

DOING BUSINESS WITH THE STATE UNIVERSITIES



- **Bridget McHatton** - Chief Procurement Officer (CPO) for Public Institutions of Higher Education
- **Nicole Krneta Rogers** - Deputy Chief Procurement Officer (DCPO)
- **Catherine Bradbury** - State Purchasing Officer/Training Specialist

Chief Procurement Offices

- **PUBLIC INSTITUTIONS OF HIGHER EDUCATION**

- [HTTPS://CPO-HIGHERED.ILLINOIS.GOV/](https://CPO-HIGHERED.ILLINOIS.GOV/)

- **CAPITAL DEVELOPMENT BOARD**

- [HTTPS://CPO-CDB.ILLINOIS.GOV/](https://CPO-CDB.ILLINOIS.GOV/)

- **DEPARTMENT OF TRANSPORTATION**

- [HTTPS://CPO-DOT.ILLINOIS.GOV/](https://CPO-DOT.ILLINOIS.GOV/)

- **GENERAL SERVICES**

- [HTTPS://CPO-GENERAL.ILLINOIS.GOV/](https://CPO-GENERAL.ILLINOIS.GOV/)



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Procurement Code And Rules

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Procurement Programs

Resources

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>

II. Requirements

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

Be a legal entity authorized to conduct business in Illinois

Illinois Secretary of State - <https://www.ilsos.gov/>



Register with the Illinois State Board of Elections

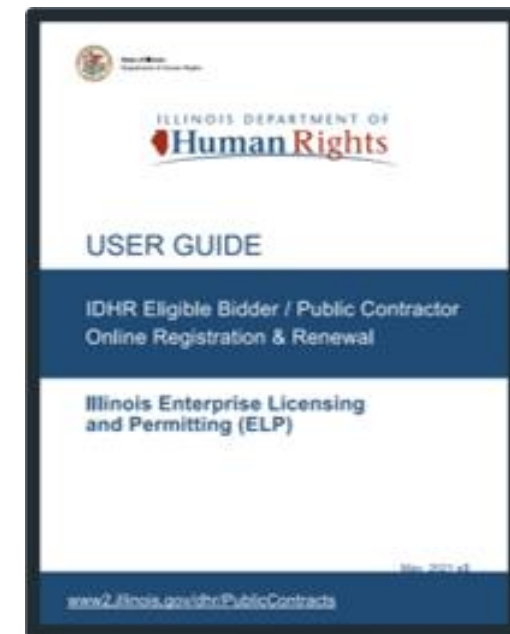
<https://BEREP.elections.il.gov>

The screenshot shows the homepage of the Illinois State Board of Elections. At the top, the header reads "ILLINOIS STATE BOARD OF ELECTIONS" with links for Home, Publications, and Feedback. Below this is a navigation bar with links: Information For Voters, Campaign Disclosure, Running for Office, Candidate Filing and Results, Business Registration, Press Room, and About The Board. A blue banner below the navigation bar reads "State of Illinois Cooperative Response Site". The main content area features a "Business Registration Menu" with three columns: "Business Entity Registration" (with links like "Create Business Account/Business Existing Account (BEREP Website)", "About Business Entity Registration for Procurement (BEREP)", "How to Register a Business", "Existing Contracts (Illinois Comptroller Website)", and "Available Contracts (BidBuy Website)"); "Search" (with links "Find Businesses Registered with BEREP" and "Find Affiliates of Businesses Registered with BEREP"); and "Frequently Asked Questions" (with links "How is 'business entity' defined in this act?", "What is an 'affiliated person' as defined in this act?", "What is an 'affiliated entity' as defined in this act?", "What is an 'executive employee' as defined in this act?", "Is my business required to register with the Board as a business entity?", and "More..."). The footer contains contact information for Springfield and Chicago offices, external links, and contact us information.

The screenshot shows the "Business Entity Registration for Procurement" login page. The header includes the Illinois State Board of Elections logo and the title "Business Entity Registration for Procurement". Below the header is a "Login" section with fields for Username and Password, and a "Log In" button. To the right of the login section is a "Announcements" box with a welcome message. Below the login section are links for "Don't have an account?", "Forgot your password?", and "Forgot your username?". At the bottom of the page is a disclaimer: "THIS IS A PRIVATE SITE established by the Illinois State Board of Elections intended for the use of businesses required to register under the Disclosure Act, 18 ILCS 5/9-35, and 30 ILCS/20-160 and 30 ILCS 500/50-27 of the Procurement Act. Be forewarned: Unauthorized use of this site or tampering with this site are computer crimes and may be prosecuted under Article D of the Illinois Criminal Code." The footer reads "©2009 Illinois State Board of Elections".

