



UNIVERSITY
OF ILLINOIS
SYSTEM

ALTOGETHER EXTRAORDINARY

Office of Procurement Diversity

Vendor Resources & Updates

April 30, 2020



UNIVERSITY OF ILLINOIS SYSTEM

Housekeeping

- Audio should remain muted unless the Host unmutes you.
- Video should remain off to limit interruptions and connectivity issues.
- Use the chat box to send questions to the Moderator, Dale Morrison.
- Please use the “raise hand” feature if you would like to be unmuted or need something from the host or moderator.
- All remaining questions will be saved to the end of the presentation.



Agenda



Bid Opportunities

New Bid Submission Process & Helpful Tips



BEP Certification



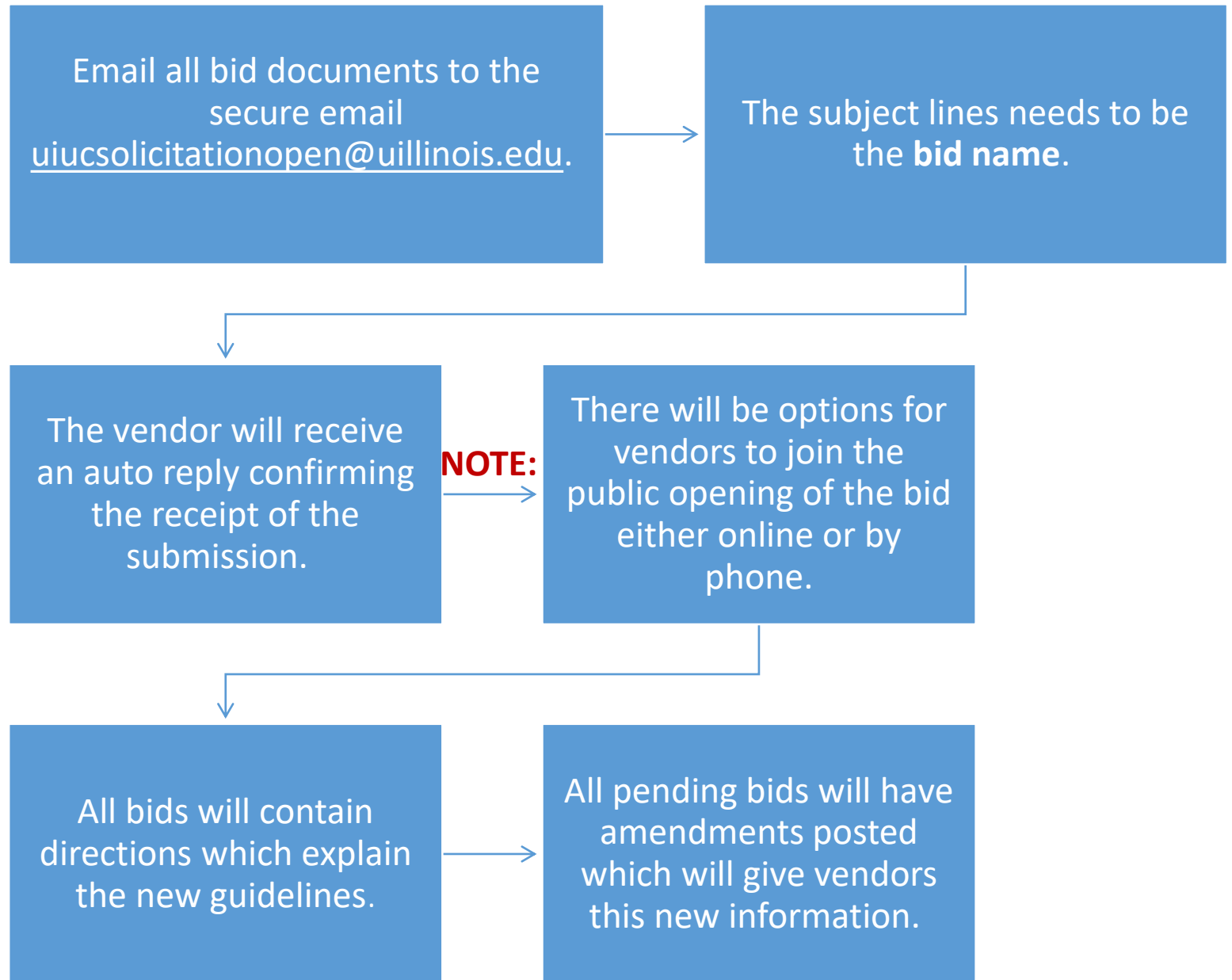
Resources



Q&A

New Bid Submission Process —

University of Illinois
UIUC Purchasing



Tips For Bid Submissions



Emails are timestamped



Submit via secure email 20-30 minutes before the deadline



Decrease zip file size to ensure files can be sent



Check all documents – e.g., No Uplan? Bid will be rejected

Bid Opportunities

- Illinois Procurement Bulletin
Public Institutions of Higher Education
(Procurement/Higher Ed Bulletin)
- General Services (BidBuy)
 - <https://www.bidbuy.illinois.gov/bsa/>
- Capital Development Board (Illinois Procurement Gateway)
 - <https://www2.illinois.gov/cpo/cdb/pages/default.aspx>
- Illinois Department of Transportation
 - <http://www.idot.illinois.gov/>

