Office of Procurement Diversity

Benefits of Being Certified
Current Opportunities
Resources
Certification Process

Thursday, May 14, 2020
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

- Benefits of Being Certified with the State of Illinois
- Bid Opportunities and Resources
- BEP Certification
- Q&A
The benefits of BEP certification

- It is the University Mission to increase diversity spend in all categories
- The University has a 20% annual diversity spend goal
The Benefits of Certification

1. Included in the Goal Setting Process and Results

2. Greater Awareness with University Buyers and iBuy System

3. Become part of Searchable Database

4. Introduction to University Buyers

5. Bid on Small Purchase Opportunities

6. Bid on “Sheltered Market” Opportunities
Bidding with the University
Complete a vendor registration form
Become a firm listed in iBuy
Register on the Higher Ed Bulletin
Certify with the Business Enterprise Program (BEP)
• Illinois Procurement Bulletin
  Public Institutions of Higher Education (Procurement/Higher Ed Bulletin)
• General Services (BidBuy)
  • https://www.bidbuy.illinois.gov/bso/
• 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.pro cure.stateuniv.state.il.us/dsp_index.cfm
- Register your business in applicable categories to receive bid solicitation emails
- Search/Browse

- Solicitations & Awards
  - Search
  - Notice of Potential Opportunity
  - Browse
  - 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

- Register your business in applicable categories to receive bid solicitation emails
- Search/Browse
## Current Opportunities

<table>
<thead>
<tr>
<th>University</th>
<th>Category</th>
<th>Project Number</th>
<th>Project Title</th>
<th>Bid/RFP/QBS</th>
<th>Status</th>
<th>Opening Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIU</td>
<td>Commodities &amp; general services</td>
<td>JMT06302020</td>
<td>NIU Pouring Rights &amp; Beverage Vending</td>
<td>RFP</td>
<td>Published</td>
<td>30-Jun-20</td>
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<td>UIC</td>
<td>Commodities &amp; general services</td>
<td>IUW065</td>
<td>Exclusive Beverage Pouring Rights Partnership</td>
<td>RFP</td>
<td>Published</td>
<td>26-May-20</td>
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<td>BA673C19099</td>
<td>First Floor Renovation - S. Halsted</td>
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<td>6/4 &amp; 6/2</td>
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<td>BA621C15030</td>
<td>COE Makerspace Study</td>
<td>Bid</td>
<td>Published</td>
<td>6/3 &amp; 6/5</td>
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<td>Computers, electronics, telecom</td>
<td>BM022470</td>
<td>Veeam Availability Suite Universal License</td>
<td>Bid</td>
<td>Published</td>
<td>20-May-20</td>
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<td>ISU</td>
<td>Commodities &amp; general services</td>
<td>NB032420</td>
<td>Action Stacker Chair or Equal</td>
<td>Bid</td>
<td>Published</td>
<td>19-May-20</td>
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<tr>
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<td>Commodities &amp; general services</td>
<td>1371</td>
<td>Pharmaceutical Inventory Control</td>
<td>Bid</td>
<td>Published</td>
<td>18-May-20</td>
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<td>UI</td>
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<td>9JWS2018</td>
<td>Online Hosted Training Software</td>
<td>RFP</td>
<td>Published</td>
<td>28-May-20</td>
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<td>UI</td>
<td>Commodities &amp; general services</td>
<td>9DGS2024</td>
<td>HID Global Branded Access Cards</td>
<td>Bid</td>
<td>Published</td>
<td>11-Jun-20</td>
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<td>UIS</td>
<td>Computers, electronics, telecom</td>
<td>JM521</td>
<td>Residential Housing Software Solution</td>
<td>RFP</td>
<td>Published</td>
<td>28-May-20</td>
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<tr>
<td>UIUC</td>
<td>Commodities &amp; general services</td>
<td>1JNM2105</td>
<td>Furnish and Deliver Child Meals</td>
<td>Bid</td>
<td>Published</td>
<td>16-Jun-20</td>
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<td>UIUC</td>
<td>Commodities &amp; general services</td>
<td>1RMJ2104</td>
<td>Provide Emergency &amp; Non-Emergency Spill Clean</td>
<td>Bid</td>
<td>Published</td>
<td>21-May-20</td>
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<tr>
<td>UIUC</td>
<td>Construction services</td>
<td>BAU19115</td>
<td>Plant Sciences Laboratory - Roof Replacement</td>
<td>Bid</td>
<td>Published</td>
<td>5/21 &amp; 5/19</td>
</tr>
</tbody>
</table>
Small Purchase

