



DOING BUSINESS WITH ILLINOIS PUBLIC UNIVERSITIES AND THE ILLINOIS MATHEMATICS AND SCIENCE ACADEMY (IMSA)

We provide training as a convenience to the public. The Illinois Compiled Statutes, and the Illinois Administrative Code are the official sources of information. While we try to keep our training up to date and accurate, there may be a delay in updating our training after there have been changes to the statutes or rules.

Overview

- Procurement Code and Rules
- Doing Business with Illinois Public Universities and IMSA
- Procurement Programs
- Resources

PROCUREMENT CODE AND RULES

Procurement Code and Rules

Illinois Procurement Code

- 30 ILCS 500

Standard Procurement Rules

- 44 Illinois Administrative Code 4

"Public institution of higher education" means Chicago State University, Eastern Illinois University, Governors State University, Illinois State University, Northeastern Illinois University, Northern Illinois University, Southern Illinois University, University of Illinois, Western Illinois University, and, for purposes of this Code only, the Illinois Mathematics and Science Academy." 30 ILCS 500/1-13(f)

(Additional legal provisions provided on the CPO-HE website)



DOING BUSINESS WITH ILLINOIS PUBLIC UNIVERSITIES AND IMSA

Doing Business with Illinois Public Universities and IMSA



ILLINOIS SECRETARY *of* STATE
ALEXI GIANNOULIAS

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Driver's Licenses & ID Cards

Vehicles, Plates & Titles

Business Services

More Services

[Home](#) > [Departments](#) > Business Services

Business Services

Springfield Office

501 S. Second St., Room 350
Springfield, IL 62726
800-252-8980
Mon.–Fri., 8 a.m.–4:30 p.m.

Chicago Office

69 W. Washington St., Suite 1240
Chicago, IL 60602
800-252-8980
Mon.–Fri., 8 a.m.–4:30 p.m.

2025 Amnesty Program – October 1 to November 17

Eligible domestic and foreign corporations can receive relief from penalties and interest.

Don't miss out — learn more today!

Learn More

Illinois Secretary of State

Be a legal entity authorized to transact business or conduct affairs in Illinois. For contracts other than construction contracts subject to the requirements of 30 ILCS 500/30-20 and 30 ILCS 500/33-10, Vendor must be a legal entity as of the date for submitting a bid, offer, or proposal. A person (other than an individual acting as a sole proprietor) must be a duly constituted legal entity to qualify as a bidder or offeror prior to submitting a bid, offer, or proposal. For complete details of this requirement, please see 30 ILCS 500/20-43.

More on legal entity registration -

<https://www.ilsos.gov/departments/business-services.html>

Doing Business with Illinois Public Universities and IMSA

ILLINOIS STATE BOARD OF ELECTIONS

Business Entity Registration for Procurement (BEREP)

BEREP

Public Act 95-0971 as amended by Public Act 96-0848, 97-0411, 97-0895, and 98-1076 was effective January 1, 2009. As a result, certain business entities were required to register with the State Board of Elections. If a business had existing contracts, had bid on contracts not yet awarded, or had a combination of existing contracts or bids which in aggregate exceeded more than \$50,000, it was required to register with the Board within 30 days of the date of the law's implementation. In addition, if a business entity not initially required to register, subsequently exceeds the \$50,000 threshold in aggregate annually, it must register prior to submitting to a State Agency the bid or proposal whose value causes the business entity to register. The law requires disclosure of the name of the Business Entity, the names of all affiliated businesses, and the names of all affiliated persons. Furthermore, if you have additional questions regarding BEREP registration and its implementation please feel free to review the Rules and Regulations.

[Click here for BEREP Public Act Info](#)

[Click here for BEREP Rules and Regulations](#)

A business may register electronically by going to the BEREP website listed below. The first step in the registration process is to create a user account. The user account must be activated by clicking on the link in the e-mail which will be sent from the Board to the person registering the user account. After the account has been created and activated, the user will enter the business name, address, identification number, phone number, and e-mail address. At the time of submission, the business name and identification number will be verified by the Illinois Department of Revenue. If verified, the user may begin entering affiliated entities and affiliated persons. An updated certificate of registration is produced upon registration as well as each time any required information is changed by the user, and may be printed at any time.