Illinois Procurement Bulletin Public Institutions of Higher Education

- Procurement Bulletin (Higher Education Bulletin)
 - https://www.procure.stateuiv.state.il.us/dsp_index.cfm
- Register your business in applicable categories to receive bid solicitation emails
- Search/Browse

▶ Solicitations & Awards

Search

Browse

[Notice of Potential Opportunity](#)

[Category/Keyword](#) | [Region](#) | [Type](#)

- ▶ [Agriculture](#)
- ▶ [Commodities & general services](#)
- ▶ [Computers, electronics, telecommunications](#)
- ▶ [Concessions](#)
- ▶ [Construction](#)
- ▶ [Construction services](#)
- ▶ [Laboratory, scientific, research](#)
- ▶ [Medical](#)
- ▶ [Office](#)
- ▶ [Physical plant, maintenance, grounds, repairs](#)
- ▶ [Printing, photography, advertising](#)
- ▶ [Professional & artistic services](#)
- ▶ [Transportation](#)
- ▶ [Travel](#)



Check the bulletin
for UIUC openings
between April 28th
and May 14th

Introductions

Role of UIC Purchasing

“We are committed to providing excellent customer service!”

UIC Purchasing & COVID-19

Personal Protective Equipment (PPE)

- Please provide:
 - Items available, including specs
 - Prices
 - Minimum quantity buys
 - Lead times
 - Payment terms (e.g. Net 30?)
 - Payment Mechanism (PO, Card, etc.?)

Procuring Goods & Services During COVID-19

IL Procurement
Code & COVID-
19

Small Purchase

Competitive
Solicitation

Small Purchase

- \$10,000 to \$100,000
 - Units are encouraged to seek diverse vendors (minorities, females, persons with disabilities and veterans)

Competitive Solicitation

- >\$100K
- E-Bidding
- [Illinois Public Higher Education Procurement Bulletin](#)
- [Illinois Procurement Gateway](#)

Additional Resources

Doing
Business with
Universities

E-Bidding

Contact Information

Questions?

Please contact:

uicpurchasing@uillinois.edu

Capital Program Updates



Capital Program Updates

- UIC/UIUC/UIS
- \$250K and above
- Multi-prime
- Diversity Goals
 - UIC – 30% BEP goal
 - UIUC/UIS - 20% BEP goal



Capital Program Updates

TIPS!

- Register on HigherEd Bulletin

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

- Attend Pre-bid meetings via WebEx or other platform...Check the rules first!!
- E-bidding through PRZM
- Starting in May



Capital Program Updates

Contractor Annual Prequalification System (CAPS)

For Primes Only: Get prequalified today!

- Go to:
<https://www.uocpres.uillinois.edu/contractors> under “prequalifying” to submit your application.
- Cannot bid without it
- Takes up to two (2) weeks

Capital Program Updates

Architects and Engineers

- Get prequalified through the Capital Development Board (CDB)

<https://www2.illinois.gov/cdb/business/pages/prequalification.aspx>

Capital Program Updates

Opportunities

- **UIC Bid #BA673C19099** First Floor (Store front) Renovation – 13th & Halsted
 - **UIC Bid #BA920C19053** Clinical Sci Bldg Fac Repair & Window Replacement
 - **UIC Bid #BA919C18028** High Pressure Steam Boiler – MBRB
 - **University of Illinois Outpatient Surgery Center & Specialty Clinics (UIH OSCSC) (P3)** Ankura, Pepper/Brown & Momen
 - Trade Area 3 - Concrete, Earthwork, Structural Steel, Site Utilities May 2020
- May 15 online prebid meeting**

Capital Program Updates

Opportunities

- **Bid #BAU19115** Plant Sciences Laboratory - Roof Replacement
- **Bid #BAU19086** Fred Turner Student Services Bldg Roof Replacement



JB Pritzker
Governor

Illinois Department of
Central Management
Services

Janel Forde
Director



Business Enterprise Program

For Minorities, Females, and Persons with Disabilities



Full Certification Application Overview



Vendor Registration

Business Enterprise Program (BEP)

BEP assists businesses owned by minorities, women and people with disabilities gain access to the State of Illinois procurement process. BEP certification with the State of Illinois can also open the door to opportunities with other public and private entities which are looking for diverse suppliers.

Program Eligibility:

- The business is at least 51% owned and controlled by a minority, woman, or person with disabilities (30 ILCS 575)
- The owner must be a citizen of the United States or legal permanent resident alien
- Annual gross sales of less than \$75 million

How can I apply?

1. Full BEP Certification Application Process
 - Approved certification is valid for 7 years with an annual No Change Affidavit process
2. Recognition Certification Application

BEP has agreements with the following agencies and is able to accept certifications from any of the following entities:

 - City of Chicago
 - Chicago Transit Authority (CTA)
 - Illinois Department of Transportation
 - METRA
 - PACE
 - Cook County
 - Chicago Minority Supplier Development Council
 - Mid-States Minority Supplier Development Council
 - Women's Business Development Center
 - Recognition certification is valid for 1 year

Eligible businesses may be certified in one or more of the following programs: Business Enterprise Program, Veterans Business Program, and Small Business Set-Aside Program.