Hold a current IDHR number

Illinois Department of Human Rights www.Illinois.gov/dhr/PublicContracts



<https://dhr.illinois.gov/content/dam/soi/en/web/dhr/publiccontracts/documents/user-guide-elp-idhr-public-contracts-unit-may-2021-v3.pdf>

III. Procurement Programs

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

Business Enterprise Program (BEP)

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.

<https://cei.illinois.gov/programs0/business-enterprise-program.html>

Business Enterprise Program

- **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 \$150 million

- **Application Process**

- Full BEP Certification Application Process
- Recognition Certification Process

- <https://cei.illinois.gov/content/dam/soi/en/web/cei/documents/BEP%20Certification%20Information%20Checklist.pdf>

Business Enterprise Program

Recognition Certification

BE BEP partners include:

- Cook County
- City of Chicago
- Chicago Transit Authority (CTA)
- Illinois Department of Transportation (IDOT)
- METRA
- PACE

FastTrack Certification

- Chicago Minority Supplier Development Council
- Mid-States Minority Supplier Development Council
- Women's Business Development Center

<https://cei.illinois.gov/vendor-resources/get-bep-certified.html>

Veteran Business Program (VBP)

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.

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

Veteran Business Program

➤ **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/vendor-resources/vbp-certification.html>

Veteran Business Program

Recognition Certification

- **Cook County (Veteran/Services-Disabled Veteran Business Enterprise)**
- **Veteran Small Business Certification VetCert is administered by the U.S. Small Business Administration (SBA)**
- **City of Chicago (Veteran/Services-Disabled Veteran Business Enterprise)**

[https://cei.illinois.gov/content/dam/soi/en/web/cei/documents/VBP%20Recognition%20Checklist%20-%202024%20\(1\).pdf](https://cei.illinois.gov/content/dam/soi/en/web/cei/documents/VBP%20Recognition%20Checklist%20-%202024%20(1).pdf)

Full Certification Documents

- BEP/VBP application affidavit signed by an authorized officer of the firm and notarized
- 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 the 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)
- Bank signature cards and, for corporations, bank resolutions

Full Certification Documents

- Copies of W-2 forms or 1099 forms for past (3) years for all owners and officer
- 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
- Proof of contribution(s) by all owners to acquire stock in the company or start-up capital Evidence of contribution to gain ownership percentages is required to be provided for ALL owners., where the capital came from?

Full Certification Documents

- Proof of purchase and or signed buy-out agreement(s)
- Equipment lease agreement(s) and/or inventory of equipment, including firm office equipment
- Real estate agreement(s), lease(s), property deed(s), or tax bill(s), including for home-based businesses and any warehouse rental(s)
- Cover page executed signature page, and scope(s) of work for the past (3) completed projects/contracts, purchase orders, and/or invoices verifying the performance of the requested service.
- Authorization to transact business in Illinois (SOS Letter of Good Standing current)

Full Certification Documents

- MBE/DBE/WBE/PBE or SBA 8(a) certification(s) or denial(s) or statement of none (if applicable)
- Current license(s) (local, county, and state business license(s), permit(s), and professional license(s) issued to applicant firm, its owners and employees.
- Copies of all signed loan agreements and line of credit agreements (if applicable)
- Title(s) of automotive equipment for all vehicles used for business purposes or leased through the business (if applicable)

Required Documentation based on Business Structure

Corporation

- Articles of Incorporation (front & back pages, also any and all amendments) note: firm must be in good standing
- By-Laws of Corporation - Original Copy and copies of any and all Amendments of resolutions approved by the Stockholders and or Board of Directors as reflected on the Meeting Minutes.
- Copies of all stock certificates issued and canceled (front and back) and stock ledger.
- Minutes of the 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

Limited Liability Companies (LLCs)

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

Sole Proprietorship

- Assumed Name Certification

Partnership

- Partnership Agreement

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.

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

State Use

➤ 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>

Small Business Program

State agencies and universities have a goal to spend 10% of all spend on state contracts with Illinois small businesses.

