

Doing Business with Illinois Public Universities

Reference for Vendors

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.

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

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

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 rules –

<https://www.elections.il.gov/BEREP.aspx?MID=5kJmo5VImig%3d>

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.

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More on Campaign Disclosures –

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

- 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>

IDHR site - <https://dhr.illinois.gov/>

- 4. Register for an Illinois Procurement Bulletin for Higher Education** My Bulletin account is required, if you wish to download solicitation documents, receive E-mail notifications of opportunities, and more.

Register for a My Bulletin account -

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

Official Procurement Information on the Bulletin –

<https://www.procure.stateuniv.state.il.us>

- 5. Comply with applicable requirements of the Illinois Information Technology Accessibility Act (IITAA) Standards.** All information technology, including electronic information, software, systems, and equipment, developed or provided under any contracts are subject to these standards.

IITAA Site - <https://www.dhs.state.il.us/page.aspx?item=32765>

- 6. Register for E-bidding.** In order to register for e-bidding a vendor must have a My Bulletin account in the Illinois Procurement Bulletin for Higher Education “Bulletin” (step 4 above).

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Vendors who submit E-bid responses must register in the Illinois Procurement Gateway (IPG) and must have an active, unexpired State of Illinois Vendor Registration Number. Once you have a My Bulletin account and are registered with the IPG you can then register for E-bidding in the Bulletin. The IPG System Vendor Number is not the IPG Vendor Registration Number.

NOTE: IPG Vendor Registration 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.vendorreg.com/Default.asp>

E-bidding instructions –
[Using the Bulletin | Illinois Higher Ed Bulletin \(state.il.us\)](https://bulletin.state.il.us/)

- 7. 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.

IPG Quick Start Guide -
<https://pathway2procurement.illinois.gov/content/dam/soi/en/web/cpo-pathway-to-procurement/documents/ipg-documents/ipg-quick-start-guide.pdf>

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://www.procure.stateuniv.state.il.us/resources.cfm?mName=findSupplierDiversity>

Complete requirements for BEP certification –
<https://cei.illinois.gov/business-enterprise-program.html>

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

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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>

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/bep-compliance/U-Plan%20V.23.4%20\(Revised%20072023\).pdf](https://cei.illinois.gov/content/dam/soi/en/web/cei/documents/bep-compliance/U-Plan%20V.23.4%20(Revised%20072023).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

Vendors are found in the NIGP Commodity and Service Codes search –

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

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>

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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 State of Illinois Vendor Registration 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-v23.1.docx>

2. FORM B – IPG Active Registered Vendor Disclosures

If you **have** an active, unexpired State of Illinois Vendor Registration 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.23.2.pdf>

Additional Information

Pathway to Procurement (P2P)

This is a collaborative website of procurement resources compiled to assist vendors, new and returning, in navigating the many facets of the procurement process.

P2P site - <https://www2.illinois.gov/cpo/PathwayToProcurement/Pages/default.aspx>

P2P Financial Disclosure and Conflicts of Interest Vendor Manual

The State of Illinois' Chief Procurement Officer (CPO) for Capital Development Board, CPO for General Services, CPO for Higher Education, and CPO for Transportation provide this manual, which includes a section on Frequently Asked Questions (FAQ), to further inform vendors how to complete the Financial Disclosures and Conflicts of Interest form. This manual supplements but does not replace the instructions given in the Financial Disclosures and Conflicts of Interest form.

Financial Disclosures and Conflicts of Interest Vendor Manual –

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<https://pathway2procurement.illinois.gov/content/dam/soi/en/web/cpo-pathway-to-procurement/documents/ipg-documents/disclosures-and-conflicts-of-interest-vendor-manual-v-14-1.pdf>

Prevailing Wage Act

Certain services require vendors to pay prevailing wage rates. If applicable, and as a condition of receiving payment, Vendor must pay its employees prevailing wages in the locality in which the work is to be performed. Vendor shall provide a copy of the certified payroll on request. Vendor is responsible for contacting the Illinois Department of Labor to ensure understanding of prevailing wage requirements. The prevailing rates of wages are determined by the Illinois Department of Labor and are available on the Department's official website. Prevailing Wage Requirements (30 ILCS 500/25-60)

Illinois Department of Labor site –
<https://labor.illinois.gov/>