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

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

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
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

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 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
Small Business Set-Aside Program

- Grow your revenues
- Build your capacity
- Create a track record of service that can help your company win more government and private-sector business
- supply/service Categories/classifications set-aside
- All State procurements considered for set-aside program
- You can count on steady demand from the State
- Enhance your credentials

Grow your revenues
Build your capacity
Create a track record of service that can help your company win more government and private-sector business
supply/service Categories/classifications set-aside
All State procurements considered for set-aside program
You can count on steady demand from the State
Enhance your credentials
Resources:
Covid-19
Small Business

State
Local
The Illinois Department of Commerce & Economic Opportunity (DECEO) 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](https://www2.illinois.gov/dceo/SmallBizAssistance/Pages/EmergencySBAInitiatives.aspx)

Questions can be directed to: 800-252-2923 or [ceo.support@illinois.gov](mailto:ceo.support@illinois.gov)
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](http://www.Chicago.gov/recoverygrant)

UNIVERSITY OF CHICAGO: [https://coronavirusupdates.uchicago.edu/community-support/](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](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

Vernell Hammons, Coordinator
vernellh@uillinois.edu

Who To Ask - Office of Procurement Diversity
https://www.obfs.uillinois.edu/supplier-diversity/who-to-ask/
Business Enterprise Program
For Minorities, Females, and Persons with Disabilities

Full Certification Application Overview
BEP Certification Portal

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

System Training
- Learn how to fully utilize our system with a live trainer
- See Online Training Times

State Use - Sheltered Workshop Certification

Internal Links
- Illinois Procurement Gateway (IPG) Registered Vendor Directory
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:

<table>
<thead>
<tr>
<th>Renew Your Certification</th>
<th>New Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Know My Username &amp; Password</td>
<td>I Forgot My Username &amp; Password</td>
</tr>
<tr>
<td>Login</td>
<td>Lookup Account</td>
</tr>
<tr>
<td>Create Account</td>
<td></td>
</tr>
</tbody>
</table>

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.
Section 1: Business Lookup

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

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

Section 2: Business Information

Business Name *
DBA Name
Company Type *
Company Ethnicity
Company Gender

Section 3: Business Contact Information

Main Company Email *
Main Phone *

OPPORTUNITIES.ILLINOIS.GOV 28
Dashboard

Displaying records assigned to [your company].

No information available for display in dashboard.

Certification Center

If your firm holds active certifications (SBE/DBE/WBE/D/HE/Hub/B/cert) 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 a success story to share related to our program? Share your testimonial. We welcome feedback to build a better system.
  - 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.

- Training Classes & Events
  - If your firm is certified (SBE, DBE, WBE, etc.), active records will appear in the Certification Center on the left side of this Dashboard. You can take two important actions:
    1. Add a date alert to an active certification to remind you of an upcoming renewal. You can add multiple alerts to any active certification—e.g., 90, 60, and 30 days before the renewal is due.
    2. 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 Events & RSVP today.
    - View events & RSVP today.

Configure

- Change Your Password
- Edit Your User Account Settings
- Business Info
- Profile Settings
- Run Add Users
- Main Contacts
- Commodity Codes
- SEO/Workforce Ready
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
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 (CMDBC), 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.
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 (CMDBC), Women’s Business Development Center (WDBC), 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.

Notes: If you need assistance completing this form, please register for the Monthly Business Enterprise Program Certification Workshop. Registration form can be printed from the website 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.

**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**
  - testcmssanalyst1@b2gnowuser.com

- **COMPANY EMAIL**
  - irma.lopez@illinois.gov

- **COMPANY TYPE**
  - LLC

- **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 4/9/2020 by CMS Analyst 1 Test Vendor, Submitted: Pending Receipt

- Use State of Illinois Central Management Services BEP/VBP Full Application
  - Submitted 4/9/2020 by CMS Analyst 1 Test Vendor, Submitted: Pending Receipt
Eligibility Requirements

The following basic criteria 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/BEPI) 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.

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 7/6/2020. 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.

**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 IRS Balance Sheet -- Current or Channel 28 Will
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)
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
Test Vendor CMS Analyst 1
Type: BEP/VBP Full Application
App #: 8927888

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.