Business Enterprise Program Act:

- 30 ILCS 575
- 30 ILCS 575/2

- BUSINESS ENTERPRISE PROGRAM (BEP)
 - Vendor Registration
 - Veteran-owned Businesses
 - Contract Opportunities
 - Vendor Search
 - Business Resources
 - Business Enterprise Program Council
 - Business Enterprise Program Annual Reports
 - Vendor Payment Program
 - Contact Us
 - Reports - BEP and BEP Council
 - Frequently Asked Questions
 - Business Enterprise Council Subcommittees
 - Archived BEP Council Meeting Agendas and Minutes
 - Events Calendar





BEP Certification Portal

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

System Training

Learn how to fully utilize our system with a live trainer

[See Online Training Times](#)

External Links

[Illinois Procurement Gateway \(IPG\) Registered Vendor Directory](#)

[Procurement Opportunities](#)

BEP Certification Portal

Apply for Certification Online

Welcome! You are about to begin the online application for certification in the State of Illinois' Business Enterprise Program (BEP) and/or Veteran Business Program (VBP). Before continuing, please review the Certification Application Checklist and ensure that you have all of the necessary documents ready. If you do not have all necessary documents, your application's processing will be delayed.

To continue, please select an option below:

Renew Your Certification		New Certification
I Know My Username & Password	I Forgot My Username & Password	Your firm is not currently certified with the State of Illinois.
Login	Lookup Account	Create Account

After logging in to your account, you will be directed to the application form. You can also click the Apply for Certification link on the right side of the "Dashboard." If you require technical assistance while completing the application, please use our [online support form](#).

Certification

SWS Certification Directory

Apply for SWS Certification

Account Access

Lookup Vendor accounts or reset user passwords

Procurement Opportunities

Pathway to Procurement

Rules & Statutes

Events

* required entry

Section 1: Business Lookup

TAX ID NUMBER *

Enter your firm's Tax ID Number and click **Lookup** to check if an account already exists.

Lookup

(Federal Tax ID, 9 numbers, do not enter dashes or spaces)

Section 2: Business Information

BUSINESS NAME *

DBA NAME

COMPANY TYPE *

None selected ▼

COMPANY ETHNICITY

None selected ▼

COMPANY GENDER

None selected ▼

Section 3: Business Contact Information

MAIN COMPANY EMAIL *

MAIN PHONE *

MAIN FAX

Account Access

Test System
B2Gnow

Home
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Message »
Settings »
Help & Support »
Logoff

Show All Hide All

Dashboard

Displaying records assigned to your company

No information available for display in dashboard.

Certification Center

⚠ If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account.

Key Actions

[Renew/Apply for Certification](#) ←
[Take a Training Class](#)

Alerts

No Activated Alerts. [View Pending Alerts.](#)

System News

Special Features for Vendors

Do you have success story to share related to our program? [Share your testimonial](#) so we can recognize your accomplishment!

Check out the system Wish List to submit ideas for system enhancements, vote on others' suggestions, and join the discussion by adding comments. We welcome your feedback to build a better system.

If your firm is certified (SBE, DBE, MBE, WBE, etc.), active records will appear in the "Certification Center" on the left side of this Dashboard. You can take two important actions:

- Add a date alert** to an active certification to remind you of an upcoming renewal. You can add multiple alerts to any active certification -- for example 90 days, 60 days, and 30 days before the renewal is due.
- If your firm holds a certification that is not listed, [submit a missing certification request](#). Our customer support team will review the supporting documentation and take action to add the record to ensure your profile is complete and up-to-date.

Training Classes & Events

Learn more about the system with our regular training classes and see upcoming events relevant to your business. [View details.](#)

- [View events & RSVP today](#)

[View all System News](#)

Configure

Change Your Password	Business Info
Edit Your User Account Settings	Profile Setup
	List/Add Users
	Main Contacts
	Commodity Codes
	EEO/Workforce Comp.



- Minority Business Enterprise (MBE)
- Women Business Enterprise (WBE)
- Woman Owned Minority Business Enterprise (WMBE)
- Persons with Disability Business Enterprise (PBE)
- Veteran Owned Small Business (VOSB)
- Service Disabled Veteran Owned Small Business (SDVOSB)
- Sheltered Workshops (SWS)

[View All Definitions and Qualifications for BEP & VBP Certification](#)
[Steps to Get Recognized and Steps to Submit Your No Change Affidavit](#)

Home
View »
Search »
Message »
Settings »
Help & Support »
Logoff
[Show All](#) [Hide All](#)

Select an Option

[Your firm is currently certified with Business Enterprise Program \(BEP\) and/or Veteran Business Program \(VBP\).](#)

[Your firm is NOT currently certified with BEP and/or VBP.](#) ←

[Your not-for-profit organization is currently certified for State Use.](#)
Renewal due every five (5) years.

