

## Doing Business with Illinois Public Universities

### Reference for Vendors

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The Illinois Procurement Code 30 ILCS 500 and the Procurement Rules of the Chief Procurement Officer for Public Institution of Higher Education 44 Illinois Administrative Code 4 apply to purchases at each of the Illinois public universities.

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

- 1. Be a legal entity authorized to transact business or conduct affairs in Illinois** prior to execution of the contract. In addition to meeting any other requirement of law or rule, a person other than an individual acting as a sole proprietor may qualify as a bidder or offeror under this Code only if the person is a legal entity prior to submitting the bid, offer or proposal. This applies to in-state and out-of-state vendors. For complete details on this requirement, please see 30 ILCS 500/20-43.

More on legal entity registration -

[https://www.ilsos.gov/departments/business\\_services/home.html](https://www.ilsos.gov/departments/business_services/home.html)

- 2. Register with the Illinois State Board of Elections** and obtain from them a certificate confirming your registration (applies if you do \$50,000 worth of business annually, including the business you do with all state of Illinois agencies and the value of the current procurement that you are bidding). For complete details on this requirement, please see 10 ILCS 5/9-35 and 30 ILCS 500/20-160.

If vendor does not comply with these criteria, then bid, offer, or proposal may be disqualified.

More on Illinois State Board of Elections registration –

<https://www.elections.il.gov/CampaignDisclosure/BEREP/BusinessRegistration.aspx>

Illinois State Board of Elections registration site -

<https://bereg.elections.il.gov/login.aspx?ReturnUrl=%2f>

**Prohibition of Political Contributions:** Vendor will not make a political contribution that will violate the requirements of 30 ILCS 500/50-37.

More on Campaign Disclosures –

<https://www.elections.il.gov/CampaignDisclosure.aspx?MID=rfZ%2buidMSDY%3d>

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- 3. Hold a current Illinois Department of Human Rights (IDHR) Bidder Eligibility Number** (IDHR numbers 89999-00-0 or lower expired on August 31, 1999). For complete details on this requirement, please see 775 ILCS 5/2-101(J); 44 Illinois Administrative Code 750.210.

If vendor does not comply with these criteria, then bid, offer, or proposal may be disqualified.

More on Bidder Eligibility - <https://dhr.illinois.gov/public-contracts.html>

- 4. Creating an Account on the Illinois Procurement Bulletin for Higher Education** allows you to download solicitation and notice documents, electronically bid on solicitations that allow e-bidding, and sign up to receive email notifications when notices you may be interested in are posted.

Create Illinois Procurement Bulletin for Higher Education Account –  
<https://www.procure.stateuniv.state.il.us/account.cfm?mName=findCreateAccount>

More on the Illinois Procurement Bulletin for Higher Education-  
<https://www.procure.stateuniv.state.il.us/about.cfm>

- 5. Illinois Procurement Gateway (IPG)** The IPG is an online vendor portal used for gathering business information from vendors who wish to conduct business with Illinois' State agencies and universities.

**NOTE:** IPG Numbers are activated in an overnight refresh in the Bulletin. To further clarify, if your registration is approved in the IPG today it will be active in the Bulletin the following day.

IPG registration: <https://ipg.illinois.gov>

- 6. How to Sign-Up for E-bidding** To use the e-bidding feature on the Bulletin, a vendor must have an Illinois Higher Ed Bulletin account and also be registered in the Illinois Procurement Gateway (IPG) <https://ipg.illinois.gov> and hold an IPG Number that is in good standing.

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Once you have registered with the IPG you can then sign up for e-bidding on the Bulletin by visiting the Company page under My Account:

<https://www.procure.stateuniv.state.il.us/account.cfm?mName=findManageAccountCompany>

You will see a question that asks if you have an IPG number for your company. Answer "Yes" and enter the IPG number in the text box that appears and hit the "Look up Company" button. If your IPG number is valid it will pull up your company name and you will be asked to confirm this is your company. If the company displayed is not correct, double check your IPG number and then consult with the Illinois Procurement Gateway <https://ipg.illinois.gov>. Once you have confirmed your company, save your changes. You are now ready to e-bid.

E-bidding instructions –

<https://www.procure.stateuniv.state.il.us/about.cfm?mName=findBulletinGuide&section=e-bidding>

### **BEP/VBP**

The following items apply to only those vendors who meet the criteria described:

**Apply for certification with The Illinois Business Enterprise Program (BEP / MAFBE)** (only for small business owned by Minorities, Females, and Persons with Disabilities).