BEП/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

This is the assigned user for this BEП/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.
### Sections and Documentation

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>CONTRACT IDENTIFICATION</td>
<td>Incomplete: 0 completed of 0 required; 0 completed of 1 optional</td>
</tr>
<tr>
<td>SECTION 1: GENERAL INFORMATION</td>
<td>Incomplete: 0 completed of 10 required; 0 completed of 2 optional</td>
</tr>
<tr>
<td>SECTION 2: GENERAL BUSINESS INFORMATION</td>
<td>Incomplete: 1 completed of 11 required; 0 completed of 0 optional</td>
</tr>
<tr>
<td>SECTION 3: INVENTORY AND LICENSES</td>
<td>Incomplete: 0 completed of 7 required; 0 completed of 0 optional</td>
</tr>
<tr>
<td>SECTION 4: OWNERSHIP</td>
<td>Incomplete: 0 completed of 6 required; 0 completed of 3 optional</td>
</tr>
<tr>
<td>SECTION 5: CONTROL</td>
<td>Incomplete: 0 completed of 2 required; 0 completed of 0 optional</td>
</tr>
<tr>
<td>SECTION 6: FINANCIAL</td>
<td>Incomplete: 0 completed of 4 required; 0 completed of 0 optional</td>
</tr>
<tr>
<td>DOCUMENT LIST</td>
<td>Incomplete: 0 attached of 16 mandatory; 0 attached of 6 required</td>
</tr>
</tbody>
</table>

### Signature and Submittal

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNATURE</td>
<td><img src="sign.png" alt="Sign" /></td>
</tr>
<tr>
<td>SUBMITTAL</td>
<td><img src="submit.png" alt="Submit" /></td>
</tr>
</tbody>
</table>
SECTION 1

IMPORTANT NOTE:
If you are being considered for a contract opportunity pending BEP certification, enter contract information and notify Irma.Lopez@Illinois.gov to request expedited review.
An accurate and best e-mail address should be provided, as this is the only means of communication regarding renewals and other important notifications from the BEP.
SECTION 3

Certification Application: Section 3: Inventory and Licenses

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.

* required entry

Section Status
Section 3: Inventory and Licenses Section Status Incomplete 7 Incomplete out of 7 required

Section Questions

3.1. Provide the street address of all facilities utilized by the firm *

Please include office, warehouse, and storage spaces. If None, you must attach justification on the mandatory documents section "Real Estate Agreement(s) Lease, Deeds to Property, or Property Tax Bill."

- Yes
- No

Facility Type: Street Address: Owner or Name of Lessee

This is a "flexible" table - it will expand as you save lines. To add more lines, save page. Clear line, delete data from all fields in the line and save page. If this question shading turns grey, the answer is complete. You can ignore any extra blank lines - they will be automatically removed when you submit the application.

3.0. Does your firm share any facilities? *

If yes, please include information about the companies with which your firm shares facilities.

- Yes
- No

Business Name: Contact Person: Phone:

This is a "flexible" table - it will expand as you save lines. To add more lines, save page. Clear line, delete data from all fields in the line and save page. If this question shading turns grey, the answer is complete. You can ignore any extra blank lines - they will be automatically removed when you submit the application.

3.0.1. Describe all real estate agreements of facilities used by the firm indicating whether facilities are owned or leased by the firm:* 

Include rental amount and whether the agreements are written or oral. Also, provide copies of all leases, agreement, property tax, mortgage, or lease agreement if None, you must attach justification on the mandatory documents section "Real Estate Agreement(s) Lease, Deeds to Property, or Property Tax Bill."

- Yes
- No

Rental Amount: Current Location:

This is a "flexible" table - it will expand as you save lines. To add more lines, save page. Clear line, delete data from all fields in the line and save page. If this question shading turns grey, the answer is complete. You can ignore any extra blank lines - they will be automatically removed when you submit the application.

3.0. List all current professional & business license(s) *

[leave list the firm's current local, county, and state business license(s), permit(s), and professional license(s) (e.g., contractor, electrician, plumber, investment, engineer, or architect, etc.) Supply copies of licenses and permit(s) indicated here.]

- No applicable or no licenses/permits held
- Yes

Name of Individual Holding: License Number:

This is a "flexible" table - it will expand as you save lines. To add more lines, save page. Clear line, delete data from all fields in the line and save page. If this question shading turns grey, the answer is complete. You can ignore any extra blank lines - they will be automatically removed when you submit the application.
3.D. Professional license if applicable. Business license MUST be addressed. Either a copy of business license or notarized and signed affidavit stating one is not required of your local/county government.