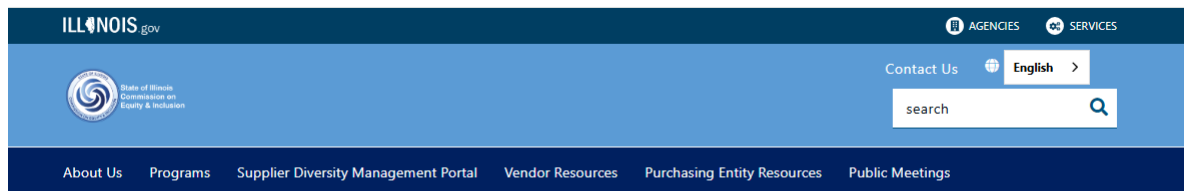
<https://ipg.illinois.gov/>

Small Business Program

➤ 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.illinois.gov/>



[PLEASE VISIT OUR BUSINESS GUIDANCE PAGE FOR MORE INFORMATION ABOUT PROTECTING YOUR BUSINESS.](#)

Welcome to the Commission on Equity & Inclusion

Welcome to the Illinois Commission on Equity and Inclusion! As the Acting Executive Director, I am honored to greet all visitors to our agency's website. At CEI, we are dedicated to promoting diversity, equity, and inclusion throughout Illinois. Through our efforts, we strive to create a more equitable and inclusive society where everyone has equal access to opportunities and resources. We are committed to fostering collaboration, providing valuable resources, and implementing effective strategies to address the challenges and disparities faced by marginalized communities. I invite you to explore our website and learn more about our mission, programs, and initiatives. Together, let us work towards building a more equitable and inclusive Illinois for all.

- Alexandria Wilson, Acting Executive Director

Our Commitment to Equity and Inclusion

The Commission on Equity and Inclusion (CEI) will assist minorities, women, persons with disabilities, and veterans in building 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 equitable stakes within the marketplace.

We are dedicated to creating an equitable and inclusive space for everyone wanting to do business with the State of Illinois. At CEI, equity and inclusion are integral to what we stand for and who we are.

We believe that our businesses and workforce should reflect the vast diversity of communities this great State serves and that diverse voices should be elevated and integrated into our daily work. We embrace diversity of identity, experiences, and thoughts and actively strive for inclusivity.

THE COMMISSION ON EQUITY AND INCLUSION (CEI)

[HTTPS://CEI.ILLINOIS.GOV](https://cei.illinois.gov)

Alexandria Wilson – Acting Executive Director

Supplier Diversity Management Portal

<https://supplierdiversitymanagementportal.illinois.gov/home.aspx>





User Name Retrieve User Name

Password Reset Password

[Login](#)

[New Certification](#)

[Create Account](#)

[Certified Firms Directory](#)

[State Employee Login](#)

Contact Illinois CEI

Phone | 1-312-814-1054 or 1-800-356-9206

Email | CEI.Equity.Inclusion@Illinois.gov

Hours of Operation | Monday-Friday, 8:30am-5:00pm

Support Email | ILCEISupport@starssmp.com

[Privacy Policy](#)

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Supplier Diversity Management Portal

The screenshot shows the Illinois Supplier Diversity Management Portal website. The header features the Illinois state logo and the text 'ILLINOIS.gov'. Navigation links include 'AGENCIES' and 'SERVICES'. A search bar is present with the text 'Contact Us' and 'English'. The main navigation menu includes 'About Us', 'Programs', 'Supplier Diversity Management Portal', 'Vendor Resources', 'Purchasing Entity Resources', and 'Public Meetings'. The breadcrumb trail reads 'Commission on Equity a...' > 'Supplier Diversity Mana...'. The main heading is 'Supplier Diversity Management Portal'. The content area includes an announcement about the new portal, a description of its features, information about the BEP and VBP programs, and a list of user guides.

ILLINOIS.gov

AGENCIES SERVICES

Contact Us English >

search

About Us Programs Supplier Diversity Management Portal Vendor Resources Purchasing Entity Resources Public Meetings

Commission on Equity a... > Supplier Diversity Mana...

Supplier Diversity Management Portal

Exciting news! The Illinois Commission on Equity and Inclusion's (CEI) new [Supplier Diversity Management Portal](#) is live and available for public and State purchasing entity use!

The Supplier Diversity Management Portal expands opportunities for diverse and small businesses to win contracts with the State of Illinois by allowing vendors to rapidly search and review current vendor certifications, update contact information, and report contract payment information. By eliminating manual data collection processes, CEI's Supplier Diversity Management Portal simplifies and standardizes our current practices while making certification registration, contract compliance monitoring, and goal management practical.