[Your not-for-profit organization is NOT currently certified for State Use.](#)

Return to Certification List

Test System
B2GNOW

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 Logout

[Registration for a Training Class](#)

Welcome to the online certification application for CMS's BEP and VBP programs! CMS is committed to fostering an inclusive and competitive business environment that will help certified BEPs and VBPs increase their capacity, grow revenue, and enhance credentials. We offer the following certification types:

- Minority Business Enterprise (MBE)
- Women Business Enterprise (WBE)
- Woman Owned Minority Business Enterprise (WMBE)
- Persons with Disability Business Enterprise (PBE)
- Veteran Owned Small Business (VOSB)
- Service Disabled Veteran Owned Small Business (SDVOSB)
- Sheltered Workshops (SWS)

[View All Definitions and Qualifications for BEP & VBP Certification](#)

[Steps to Get Recognized and Steps to Submit Your No Change Affidavit](#)

Select an Option

[Your firm is currently certified with Business Enterprise Program \(BEP\) and/or Veteran Business Program \(VBP\).](#)

[Your firm is NOT currently certified with BEP and/or VBP.](#)

[Your firm is currently certified by an approved certifying entity.](#)

Approved certifying entities include Illinois Unified Certification Program (IL UCP) (IDOT), Chicago Minority Business Development Council (CMBDC), Women's Business Development Center (WBDC), City of Chicago, Chicago Transit Authority (CTA), METRA, PACE, Cook County, Center for Veteran Enterprise (CVE).

[Your firm is NOT currently certified by an approved certifying entity.](#)



[Your firm is located in the State of Illinois.](#)

[Your firm is NOT located in the State of Illinois.](#)

[Your not-for-profit organization is currently certified for State Use.](#)

Renewal due every five (5) years.



- Persons with Disability Business Enterprise (PBE)
- Veteran Owned Small Business (VOSB)
- Service Disabled Veteran Owned Small Business (SDVOSB)
- Sheltered Workshops (SWS)

[View All Definitions and Qualifications for BEP & VBP Certification](#)
[Steps to Get Recognized and Steps to Submit Your No Change Affidavit](#)

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- Logoff

[Show All](#) [Hide All](#)

Select an Option

[Your firm is currently certified with Business Enterprise Program \(BEP\) and/or Veteran Business Program \(VBP\).](#)

[Your firm is NOT currently certified with BEP and/or VBP.](#)

[Your firm is currently certified by an approved certifying entity.](#)

Approved certifying entities include Illinois Unified Certification Program (IL UCP) (IDOT), Chicago Minority Business Development Council (CMBDC), Women's Business Development Center (WBDC), City of Chicago, Chicago Transit Authority (CTA), METRA, PACE, Cook County, Center for Veteran Enterprise (CVE).

[Your firm is NOT currently certified by an approved certifying entity.](#)

[Your firm is located in the State of Illinois.](#)



[Submit a Full BEP/VBP application.](#)

[Your firm is NOT located in the State of Illinois.](#)

[Your not-for-profit organization is currently certified for State Use.](#)

Renewal due every five (5) years.

[Your not-for-profit organization is NOT currently certified for State Use.](#)



If you have any questions please call us at (312) 814-4190 or (800) 356-9206; for the hearing impaired, please call the Illinois Relay Center at (800) 526-0844.

Note: If you need assistance completing this form, please register for the Monthly Business Enterprise Program Certification Workshop. Registration form can be printed from the web site www.sell2.illinois.gov. Classes are free; registration is required for all attendees.

Please ensure the COMPANY TYPE selected on this page is accurate. Once you start your application, requirements based on your Company Type will populate. If the Company Type is changed after your application is started, you will need to re-start your application to ensure the correct documentation is provided to CMS for a thorough review of your application.

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- Help & Support >>
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Show All Hide All

Company & Contact Information

Select a company type and application auto-fill option. Confirm or enter your personal and company email addresses to permit us to contact you quickly for technical support, if needed.

YOUR EMAIL ADDRESS *

COMPANY EMAIL *

COMPANY TYPE *

AUTOFILL * You can save time by using a previous application to fill in the answers; note that you will need to access each section of the application to review and lock-in the auto-filled information to ensure it is accurate and correctly formatted. Select an option below:

Use existing account information to auto-fill application

Prior applications with State of Illinois Central Management Services - Relevant previous application data will be copied to the new record.

- Use State of Illinois Central Management Services Recognition Certification
Submitted 4/8/2020 by CMS Analyst 1 Test Vendor; Submitted, Pending Receipt
- Use State of Illinois Central Management Services BEP/VBP Full Application
Submitted 4/6/2020 by CMS Analyst 1 Test Vendor; Submitted, Pending Receipt



- Use State or Illinois Central Management Services Recognition Certification
Submitted 4/8/2020 by CMS Analyst 1 Test Vendor; Submitted, Pending Receipt
- Use State of Illinois Central Management Services BEP/VBP Full Application
Submitted 4/6/2020 by CMS Analyst 1 Test Vendor; Submitted, Pending Receipt

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Eligibility Requirements

The following basic criterion is used to evaluate eligibility for certification. However, meeting these basic items does not guarantee that an application will be approved. This is only intended as a general overview to see if your firm should apply for certification.

Is this your first time applying with Central Management Service\Business Enterprise Program (CMS\BEP) and have you completed your registration?

Yes No

Is your firm at least 51 percent owned and controlled by persons who are minority, women, veteran, or designated as disabled?