<table>
<thead>
<tr>
<th>Owner</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This is a "smear" table — it will expand as you save lines. To add more lines, save page. To clear a line, delete data from all fields in the line and save page. If the question shading turns grey, the answer is incomplete. You cannot ignore any extra blank lines — they will be automatically removed when you submit the application.
SECTION 4

Owners with affiliations with other businesses must also disclose affiliate financials.
SECTION 4 Cont...

Owner #1

Owner's Name *

Delete entire owner record

Background Information

Title:
Gender: ○ Male ○ Female
Ethnic Groups: * Check all that apply.
- Black
- Subcontinent Asian
- Hispanic
- Asian Pacific
- Native American
- Caucasian
- Other (specify: )
U.S. Citizen: ○ Yes ○ No
If no, is owner a lawfully admitted permanent resident?
○ Yes ○ No

Ownership Interest

Number of years as owner *

Initial investment to acquire ownership interest in firm *

Enter values for all fields. Type 0 if there was no initial investment for a particular type.

<table>
<thead>
<tr>
<th>Type</th>
<th>Dollar Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Initial Investment to Acquire Ownership Interest in Firm

- **Help:** Enter values for all fields. Type 0 if there was no initial investment for a particular type.

<table>
<thead>
<tr>
<th>Type</th>
<th>Dollar Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td></td>
</tr>
<tr>
<td>Real Estate</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

### Percentage Owned

- **Help:**

### Familial Relationship to Other Owners

- **Help:** Enter “none” if no relationship.

### Shares of Stock

- **Help:**

  - No stock exists for this firm
  - Yes, stock exists

<table>
<thead>
<tr>
<th>Number of Shares</th>
<th>Percentage Class</th>
<th>Date Acquired (mm/dd/yyyy)</th>
<th>Method Acquired</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Save lines to add blank lines. Delete data from all fields in a line and save page to clear line.*
## SECTION 4 cont.

### 4.C. List all names of the owners of all affiliates (i.e. other firm(s)).

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Type of Business</th>
<th>% of Ownership</th>
</tr>
</thead>
</table>

This is a "infinity" table — it will expand as you save lines. *To add more lines, save now.* To clear a line, delete data from all fields in the line and save now. If the question shading turns gray, the answer is incomplete. You cannot ignore any extra blank lines — they will be automatically removed when you submit the application.

### 4.D. Does any owner or management official of the applicant firm serve as an employee of or have duties in any other business enterprise or agency? *

Describe the duties of that employee/official in the other firm and describe the firm's primary product or service offering.

- **No**
- **Yes**

<table>
<thead>
<tr>
<th>Name</th>
<th>Name of Firm</th>
<th>Position/Duties</th>
<th>Product or Service of Firm</th>
<th>Years of Affiliation</th>
</tr>
</thead>
</table>

This is a "infinity" table — it will expand as you save lines. *To add more lines, save now.* To clear a line, delete data from all fields in the line and save now. If the question shading turns gray, the answer is complete. You cannot ignore any extra blank lines — they will be automatically removed when you submit the application.

### 4.E. List any firm with which the applicant business has a business relationship and whose management and/or ownership shares a familial relationship with the applicant business' management and/or ownership. *

If none, type "none."

### 4.F. Identify the following information for each partner, proprietor, stockholder, director, and officer of the applicant firm. *

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Position(s)</th>
<th>Ethnicity &amp; Gender</th>
<th>Date Appointed</th>
<th>Hours Worked Weekly</th>
</tr>
</thead>
</table>

This is a "infinity" table — it will expand as you save lines. *To add more lines, save now.* To clear a line, delete data from all fields in the line and save now. If the question shading turns gray, the answer is complete. You cannot ignore any extra blank lines — they will be automatically removed when you submit the application.

### 4.H. Does the applicant firm currently, or did it ever, operate under another name? *

If yes, complete the following and identify by name all management personnel (owners, directors, member, and officers) associated with the former firm, and identify who are also members of the current firm.

- **No**
- **Yes**

<table>
<thead>
<tr>
<th>Previous Firm Name</th>
<th>Firm Management Personnel</th>
<th>Years of Ownership</th>
<th>% of Ownership</th>
</tr>
</thead>
</table>

This is a "infinity" table — it will expand as you save lines. *To add more lines, save now.* To clear a line, delete data from all fields in the line and save now. If the question shading turns gray, the answer is complete. You cannot ignore any extra blank lines — they will be automatically removed when you submit the application.
SECTION 4.1

Certification Application: Section 4.1: Stockholders

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.