Purchasing entities and vendors can now use the portal to search the Business Enterprise Program (BEP) and Veteran Business Program (VBP) certified vendor directory. Purchasing entities can also upload vendor good faith effort waiver requests for CEI's review, and the certification module is now open for vendor certification intake and revision. Please note that certifications expiring between June 15, 2024, and July 14, 2024, were extended to July 31, 2024.

This webpage is here to help users of the old Supplier Diversity Management System navigate the new portal. Whether you are an applicant interested in certification, a vendor needing to report your supplier diversity progress through our contract compliance module, or a purchasing entity trying to conduct goal setting or submit vendors' good faith effort waiver requests, there are many tools and documents here to assist you.

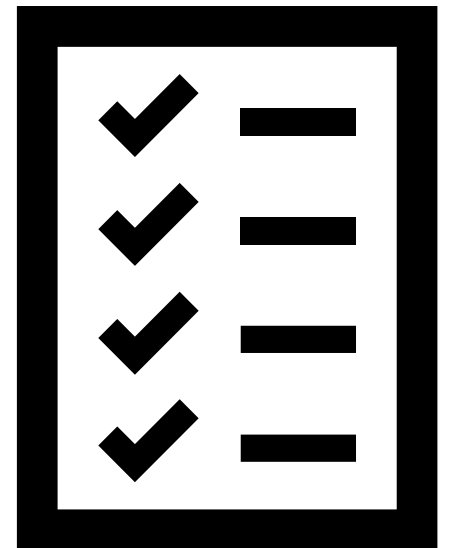
Please visit this page regularly for the latest information and portal updates.

User Guides

- [Application Document List](#)
- [Prime Supplier Workflow Guide](#)
- [Subcontractor Workflow Guide](#)
- [Supplier Application Submission Guide](#)
- [Eligibility Requirements Checklist](#)
- [BEP and VBP Recognition Certification Registration and Renewal](#)

Renewal of Full BEP Certification

- BEP Certification Portal will send three renewal notices 90 days, 60 days and 30 days before the BEP certification expires
- The Annual No Change Affidavit (NCA Renewal) process only applies to vendors that have submitted a Full Certification in the prior year.
- All BEP certified vendors must update the company's information (if necessary) and submit a signed and notarized No Change Affidavit along with a current business license and current tax return to the BEP Certification Unit for review and approval.
- Certification Application Checklist
<https://cei.illinois.gov/content/dam/soi/en/web/cei/documents/BEP%20Certification%20Information%20Checklist.pdf>



Illinois Procurement Gateway

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



User Name Retrieve User Name

Password Reset Password

[Login](#)

[New to the Portal?](#)

[Register Your Company](#)

[Vendor Directory](#)

[Events](#)

[State Employee Login](#)

Contact IPG

217-782-1270 eec.ipg@illinois.gov

 **STARS**
Supplier Diversity



[Privacy Policy](#)

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Illinois
Procurement
Gateway

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.
- The IPG is utilized for the Small Business Set-Aside Program
- 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>

IPG Registration Requirement

Items Needed for IPG Registration

- ☐ FEIN or Social Security Number
- ☐ IDHR Public Contract Number
- ☐ Illinois 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)

Procurement Bulletin Registration

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



The screenshot displays the homepage of the Illinois Procurement Bulletin for Public Institutions of Higher Education. At the top, the logo features a blue silhouette of the state of Illinois with a white graduation cap inside. To the right of the logo, the text reads "Illinois Procurement Bulletin" and "Public Institutions of Higher Education". Further right are two buttons: "Create Account" and "Log In". Below the header is a dark navigation bar with links: "Home", "Search", "About the Bulletin", "Vendor Resources", "My E-bids", and "News and Announcements". The main content area has a light blue background with the heading "Search for procurement opportunities with Illinois public higher education institutions". Below this is a search bar with the placeholder text "Keyword or procurement number:", a yellow "Search" button, and a link to "Advanced Search". To the right of the search bar are two icons: a calendar icon with the text "Plan ahead - view potential upcoming opportunities" and an envelope icon with the text "Get notices sent to you - sign up for email notifications". Below the search section is a "News and Announcements" section. It features a blue vertical bar on the left, followed by the title "Bulletin Redesign 2023" and the date "07/20/2023". The text below the date states: "We are happy to announce the launch of the newly redesigned Illinois Procurement Bulletin for Higher Education. This new version of the site will make it easier than ever for vendors to find procurement opportunities and participate in the procurement process."