Yes No

Is your qualifying owner(s) a United States citizen or resident alien?

Yes No

[Continue](#)[Return](#)

in addition to completing an application form, you will be required to submit supporting documents with your application. These documents can be submitted in electronic format.



Mandatory documents must be submitted with your application; there are no exceptions. **Required** documents must be submitted if applicable to the type of your firm and nature of its work. If you have any questions, please contact the organization before starting.

Review the items below **before** beginning the process to ensure you are able to and are comfortable providing the requested information. If you are unable or unwilling to provide the **Mandatory** documents, **do not proceed**. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and your firm could ultimately be denied certification.

This document list will continue to be available after you start the application (click the **Documents** tab). You can also print the list to [your printer](#) or a [PDF file](#).

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Check this box and click **Continue** to start the application process.

ALERT: to ensure security of your BEP/VBP Full Application, only **YOU** will have access to this record once it is created. By starting the process, it will initially be assigned to you, and no one else can access unless you reassign it to another user for completion or explicitly grant access by clicking the Utilities tab and adding a user to the Access List.

Timeline: you will have **90 days** to complete and submit this BEP/VBP Full Application. Otherwise, the record will self-delete on **7/8/2020**. Periodic reminders will be sent to you by email up to that point. A deleted BEP/VBP Full Application cannot be recovered; you will need to start again.

Continue Return

Mandatory Documents

All mandatory documents must be provided with the BEP/VBP Full Application. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.

Affidavit of Certification

[Download Form](#) -- Download, sign, notarized and upload.

Most Recent Financial Statement include Balance Sheet



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Mandatory Documents

All mandatory documents must be provided with the BEP/VBP Full Application. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.

Affidavit of Certification

[Download Form](#) -- Download, sign, notarized and upload.

Most Recent Financial Statement include Balance Sheet

Most Recent U.S. Federal Income Tax Return for 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

Copies of W-2 forms or 1099's for Past Three (3) Years for all Owners and Officials

Evidence of Citizenship/Residency/US Passport/Legal Permanency for all Owners

Evidence of ethnicity for all Owners

If your firm is applying for WBE only please add a statement here stating you are only applying for WBE certification.

Current chronological resumes for all Owners, Officers, Management Employees and Supervisors/Foremen

Including Work History, Dates and Responsibilities.

Proof of Contribution(s) by all Owners to Acquire Stock in Firm or Start-Up Capital

(i.e., Cancelled Checks, Signed Loan Agreements), bank statement, promissory notes)

Proof of Purchase and or Buy-out Signed Agreement(s)

including home-based businesses and any warehouse rental



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Cover Page and Executed Signature Page of past three completed Projects/Contracts, Purchase Orders and or Invoices verifying the performance of the requested service

Articles of Organization

Front & back pages.

Operating Agreement

Required Documents

Required documents must be provided when applicable to your firm. Failure to submit a required document without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Copy of DD214 Form

Submission of this document is required when you are applying for a SDVOSB or VOSB certification

MBE/DBE/WBE/PBE or SBA 8A Certification(s) or Denial(s) or Statement of None

PBE Addendum

[Download Form](#) -- Download and sign. If you are not applying for PBE attach a statement stating this form is not applicable.

Current License(s)

Including all applicable business and professional licenses.

Copies of All Signed Loan Agreements and Line of Credit Agreements

Title(s) of Automotive Equipment All Vehicles Used for Business Purposes or Leased through the Business



Certification Application: Main Summary

- Main
- Documents
- Signature
- Submit
- Utilities
- Cert List

Test Vendor CMS Analyst 1 Status: **Incomplete**
 Type: **BEP/VBP Full Application** Started: 4/9/2020
 App #: 8927888

0% complete

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 - Logoff
- [Show All](#) [Hide All](#)

Fill in each of the sections noted below by clicking the **Fill In** buttons; edit a completed section by clicking **Edit**. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

Need Help?
[User manual](#)
[Sign up for a Training Class](#)

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

BEP/VBP Full Application Information	
TYPE	BEP/VBP Full Application
CERTIFYING AGENCY	State of Illinois Central Management Services
BUSINESS NAME	Test Vendor CMS Analyst 1
CURRENT STATUS	Incomplete
APPLICATION NUMBER	8927888
DATE FOR DELETION	7/8/2020 (Extend)
CONTACT PERSON	<div style="border: 1px solid gray; padding: 2px; display: inline-block;">CMS Analyst 1 Test Vendor ▾</div> (Add user not on list)
<p style="color: red; font-size: small;">This is the assigned user for this BEP/VBP Full Application. To ensure security of the record, only YOU have access unless you reassign it to another user for completion or explicitly grant access by clicking the Utilities tab and adding a user to the Access List.</p>	



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[Show All](#) [Hide All](#)