* required entry

Section Status

Section 4.1: Stockholders Section Status

| Status | Incomplete | 1 incomplete out of 1 required | 1 incomplete out of 1 optional |

Section Questions

4.6.1. Identify any stock of the firm pledged or subject to any lien agreement or beneficially owned by anyone other than the person who the stock is issued.

4.6.2. Is any stockholder in the firm a party to a contingent agreement affecting the management or control of the business of the holder of any class of stock in the corporation including the sale, transfer, or transferability of any of the stock?

Yes

No

Save Draft  Save & Return to Summary  Cancel
SECTION 5

Certification Application: Section 5: Control

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.

<table>
<thead>
<tr>
<th>Section Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete...</td>
</tr>
<tr>
<td>2 incomplete of 2 required</td>
</tr>
</tbody>
</table>

Section Questions

5. Identify by name, ethnicity, gender, and number of years with the firm those individuals in the firm (including owners and non-owners) responsible for day-to-day management and business decisions including, but not limited to, those with primary responsibility in each management area listed below.

1. Estimating

<table>
<thead>
<tr>
<th>Name</th>
<th>Ethnicity</th>
<th>Gender</th>
<th>Years in Role with Firm</th>
<th>% of Responsibility</th>
<th>Disabled</th>
</tr>
</thead>
</table>

This is a "required" table — it will expand as you save lines. To add more lines, click here. To clear a line, delete data from all fields in the line and save again. If the question shading turns gray, the answer is complete. You can ignore any extra-blank lines — they will be automatically removed when you submit the application.

2. Marketing and Sales Operations

<table>
<thead>
<tr>
<th>Name</th>
<th>Ethnicity</th>
<th>Gender</th>
<th>Years in Role with Firm</th>
<th>% of Responsibility</th>
<th>Disabled</th>
</tr>
</thead>
</table>

This is a "required" table — it will expand as you save lines. To add more lines, click here. To clear a line, delete data from all fields in the line and save again. If the question shading turns gray, the answer is complete. You can ignore any extra-blank lines — they will be automatically removed when you submit the application.

3. Hiring and Firing of Management Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Ethnicity</th>
<th>Gender</th>
<th>Years in Role with Firm</th>
<th>% of Responsibility</th>
<th>Disabled</th>
</tr>
</thead>
</table>

This is a "required" table — it will expand as you save lines. To add more lines, click here. To clear a line, delete data from all fields in the line and save again. If the question shading turns gray, the answer is complete. You can ignore any extra-blank lines — they will be automatically removed when you submit the application.

4. Hiring and Firing of Non-Management Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Ethnicity</th>
<th>Gender</th>
<th>Years in Role with Firm</th>
<th>% of Responsibility</th>
<th>Disabled</th>
</tr>
</thead>
</table>

This is a "required" table — it will expand as you save lines. To add more lines, click here. To clear a line, delete data from all fields in the line and save again. If the question shading turns gray, the answer is complete. You can ignore any extra-blank lines — they will be automatically removed when you submit the application.
### SECTION 5 cont

#### 5. Supervision of Field/Production

<table>
<thead>
<tr>
<th>Name</th>
<th>Ethnicity</th>
<th>Gender</th>
<th>Years in Role with firm</th>
<th>% of Responsibility</th>
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<tbody>
<tr>
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</table>

*This is a "treasury" table -- it will expand as you save lines.*

#### 6. Supervision of Office Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Ethnicity</th>
<th>Gender</th>
<th>Years in Role with firm</th>
<th>% of Responsibility</th>
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</table>

*This is a "treasury" table -- it will expand as you save lines.*

#### 7. Contract Signing

<table>
<thead>
<tr>
<th>Name</th>
<th>Ethnicity</th>
<th>Gender</th>
<th>Years in Role with firm</th>
<th>% of Responsibility</th>
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<tbody>
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</table>

*This is a "treasury" table -- it will expand as you save lines.*

#### 8. Signing and Co-Signing For Loans

<table>
<thead>
<tr>
<th>Name</th>
<th>Ethnicity</th>
<th>Gender</th>
<th>Years in Role with firm</th>
<th>% of Responsibility</th>
</tr>
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<tbody>
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</table>