More on BEP -

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

Complete requirements for BEP certification –

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

Apply for BEP Certification - <https://ceibep.diversitysoftware.com/>

Or

**Apply for certification with The Illinois Veterans Business Program (VBP)** (only for business owned by qualified service disabled and veteran-owned businesses).

Complete requirements for VBP certification may be found at:

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

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### Reference for Vendors

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Apply for VBP Certification - <https://ceibep.diversitysoftware.com/>

#### **BEP/VBP Participation and Utilization Plan**

A Utilization Plan demonstrates a vendor's proposed utilization of BEP/VSB certified vendors to meet the targeted goal. A BEP/VBP Participation and Utilization Plan is available on the Chief Procurement Office-Public Institutions of Higher Education (CPO-HE) site.

BEP/VBP Participation and Utilization Plan form -

<https://cei.illinois.gov/content/dam/soi/en/web/cei/documents/U-Plan%20V.24.1.pdf>

Good Faith Effort Guidance –

[https://cei.illinois.gov/content/dam/soi/en/web/cei/documents/GOOD FAITH EFFORT S GUIDANCE.pdf](https://cei.illinois.gov/content/dam/soi/en/web/cei/documents/GOOD_FAITH Effort GUIDANCE.pdf)

#### **BEP and/or VBP Certification Directory**

Certified vendors are found in the NIGP Commodity and Service Codes search –

<https://ceibep.diversitysoftware.com/?TN=ceibep>

### **Small Businesses**

State universities have a goal to purchase no less than 10% of state contracts from Illinois small businesses. (30 ILCS 500/45-90)

The following items apply to only those vendors who meet the criteria described:

- Illinois business
- Annual gross sales:
  - Wholesale - \$13,000,000 or less
  - Retail or Services - \$8,000,000 or less
  - Construction - \$14,000,000 or less
- Manufacturing – 250 employees or less

To register as a certified small business, go to the Illinois Procurement Gateway (IPG) vendor registration site and sign up as part of your IPG registration.

IPG vendor registration site: <https://ipg.illinois.gov>

Note: The registration process with the State of Illinois involves 2 steps:

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- Step 1: Create an Account to setup a username and password
- Step 2: Log in to your account to complete and submit your Illinois Vendor Registration

### **Prequalification**

#### **Prequalification with the Illinois Capital Development Board (CDB) (if applicable)**

<https://www2.illinois.gov/cdb/business/Pages/Prequalification.aspx>

#### **Prequalification with the Illinois Department of Transportation (IDOT) (if applicable)**

<https://idot.illinois.gov/doing-business/procurements/construction-services/index>

### **Procurement Resources**

#### **Independent Chief Procurement Office (CPO)-Public Institutions of Higher Education (HE)**

The Chief Procurement Office for Higher Education (CPO-HE or CPO) works with the State's public universities to meet their procurement needs free of undue influence through independent authority, oversight, and approval.

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

#### **CPO-HE Special Procurement Programs**

<https://www2.illinois.gov/sites/cpo-he/Pages/Preferences.aspx>

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#### **Required Forms**

##### **1. FORM A – Vendor Disclosures**

If you **do not** have an active, unexpired IPG Number in the Illinois Procurement Gateway (IPG), you should complete Form A – Vendor Disclosures.

To obtain Form A – Vendor Disclosures -

<https://cpo-highered.illinois.gov/content/dam/soi/en/web/cpo-he/documents/forms/form-a-vendor-disclosures-v24.1-11-13-23.docx>

##### **2. FORM B – IPG Active Registered Vendor Disclosures**

If you **have** an active, unexpired IPG Number in the Illinois Procurement Gateway (IPG), you should complete Form B – IPG Active Registered Vendor Disclosures or Form A – Vendor Disclosures is acceptable.

To obtain Form B – IPG Active Registered Vendor Disclosures

<https://cpo-highered.illinois.gov/content/dam/soi/en/web/cpo-he/documents/forms/form-b-ipg-active-registered-vendor-disclosures-v.24.1-11.13.2023.pdf>

#### **Additional Information**

##### **Standard Illinois Certifications**

All contracts under the Illinois Compiled Statutes with an annual value that exceeds \$50,000 annually shall be accompanied by Standard Illinois Certifications in a form prescribed by each chief procurement officer. (30 ILCS 500/50-90)

##### **To obtain Standard Illinois Certifications**

<https://cpo-highered.illinois.gov/content/dam/soi/en/web/cpo-he/documents/standard-illinois-certifications-v.23.2.docx>