Sections and Documentation

CONTRACT IDENTIFICATION	<input type="button" value="Fill In"/>	Incomplete: 0 completed of 0 required; 0 completed of 1 optional
SECTION1: GENERAL INFORMATION	<input type="button" value="Fill In"/>	Incomplete: 0 completed of 10 required; 0 completed of 2 optional
SECTION 2: GENERAL BUSINESS INFORMATION	<input type="button" value="Fill In"/>	Incomplete: 1 completed of 11 required; 0 completed of 0 optional
SECTION 3: INVENTORY AND LICENSES	<input type="button" value="Fill In"/>	Incomplete: 0 completed of 7 required; 0 completed of 0 optional
SECTION 4: OWNERSHIP	<input type="button" value="Fill In"/>	Incomplete: 0 completed of 6 required; 0 completed of 3 optional
SECTION 5: CONTROL	<input type="button" value="Fill In"/>	Incomplete: 0 completed of 2 required; 0 completed of 0 optional
SECTION 6: FINANCIAL	<input type="button" value="Fill In"/>	Incomplete: 0 completed of 4 required; 0 completed of 0 optional
DOCUMENT LIST	<input type="button" value="Fill In"/>	Incomplete: 0 attached of 16 mandatory; 0 attached of 6 required

Signature and Submittal

SIGNATURE	<input type="button" value="Sign"/>
SUBMITTAL	<input type="button" value="Submit"/>

SECTION 1

The screenshot shows a web browser window with the URL <https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=4971>. The page title is "Certification Application: Contract Identification". The user is logged in as "Test Vendor CMS Analyst 1" with application ID "7040656". The status is "Incomplete" and started on "12/18/2019". The progress is "0% complete".

Instructions: "Please answer all questions as completely as possible and that are applicable to your business. Questions highlighted in red are required and must be completed in order to submit your application. If a required field is not applicable to your firm mark it as N/A. Questions highlighted in yellow are optional; please complete all those that apply to your business. Click Save Draft frequently while filling out the form to ensure that your information is saved. Once saved, you can return to the section at any time to continue. Some questions may not be shown in this section due to your company type."

Buttons: Save Draft, Save & Return to Summary, Cancel.

*** required entry**

Section Status
Contract Identification Section Status: Complete
- 1 incomplete out of 1 optional

Section Questions
If you are being considered to participate as a prime or subcontractor on a particular contract, please identify below project name, project number / requisition number, and Contact Administrator / Buyer. (Optional)

Buttons: Save Draft, Save & Return to Summary, Cancel.

Customer Support | Copyright © 2019 B2Gnow. All rights reserved. | Home | Print To PDF | Translate

IMPORTANT NOTE:

If you are being considered for a contract opportunity pending BEP certification, enter contract information and notify Carlos.Gutierrez@Illinois.gov to request expedited review.

The image features a dark gray background with three overlapping circles in shades of blue. A horizontal white band is centered across the middle of the image, containing the text "Submitting Recognition".

Submitting Recognition



- Minority Business Enterprise (MBE)
- Women Business Enterprise (WBE)
- Woman Owned Minority Business Enterprise (WMBE)
- Persons with Disability Business Enterprise (PBE)
- Veteran Owned Small Business (VOSB)
- Service Disabled Veteran Owned Small Business (SDVOSB)
- Sheltered Workshops (SWS)

[View All Definitions and Qualifications for BEP & VBP Certification](#)
[Steps to Get Recognized and Steps to Submit Your No Change Affidavit](#)

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- My Contracts
- My Contract Audits
- My Workforce Audits
- My Concessions
- My Concession Audits
- My Utilization Plans
- My Outreach
- My Events
- My Questionnaires
- My Bid Solicitations
- My Messages
- My Prevailing Wage
- Search >>
- Message >>
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- Logoff

Select an Option

[Your firm is currently certified with Business Enterprise Program \(BEP\) and/or Veteran Business Program \(VBP\).](#)

[Your firm is NOT currently certified with BEP and/or VBP.](#) ←

[Your not-for-profit organization is currently certified for State Use.](#)
Renewal due every five (5) years.

[Your not-for-profit organization is NOT currently certified for State Use.](#)

Return to Certification List



- Minority Business Enterprise (MBE)
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Select an Option

[Your firm is currently certified with Business Enterprise Program \(BEP\) and/or Veteran Business Program \(VBP\).](#)

[Your firm is NOT currently certified with BEP and/or VBP.](#)

[Your firm is currently certified by an approved certifying entity.](#) ←

Approved certifying entities include Illinois Unified Certification Program (IL UCP) (IDOT), Chicago Minority Business Development Council (CMBDC), Women's Business Development Center (WBDC), City of Chicago, Chicago Transit Authority (CTA), METRA, PACE, Cook County, Center for Veteran Enterprise (CVE).

[Your firm is NOT currently certified by an approved certifying entity.](#)

[Your not-for-profit organization is currently certified for State Use.](#)

Renewal due every five (5) years.

[Your not-for-profit organization is NOT currently certified for State Use.](#)



- Sheltered Workshops (SWS)
- [View All Definitions and Qualifications for BEP & VBP Certification](#)
- [Steps to Get Recognized and Steps to Submit Your No Change Affidavit](#)



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Vendor
Test Vendor CMS
Analyst 1

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[Your firm plans to perform work for other states.](#)

[Your firm does NOT plan to perform work for other states.](#) ←

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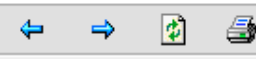
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[Your firm does NOT plan to perform work for other states.](#)

[Submit a Recognition application.](#) ←

[Your firm is NOT currently certified by an approved certifying entity.](#)

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Certification Application: Document List Preview for LLC

Help & Tools

In addition to completing an application form, you will be required to submit supporting documents with your application. These documents can be submitted in electronic format.