[Click here for BEREP site](#)

Illinois State Board of Elections

Register with the Illinois State Board of Elections and obtain from them a certificate confirming your registration applies if you do \$50,000 or more worth of business (aggregate pending bids and proposals on State contracts and total value of State contracts). 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, the 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://berep.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>

Doing Business with Illinois Public Universities and IMSA

Illinois Department of Human Rights

Hold a current Illinois Department of Human Rights (IDHR) Bidder Eligibility Number. For complete details on this requirement, please see 775 ILCS 5/2-101(J); 44 ILAC 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/content/dam/soi/en/web/dhr/publiccontracts/documents/user-guide-elp-idhr-public-contracts-unit-may-2021-v3.pdf>



Doing Business with Illinois Public Universities and IMSA

Financial Disclosures

Form A - Vendor Disclosures

Form B - Active Registered Vendor Disclosures

Financial Disclosure Affidavit

Doing Business with Illinois Public Universities and IMSA

Standard Illinois Certifications

All contracts under the Illinois Compiled Statutes with an annual value that exceeds \$50,000 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/forms.html>



Doing Business with Illinois Public Universities and IMSA



IPG is staffed by a Help Desk of procurement professionals who are available by phone and email to assist vendors and procurement staff with the registrations.



<https://ipg.illinois.gov>



217-782-1270



ipg@illinois.gov

Doing Business with Illinois Public Universities and IMSA

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





Illinois Procurement Bulletin
Public Institutions of Higher Education

Create Account

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News and Announcements

About the Bulletin

Getting Started - New Vendor Guide

Using the Bulletin

Participating Institutions

Illinois Public Higher Education Cooperative (IPHEC)

Using the Bulletin

This guide explains how to use the Illinois Higher Ed Bulletin to find and bid on solicitations published by the participating institutions, as well as award notices published by buyers and general information published by the Chief Procurement Office.

If your organization has never done business on the Bulletin before, visit our New Vendor Guide to learn about vendor requirements.

Creating an Account on the Bulletin

Creating an account on the Bulletin 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. You can only have one company connected to a single Illinois Higher Ed Bulletin account and you may edit your account settings in the [My Account](#) section of the site at any point.

Create Bulletin Account



Illinois Procurement Bulletin
Public Institutions of Higher Education

Account

Security

Company

Email

Complete

Email Notification

All fields are required unless marked. Your Illinois Higher Ed Bulletin account will be created only after filling out the entire registration form. You may update this information at any point in your "My Account" page.

You can sign up to receive email notifications when solicitations and notices are posted. You may customize these settings to help you receive notifications about notices that are relevant to your interests. Email notifications will be sent from the system to the email address you provide. You are solely responsible for ensuring that your email address is not blocking email from this address into other folders such as spam.

Turn email notifications on?
☐ No
☒ Yes

Please note: Due to legal requirements, you will still receive emails notifying you of any updates to notices that you have downloaded documents from, even with email notifications turned off.

Complete Registration

Get Help

For technical help with registering or using the Bulletin Manager, contact the Bulletin Manager: iphec@procure.stateil.us or (312) 203-2090.

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PROCUREMENT PROGRAMS

Procurement Programs

Small Business Program

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

30 ILCS 500/45-90

- Not less than 10% of the total dollar amount of State contracts are awarded to small businesses.
- Each university shall file with the Chief Procurement Officer an annual compliance plan outlining:
 - The goals of the university for the fiscal year
 - The manner in which the university intends to reach these goals
 - A timetable for reaching these goals
- The Chief Procurement Officer shall file an annual report with the Governor and the General Assembly which includes:
 - Summary of the number of contracts each university has awarded to small business vendors
 - Analysis of the level of overall goal achievement

Procurement Programs

Small Business Program

Do I Qualify?

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 sales limitations shown below:

- 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/>

Procurement Programs

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. (30 ILCS 575)

Procurement Programs

Business Enterprise Program (BEP)

Do I Qualify?

- At least 51% owned and controlled by persons who are minority, women, or designated as disabled
- Must be a United States 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/vendor-resources/get-bep-certified.html>

Procurement Programs

Recognition Certification Process

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/content/dam/soi/en/web/cei/documents/BE%20BEP%20Checklist%202024%20\(1\).pdf](https://cei.illinois.gov/content/dam/soi/en/web/cei/documents/BE%20BEP%20Checklist%202024%20(1).pdf)

Procurement Programs

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/vendor-resources/vbp-certification.html>

Procurement Programs

Veteran Business Program (VBP)

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>

Procurement Programs

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)

Procurement Programs

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
- Copies of W-2 forms or 1099 forms for past (3) years for all owners and officers
- 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?