ILLINOIS PROCUREMENT BULLETIN PUBLIC INSTITUTIONS OF HIGHER EDUCATION

Search for procurement opportunities with Illinois public higher education institutions

Keyword or procurement number: [Simple Search](#)

Notice Types

Competitive Notices

☐ Invitation for Bid ☐ Construction Bid ☐ Professional and Artistic RFP ☐ Request for Professional Services Qualifications (QBS)
☐ Request for Information ☐ Request for Proposal ☐ Real Property Lease

Non-Competitive Notices

☐ Concession ☐ Emergency ☐ Exemption ☐ General Award ☐ On-Going ☐ Sole Source

Notice Statuses

☐ Published ☐ Awarded ☐ Cancelled ☐ Non-Awarded

Institutions

North ☐ CSU ☐ GSU ☐ IMSA ☐ NEIU ☐ NIU ☐ UIC
Central ☐ EIU ☐ ISU ☐ SIUMed ☐ UIS ☐ UIUC ☐ UOCPRES ☐ WIU
South ☐ SIUC ☐ SIUE
Statewide ☐ CPO ☐ IComp ☐ IPHEC ☐ ISOS ☐ UI

NIGP Codes

No NIGP Codes Selected

[Manage NIGP Codes](#)

Due Dates

From Date: To Date:
mm / dd / yyyy mm / dd / yyyy

[Search](#) [Clear Form](#)

Participating institutions post invitations for bid, requests for proposal, requests for information, and other types of solicitations for the different supplies and services they need.

Using the Bulletin -

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



Illinois Procurement Bulletin

Public Institutions of Higher Education

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

Participating Institutions

Participating Institutions

There are a number of Illinois institutions that use the Illinois Higher Ed Bulletin to post solicitations.

Illinois Public Universities

The Illinois Higher Ed Bulletin is used by the Illinois 13 public universities:



Chicago State University
[CSU Procurement Office Website](#)



Eastern Illinois University
[EIU Procurement Office Website](#)



Governors State University
[GSU Procurement Office Website](#)



Illinois State University
[ISU Procurement Office Website](#)



Northeastern Illinois University
[NEIU Procurement Office Website](#)



Northern Illinois University
[NIU Procurement Office Website](#)



Southern Illinois University Carbondale
[SIUC Procurement Office Website](#)



Southern Illinois University Edwardsville
[SIUE Procurement Office Website](#)



Southern Illinois University School of Medicine
[SIUMed Procurement Office Website](#)



University of Illinois at Chicago
[UIC Procurement Office Website](#)



University of Illinois at Urbana-Champaign
[UIUC Procurement Office Website](#)



University of Illinois Springfield
[UIS Procurement Office Website](#)



University of Illinois System
[University of Illinois System Office Website](#)



Western Illinois University
[WIU Procurement Office Website](#)

Other Institutions

The Bulletin is also used by the following non-higher education institutions:



CPO Office for Higher Education
[CPO Higher Education Website](#)



Illinois Public Higher Education Cooperative
[IPHEC Website](#)



Illinois Comptroller
Used the Bulletin from April 2010 to January 2021
[Illinois Comptroller Website](#)



Illinois Secretary of State
Used the Bulletin from January 2010 to February 2020
[Illinois Secretary of State Website](#)



Illinois Math and Science Academy
[Illinois Math and Science Academy Website](#)



**Capital
Development
Board**
Building a Better Illinois



**Illinois Department
of Transportation**

OTHER PROCUREMENT BULLETINS

Additional Requirements & Prohibitions

Procurement Communication Reporting Requirement

- State employees who have communications with potential vendors related to special 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. (30 ILCS 500/50-37)

IV. Resources

- APEX
- SBDC
- Doing Business with Illinois Public Universities



[HTTPS://DCEO.ILLINOIS.GOV/SMALLBIZASSISTANCE/BEGINHERE/PTAC.HTML](https://dceo.illinois.gov/smallbizassistance/beginhere/ptac.html)



<https://dceo.illinois.gov/smallbizassistance/beginhere/sbdc.html>

Doing Business with Illinois Public Universities



Scan the code or click the link below for access to the Doing Business with Illinois Public Universities step-by-step instructions

<https://cpo-highered.illinois.gov/content/dam/soi/en/web/cpo-he/documents/doing-business-v.25.1.pdf>

Final Tips & Takeaways

- Apply and obtain certifications for which you qualify
 - Maintain current/valid certifications
- Minimize risk
 - Do research! Know the forms and requirements
- Collaborate
 - Attend outreach events and webinars
- Utilize available resources
 - CPO website, IPG, APEX Illinois





Chief Procurement Office - Higher Education

CONTACT INFORMATION



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



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