Mandatory documents must be submitted with your application; there are no exceptions. **Required** documents must be submitted if applicable to the type of your firm and nature of its work. If you have any questions, please contact the organization before starting.

Review the items below **before** beginning the process to ensure you are able to and are comfortable providing the requested information. If you are unable or unwilling to provide the **Mandatory** documents, **do not proceed**. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and your firm could ultimately be denied certification.

This document list will continue to be available after you start the application (click the **Documents** tab). You can also print the list to [your printer](#) or a [PDF file](#).

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Check this box and click **Continue** to start the application process.

ALERT: to ensure security of your Recognition Certification, only **YOU** will have access to this record once it is created. By starting the process, it will initially be assigned to you, and no one else can access unless you reassign it to another user for completion or explicitly grant access by clicking the Utilities tab and adding a user to the Access List.

Timeline: you will have **90 days** to complete and submit this Recognition Certification. Otherwise, the record will self-delete on **7/15/2020**. Periodic reminders will be sent to you by email up to that point. A deleted Recognition Certification cannot be recovered; you will need to start again.



Continue Return

Mandatory Documents

All **mandatory** documents must be provided with the Recognition Certification. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.

Affidavit of Certification

[Download Form](#) -- Download, sign, notarized and upload.



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Sections and Documentation

SECTION 1: GENERAL INFORMATION	<input type="button" value="Fill In"/>	Incomplete: 0 completed of 6 required; 0 completed of 3 optional
SECTION 2: GENERAL BUSINESS INFORMATION	<input type="button" value="Fill In"/>	Incomplete: 1 completed of 7 required; 0 completed of 0 optional
SECTION 3: OWNERSHIP	<input type="button" value="Fill In"/>	Incomplete: 0 completed of 2 required; 0 completed of 3 optional
DOCUMENT LIST	<input type="button" value="Fill In"/>	Incomplete: 0 attached of 3 mandatory; 0 attached of 1 required

Signature and Submittal

SIGNATURE	<input type="button" value="Sign"/>
SUBMITTAL	<input type="button" value="Submit"/>



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Small Business Development Ce...

SEARCH

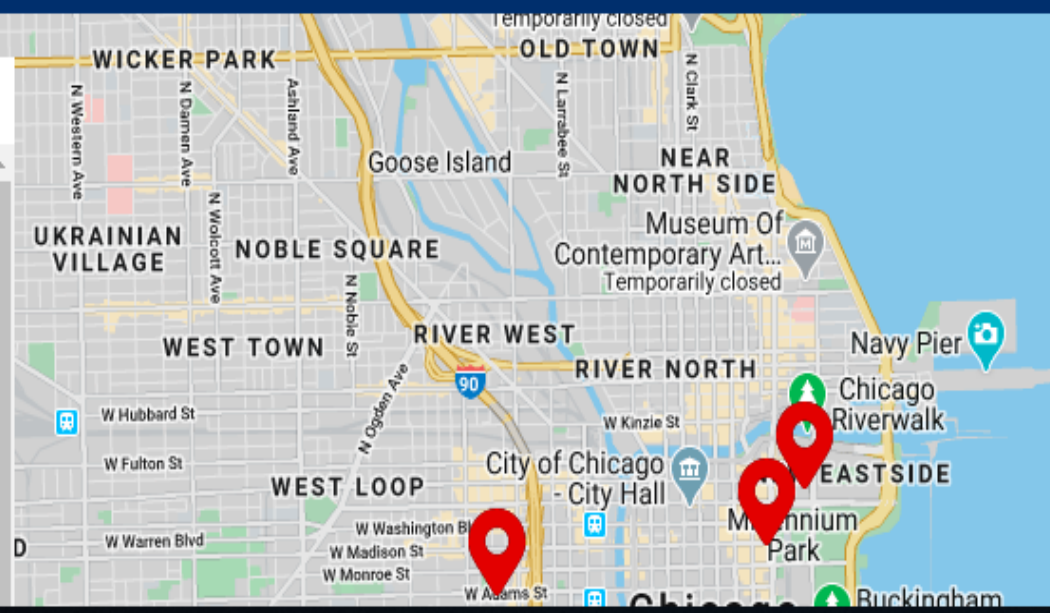
Results 1 - 5 of 922 for "Small Business Development Center"

0.1 miles

Illinois SBDC ~ Chicagoland Chamber

Small Business Development Center

0.3 miles





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FIND A PROCUREMENT TECHNICAL ASSISTANCE CENTER

More than 300 local PTAC offices serve most areas of the country. If there is not a PTAC office that serves your specific area, contact one that is nearest to you, and they may be able to help you. Most PTACs can also provide assistance via phone, e-mail, and webcall in cases where distance presents a challenge.

Illinois ▼

Webinars



State of Illinois
Department of Central Management Services

SMALL BUSINESS OWNER WEBINARS

The **CMS Business Enterprise Program (BEP)** is holding free weekly webinars, **every Friday from 2 - 3 p.m.** for current and potential BEP certified vendors.

