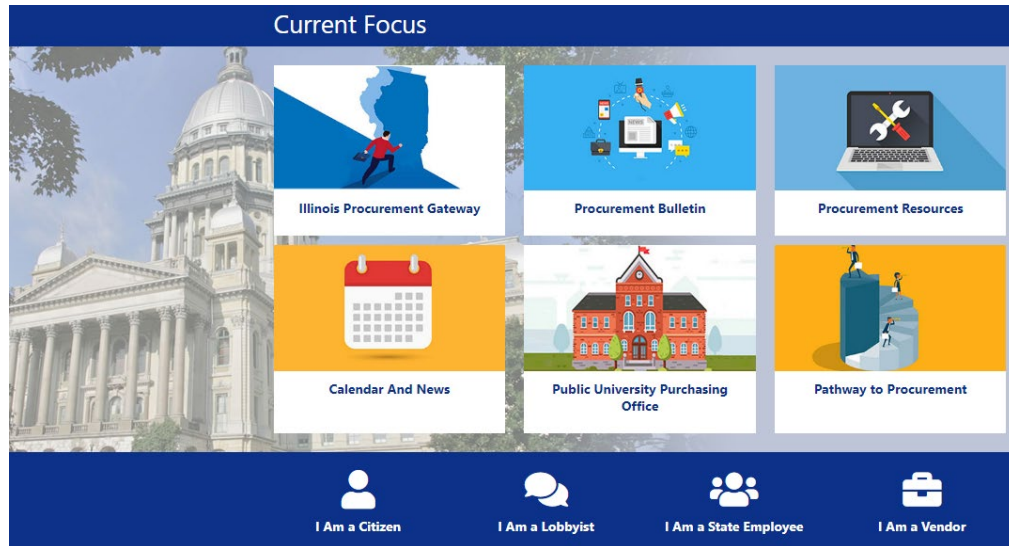


- Illinois Procurement Technical Assistance Centers (PTAC)
 - <https://dceo.illinois.gov/smallbizassistance/beginhere/ptac.html>



V. Chief Procurement Office for Higher Education

<https://cpo-highered.illinois.gov/>



- Statutes and Rules
- Publications and Reports
- Illinois Procurement Gateway
- Procurement Bulletin
- Procurement Resources
- Calendar and Events
- Purchasing Office Contact Information
- Pathway to Procurement

V. Additional Requirements & Prohibitions

- **Procurement Communication Reporting Requirement**
 - State employees who have communications with potential vendors related to specific State procurements may have to report the communication on a publicly available website. (30 ILCS 500/50-39)
- **Political Contributions**
 - Businesses with bids, proposals and State contracts totaling more than \$50,000 annually are prohibited from making political contributions to candidates and current office holders for Governor and Lt. Governor. (30ILCS 500/50-37)

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Presentation created by: Catherine Bradbury

Thank You!

Presented by John Donato and Catherine Bradbury - December 6, 2022