Procurement Programs

Full Certification Documents (continued)

- Proof of purchase and or signed buy-out agreement(s)
- Equipment lease agreement(s) and/or inventory of equipment, including firm's 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 (Secretary of State Letter of Good Standing current)
- 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)

Procurement Programs

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

Procurement Programs

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>

Procurement Programs

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>

Procurement Programs

Illinois Works: An Innovative Model to Reinvigorate our Workforce for the Future

<https://dceo.illinois.gov/illinoisworks.html>



Illinois
Department of Commerce
& Economic Opportunity

English >

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Assistance for Businesses

Assistance for Individuals

Assistance for Communities

About Us

DCEO > Illinois Works

Illinois Works

Illinois Works Contractor Resources

Apprenticeship Initiative

Construction Pre-Apprenticeship Program

Bid Credit Program

Illinois Works Career Services

Meetings

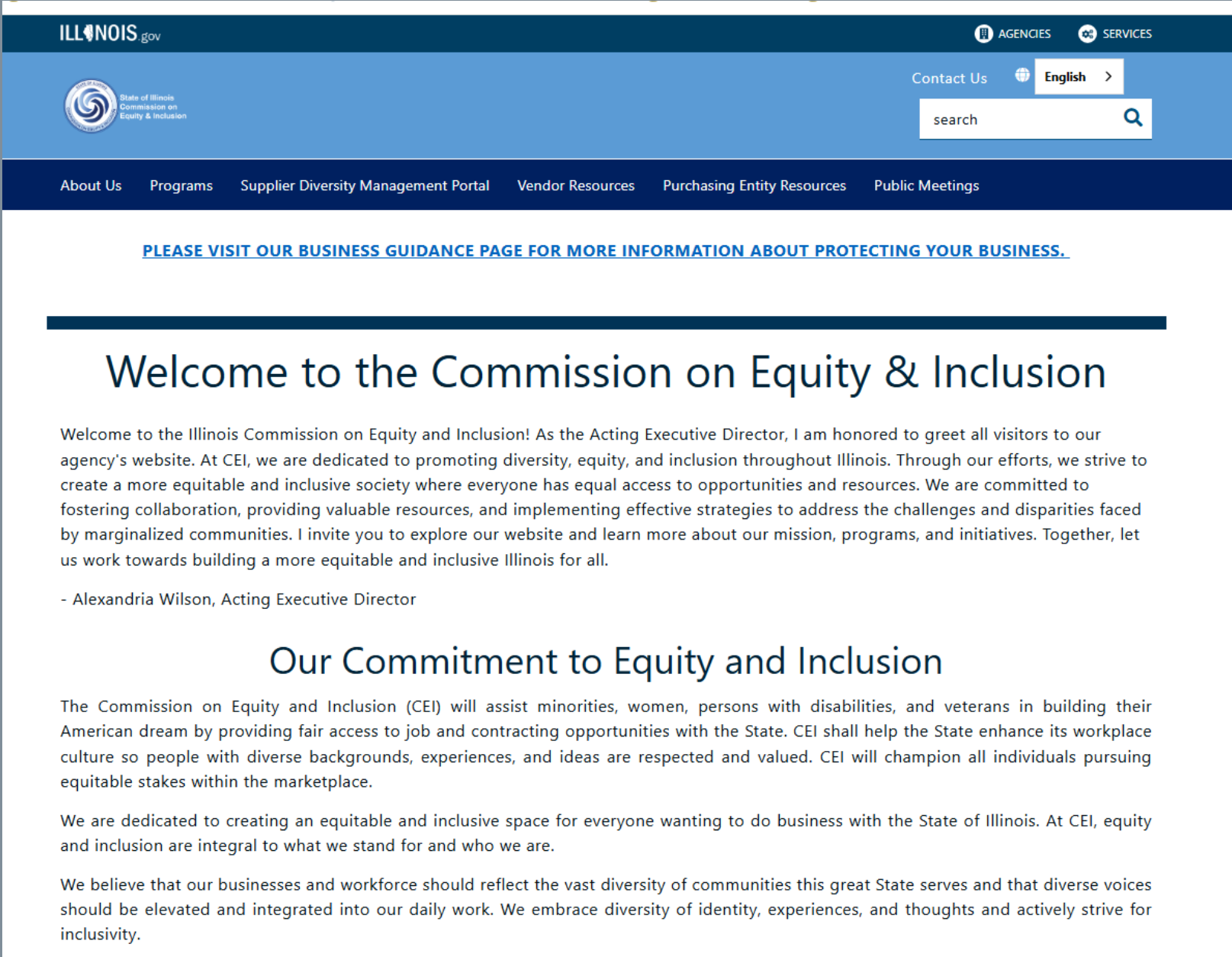
Illinois Works Jobs Program Act

Illinois Works: An Innovative Model to Reinvigorate our Workforce for the Future

The Illinois Works Jobs Program Act was created as a result of Governor Pritzker’s historic \$45 billion capital plan and his commitment to expanding equity in Illinois’ construction workforce. Unfortunately, diverse communities have not been adequately represented in the construction industry and the trades and fewer than 10% of apprentices are women or people of color. With this new capital funding set to pave the way for tens of thousands of jobs over the next decade, Illinois Works was intentionally designed to increase equity and opportunity in capital construction jobs.