Sign up at: <https://www2.illinois.gov/cms/events/SitePages/List.aspx>

For questions email: CMS.BEP@Illinois.gov



Date	Time	Topic
April 24, 2020	2 - 3 p.m.	Renewal; No Change Affidavit (NCA) Webinar
May 1, 2020	2 - 3 p.m.	Full Certification Application Webinar
May 8, 2020	2 - 3 p.m.	Recognition Certification Webinar
May 15, 2020	2 - 3 p.m.	Renewal; No Change Affidavit (NCA) Webinar
May 22, 2020	2 - 3 p.m.	Full Certification Application Webinar
May 29, 2020	2 - 3 p.m.	Recognition Certification Webinar
June 5, 2020	2 - 3 p.m.	Renewal; No Change Affidavit (NCA) Webinar
June 12, 2020	2 - 3 p.m.	Full Certification Application Webinar
June 19, 2020	2 - 3 p.m.	Recognition Certification Webinar
June 26, 2020	2 - 3 p.m.	Renewal; No Change Affidavit (NCA) Webinar

CMS Illinois Department of
Central Management Services

For additional assistance please contact:

Irma Lopez or Pedro Pineda

Irma.Lopez@illinois.gov

Pedro.Pineda@Illinois.gov

or

BEP help desk 312-814-4190 / 1-800-356-9206

e-mail CMS.BEP@illinois



Resources

Small Business Set-Aside
Program

COVID-19 Small Business
Resources

Office of Procurement
Diversity

Small Business Set- Aside Program

- About the program
- Specific contract categories
- Benefits

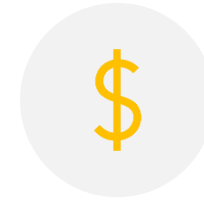
Small Business Set-Aside Program



Grow your revenues



Hundreds of supply/service classifications set-aside



Awards under \$50,000 set-aside for qualified small businesses



All State procurements considered for set-aside program



Build your capacity



You can count on steady demand from the State



Enhance your credentials



Create a track record of service that can help your company win more government and private-sector business

Small Business Set-Aside Program

Do you qualify?

- Must be an Illinois business

Annual gross sales:

- Retail/Service less than \$8 million
- Wholesale less than \$13 million
- Construction less than \$14 million
- Manufacturing less than \$10 million and less than 250 employees

Call the Small Business Set-Aside Program at 1(217) 558-3723 or email EEC.SmallBusiness@illinois.gov.

Website:

https://www2.illinois.gov/cms/business/sell2/sbsp/Pages/Set_Aside.aspx

Resources:
Covid-19
Small Business

State

Local

Small Business Resources – State

The Illinois Department of Commerce & Economic Opportunity (DCEO) has launched emergency assistance programs for Illinois small businesses.

- **ILLINOIS SMALL BUSINESS EMERGENCY LOAN FUND:** A \$60 million fund provides low-interest loans up to \$50,000 for businesses with fewer than 50 employees and less than \$3 million in revenue in 2019.
- **HOSPITALITY EMERGENCY GRANT PROGRAM:** A new \$14 million grant program provides up to \$25,000 to eligible bars and restaurants and \$50,000 for eligible hotels. Bars and restaurants with less than \$1 million of revenue in 2019 and hotels generating less than \$8 million in revenue in 2019 are eligible.
 - More info here: <https://www2.illinois.gov/dceo/SmallBizAssistance/Pages/EmergencySBAInitiatives.aspx>

Questions can be directed to: 800-252-2923
or ceo.support@illinois.gov

Small Business Resources – Local

CITY OF CHICAGO MICROBUSINESS RECOVERY GRANT PROGRAM: The City of Chicago is offering \$5,000 grants to up to 1,000 microbusinesses with four fewer employees in low-income Community Areas that have been impacted by COVID-19.

www.Chicago.gov/recoverygrant

UNIVERSITY OF CHICAGO:

<https://coronavirusupdates.uchicago.edu/community-support/>

DOWNSTATE SMALL BUSINESS STABILIZATION PROGRAM:

To support small businesses in downstate and rural counties across Illinois, DCEO is repurposing \$20 million in CDBG funds to stand up the Downstate Small Business Stabilization Program. This Fund will offer small businesses of up to 50 employees the opportunity to partner with their local governments to obtain grants of up to \$25,000 in working capital.

- These grants will be offered on a rolling basis.
- <https://www2.illinois.gov/dceo/SmallBizAssistance/Pages/EmergencySBAInitiatives.aspx>

Office of Procurement Diversity



Office of Procurement Diversity website:
<https://www.obfs.uillinois.edu/supplier-diversity/>



Small Business Resources:
<https://www.obfs.uillinois.edu/supplier-diversity/links-resources/>



Procurement Diversity Quarterly Connection
Newsletter:
<https://www.obfs.uillinois.edu/supplier-diversity/newsletters/>

Contact:

Sharla Roberts, Director
sharlar@uillinois.edu

Dale Morrison, Assistant Director
dmorrisj@uillinois.edu

Shauna Clayborn, Coordinator
srclayb1@uillinois.edu

Who To Ask - Office of Procurement Diversity

<https://www.obfs.uillinois.edu/supplier-diversity/who-to-ask/>