*This is a "treasury" table -- it will expand as you save lines.*

#### 9. Acquisition of Lines of Credit

<table>
<thead>
<tr>
<th>Name</th>
<th>Ethnicity</th>
<th>Gender</th>
<th>Years in Role with firm</th>
<th>% of Responsibility</th>
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</table>

*This is a "treasury" table -- it will expand as you save lines.*

#### 10. Surety Bonding

<table>
<thead>
<tr>
<th>Name</th>
<th>Ethnicity</th>
<th>Gender</th>
<th>Years in Role with firm</th>
<th>% of Responsibility</th>
</tr>
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</table>

*This is a "treasury" table -- it will expand as you save lines.*

#### 11. Major Purchases or Acquisitions

<table>
<thead>
<tr>
<th>Name</th>
<th>Ethnicity</th>
<th>Gender</th>
<th>Years in Role with firm</th>
<th>% of Responsibility</th>
</tr>
</thead>
<tbody>
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</table>

*This is a "treasury" table -- it will expand as you save lines.*

To clear a line, delete data from all fields in the line and save again. If the question shading turns gray, the answer is complete. You can ignore any extra blank lines -- they will be automatically removed when you submit the application.
If owner/atty/accountant is still on board to provide services in this section, enter date in future (ex: 12/31/2021)
### SECTION 5 cont

3. External Estimating (an outside firm that prepares cost estimates)

<table>
<thead>
<tr>
<th>Name of Service Provider</th>
<th>Date(s) of Hire</th>
<th>End Date(s) of Service</th>
<th>Cost for Each Engagement</th>
<th>Address</th>
<th>Contact Person</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

This is a "smiley" table -- it will expand as you save lines. To add more lines, save page. To clear a line, delete data from all fields in the line and save page. If the question shading turns grey, the answer is complete. You can ignore any extra blank lines -- they will be automatically removed when you submit the application.

4. Legal/Attorney

<table>
<thead>
<tr>
<th>Name of Service Provider</th>
<th>Date(s) of Hire</th>
<th>End Date(s) of Service</th>
<th>Cost for Each Engagement</th>
<th>Address</th>
<th>Contact Person</th>
<th>Phone</th>
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</tbody>
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5. Lobbying

<table>
<thead>
<tr>
<th>Name of Service Provider</th>
<th>Date(s) of Hire</th>
<th>End Date(s) of Service</th>
<th>Cost for Each Engagement</th>
<th>Address</th>
<th>Contact Person</th>
<th>Phone</th>
</tr>
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<tbody>
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</tbody>
</table>

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6. Management or Professional Services and other consulting agreements with firms or individuals

<table>
<thead>
<tr>
<th>Name of Service Provider</th>
<th>Date(s) of Hire</th>
<th>End Date(s) of Service</th>
<th>Cost for Each Engagement</th>
<th>Address</th>
<th>Contact Person</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

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7. Temporary Services

<table>
<thead>
<tr>
<th>Name of Service Provider</th>
<th>Date(s) of Hire</th>
<th>End Date(s) of Service</th>
<th>Cost for Each Engagement</th>
<th>Address</th>
<th>Contact Person</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

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8. Other (describe purposes of service, such as subcontractor, broker, or commission employee)

<table>
<thead>
<tr>
<th>Name of Service Provider</th>
<th>Date(s) of Hire</th>
<th>End Date(s) of Service</th>
<th>Cost for Each Engagement</th>
<th>Address</th>
<th>Contact Person</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