The Department of Commerce & Economic Opportunity (DCEO) Office of Illinois Works, with the support of community partners as well as the building trades and construction industry, will deliver three key programs:

RESOURCES



The Commission on Equity and Inclusion (CEI)

Alexandria Wilson – Executive Director

<https://cei.illinois.gov>

Resources



Supplier Diversity Management Portal

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

Supplier Diversity Management Portal

ILLINOIS.gov

AGENCIES SERVICES



State of Illinois
Commission on
Equity & Inclusion

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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 Veterans 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](#)

Resources

Renewal of Full BEP Certification

- CEI's certification and compliance portal will send three renewal notices 90 days, 60 days and 30 days before the BEP certification expires
- Vendors must file No Change Affidavits (NCA) to maintain their certification each year following the initial certification.
- All BEP-certified vendors with the Full BEP Certification must update business information and submit a signed and notarized NCA (along with a current business license and tax return) to the BEP certification unit for review and approval.
- No Change Affidavit Application Certification Checklist

<https://cei.illinois.gov/content/dam/soi/en/web/cei/documents/bep-related-documents/BEP%20NCA%20Checklist%20-%202024.pdf>



Resources

Illinois Procurement Gateway

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



User Name

Retrieve User Name

Password

Reset Password

New to the Portal?

Contact IPG



Resources

Illinois Procurement Gateway

- 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.



217-782-1270



ipg@illinois.gov



<https://ipg.illinois.gov>

The IPG is staffed by a Help Desk of procurement professionals who are available by phone and email to assist vendors and procurement staff with registrations.

Resources

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)

Resources



Illinois Procurement Bulletin
Public Institutions of Higher Education

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Security

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Company

4

Email

5

Complete

Account Information

All fields are required unless marked. Your Illinois Higher Ed Bulletin account will be created only after filling out the entire registration form. You may update this information at any point in your 'My Accounts' page.

First Name

Last Name

E-mail

Phone (Optional)

Ext.

Password

Show Password

Continue to Step 2: Security

Already have an account? Log in instead.

Password Rules

- Between 8-15 characters
- No special characters
- At least 1 UPPER CASE letter
- At least 1 lower case letter
- At least 1 numeric digit

Register with the Illinois Procurement Bulletin for Public Institutions of Higher Education: <https://www.procure.stateuniv.state.il.us/account.cf m?mName=findCreateAccount>

Chief Procurement Office for Public Institutions of Higher Education (CPO-HE)
2025 CPO-HE Small Business Presentation

Resources



Illinois Procurement Bulletin for 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/search.cfm?mName=findAdvancedSearch>

Chief Procurement Office for Public Institutions of Higher Education (CPO-HE)
2025 CPO-HE Small Business Presentation

Resources

Participating Institutions

Chicago State University	Eastern Illinois University	Governors State University	Illinois State University
Northeastern Illinois University	Northern Illinois University	Southern Illinois University Carbondale	Southern Illinois University Edwardsville
Southern Illinois University School of Medicine	University of Illinois at Chicago	University of Illinois at Urbana-Champaign	University of Illinois Springfield
University of Illinois System	Western Illinois University	Illinois Math and Science Academy	

Resources

Other Procurement Bulletins



CPO - Capital Development Board



CPO - General Services



CPO - Department of
Transportation

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

- Any business entity whose contracts with State agencies, in the aggregate, total more than \$50,000 are prohibited from making political contributions to candidates and current office holders for Governor and Lt. Governor. (30 ILCS 500/50-37)

Resources



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

Resources

Illinois Small Business Development Centers

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





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 ILAC 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.** For contracts other than construction contracts subject to the requirements of 30 ILCS 500/30-20 and 30 ILCS 500/33-10, Vendor must be a legal entity as of the date for submitting a bid, offer, or proposal. A person (other than an individual acting as a sole proprietor) must be a duly constituted legal entity to qualify as a bidder or offeror prior to submitting a bid, offer, or proposal. For complete details of 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 (aggregate pending bids and proposals on State contracts and total value of State contracts). 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://berep.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>
- 3. Hold a current Illinois Department of Human Rights (IDHR) Bidder Eligibility Number** For complete details on this requirement, please see 775 ILCS 5/2-101(J); 44 ILAC 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. Official Procurement Information on the Illinois Procurement Bulletin for Higher Education**, including solicitations, updates, and award, is published on The Illinois Procurement Bulletin for Higher Education (“Bulletin”) (<https://www.procure.stateuniv.state.il.us>). The Vendor is responsible for checking the Bulletin for addenda and other updates. The University is not responsible should Vendor not receive optional email notices.

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V25.2

Doing Business with Illinois Public Universities

<https://cpo-highered.illinois.gov/content/dam/soi/en/web/cpo-he/documents/doing-business-v25-2.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





Thank you!



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



(217) 558-5143



eec.cpohe@illinois.gov