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SECTION 6

If you have not participated in contracts, that's ok.
## Document List

### Mandatory Documents

<table>
<thead>
<tr>
<th>Attack</th>
<th>Description</th>
<th>Document Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attack</td>
<td>Affidavit of Certification</td>
<td>Download: sign, notarized and uploaded</td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>Most Recent Financial Statement Includes Balance Sheet</td>
<td></td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>Most Recent U.S. Federal Income Tax Return for Firm and All Affiliates</td>
<td></td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>Most Recent U.S. Indirect Federal Income Tax Return for All Owners</td>
<td></td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>Bank Signature Card of Applicant Firm</td>
<td></td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>Copies of I-92 forms or I-109s for Past Five (5) Years for All Owners and Officials</td>
<td></td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>Evidence of Citizenship/Residency/US Passport/Legal Permanent for All Owners</td>
<td></td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>Evidence of ethnicity for all owners</td>
<td></td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>Current chronological accounts for all Owners, Officers, Management Employees and Supervisors/Foremen</td>
<td>Including Work History, Duties and Responsibilities</td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>Proof of Contribution(s) by all Owners to Acquire Stock in Firm or Start-Up Capital</td>
<td>(i.e., Check, Bank Statement, Promissory Note)</td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>Proof of Purchase of Or Buy-Out of Signed Agreement(s)</td>
<td></td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>Employment Agreement(s) and/or Inventory of Equipment, Include Firm equipment</td>
<td></td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>Real Estate Agreement(s) Lease, Deeds to Property, or Property Tax Bill</td>
<td></td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>Cover Page and Executed Signature Page of past three completed Projects/Contracts, Purchase Orders and or Invoices verifying the performance of the respective services</td>
<td></td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>Articles of Incorporation (Front &amp; back pages) your home state</td>
<td>Form must be in Good Standing</td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>By-Laws of Corporation</td>
<td></td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>Authorization to transact business in Illinois</td>
<td>For firm’s not incorporated in Illinois, contact the Secretary of State office for at: <a href="http://www.corporations.illinois.gov/business/types/taxable.html">www.corporations.illinois.gov/business/types/taxable.html</a></td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>Front and back Copies of All Stock Certificates, Issued and Cancelled</td>
<td></td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>Minutes of First Stockholders Meeting and/or Corporation Organizing Minutes</td>
<td></td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>Minutes of First Board of Director’s Meeting</td>
<td></td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>Most Recent Board of Director’s Meeting Minutes</td>
<td></td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>Most Recent Minutes of Stockholder’s Meeting Where the Current Board Members Were Appointed</td>
<td></td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>Most Recent Shareholder’s Meeting Minutes</td>
<td></td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>Most Recent Minutes of Board of Director’s Meeting Where the Current Officers Were Appointed</td>
<td></td>
<td>NOT attached</td>
</tr>
</tbody>
</table>

### Required Documents

<table>
<thead>
<tr>
<th>Attack</th>
<th>Description</th>
<th>Document Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attack</td>
<td>Copy of DD214 form</td>
<td>Submission of this document is required when you are applying for a SD/VOSS or VSOO certification</td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>W2C/SS-8/VB/RA or SBA 5A Certification(s) or Death(s) or Statement of None</td>
<td></td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>PPE Addendum</td>
<td></td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>Current Licenses(s)</td>
<td></td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>Copies of All Signed Loan Agreements and Line of Credit Agreements</td>
<td></td>
<td>NOT attached</td>
</tr>
<tr>
<td>Attack</td>
<td>Title(s) of Automotive Equipment All Vehicles Used for Business Purposes or Leased through the Business</td>
<td></td>
<td>NOT attached</td>
</tr>
</tbody>
</table>

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Refresh List | Attach All Docs Via Fax | Return

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**Lock In**

<table>
<thead>
<tr>
<th>Attack</th>
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<th>Document Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Attack</td>
<td>Each document below or check the box to indicate it is not applicable to your business, then click the Lock In button.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
BUSINESS ENTERPRISE PROGRAM & VETERAN BUSINESS PROGRAM
FULL CERTIFICATION AFFIDAVIT

1. Upon penalty of perjury, the undersigned certify that he/she is the

Type or Print Title

Type or Print Name of Company

Pursuant to the requirements of the Illinois Administrative Code, Title 44, Section 10-90, I understand that I must notify CMS within thirty (30) days of any change affecting my firm's ability to meet the Business Enterprise Program (BEP) eligibility requirements.

We understand and acknowledge that to fraudulently obtain or retain certification or public money, to willfully make a false statement to an official for the purpose of influencing certification eligibility or to obstruct or impede an official or employee who is investigating the qualifications of a business which has requested certification is a Class 2 felony subject to prosecution under Chapter 38, Article 506 of the Criminal Code of the State of Illinois.

The firm also affirms that the principal, minor, or female interests in the business constitute the majority control over business operations. Further, the undersigned agrees to provide written changes in the provide information after the filing of this application and before the work of this firm is completed on any agency awarded contract. The agency must be informed in writing of the change, and failure to do so may result in de-certification or denial of certifications. The firm must further provide, upon request, information of any work performed on any specified project regarding type of work performed, its duration, amount of payment to the firm, and to permit the audit and examiners of books, records and files of the named firm.

Any material misrepresentation of information in this document will be grounds for: (1) DENIAL OF CERTIFICATION (2) DECERTIFICATION (3) DEBARMENT (4) TERMINATING ANY CONTRACT THAT MAY BE AWARDED AND (5) INITIATING ACTION UNDER FEDERAL OR STATE LAWS CONCERNING FALSE STATEMENTS.

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Print Title</th>
<th>Signature of Owner</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Print Title</th>
<th>Signature of Owner</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date: _______________ Corporate Seal (where appropriate)

Name(s): ____________

To the person(s) known, who, being duly sworn, did execute the foregoing affidavit and did so as he or her free act and deed.

[Seal] Notary Public

Commission Expires: ______________

Failure to respond to all questions on this application and provide all required documentation may result in the loss or denial of your firm's certification. Note: Applicant may be asked to supply other documentation include prior year's income tax information, if necessary.

30 West Randolph St. - S-125, Chicago, IL 60606-3363
## Certification Application: Document List

### Mandatory Documents

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Description</th>
<th>Attached By</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Most Recent Financial Statement Include Balance Sheet</td>
<td>Includes all Attatchments and Schedules.</td>
<td>NOT_attached</td>
<td></td>
</tr>
<tr>
<td>Most Recent U.S. Federal Income Tax Return for Firm and All Affiliates</td>
<td>Includes all Attachments and Schedules.</td>
<td>NOT_attached</td>
<td></td>
</tr>
<tr>
<td>Most Recent U.S. Individual Federal Income Tax Returns for all Owners</td>
<td>Includes all Attachments and Schedules.</td>
<td>NOT_attached</td>
<td></td>
</tr>
<tr>
<td>Bank's Signature Card of Applicant Firm</td>
<td></td>
<td>NOT_attached</td>
<td></td>
</tr>
<tr>
<td>Copies of W-2 Forms or 1099s for Past Three (3) Years for All Owners and Officials</td>
<td></td>
<td>NOT_attached</td>
<td></td>
</tr>
<tr>
<td>Evidence of Citizenship/Residency/US Passport/Legal Permanency for all Owners</td>
<td></td>
<td>NOT_attached</td>
<td></td>
</tr>
<tr>
<td>Evidence of ethnicity for all Owners</td>
<td></td>
<td>NOT_attached</td>
<td></td>
</tr>
<tr>
<td>Current chronological resumes for all Owners, Officers, Management Employees and Supervisors/Foremen</td>
<td>Including Work History, Dates and Responsibilities.</td>
<td>NOT_attached</td>
<td></td>
</tr>
<tr>
<td>Proof of Contributions(s) by All Owners to Acquire Stock in Firm or Start-Up Capital</td>
<td>Including Work History, Dates and Responsibilities.</td>
<td>NOT_attached</td>
<td></td>
</tr>
<tr>
<td>Proof of Purchase and/or Buy-Out Agreement(s)</td>
<td>Including Work History, Dates and Responsibilities.</td>
<td>NOT_attached</td>
<td></td>
</tr>
<tr>
<td>Equipment Lease Agreement(s) and/or Inventory of Equipment, include firm office equipment</td>
<td>Including Work History, Dates and Responsibilities.</td>
<td>NOT_attached</td>
<td></td>
</tr>
<tr>
<td>Real Estate Agreement(s) Lease, Deeds to Property, or Property Tax Bill</td>
<td>Including Work History, Dates and Responsibilities.</td>
<td>NOT_attached</td>
<td></td>
</tr>
<tr>
<td>Cover Page and Executed Signature Page of past three completed Projects/Contracts, Purchase Orders or Invitations verifying the performance of the requested service</td>
<td>Including Work History, Dates and Responsibilities.</td>
<td>NOT_attached</td>
<td></td>
</tr>
<tr>
<td>Articles of Incorporation (front &amp; back pages) your home state</td>
<td>Firm must be in Good Standing.</td>
<td>NOT_attached</td>
<td></td>
</tr>
<tr>
<td>By-Laws of Corporation</td>
<td></td>
<td>NOT_attached</td>
<td></td>
</tr>
<tr>
<td>Authorization to transact business in Illinois</td>
<td></td>
<td>NOT_attached</td>
<td></td>
</tr>
<tr>
<td>Front and back Copies of All Stock Certificates, Issued and Cancelled</td>
<td></td>
<td>NOT_attached</td>
<td></td>
</tr>
<tr>
<td>Minutes of First stockholders Meeting and/or Corporation's Organizing Minutes</td>
<td></td>
<td>NOT_attached</td>
<td></td>
</tr>
<tr>
<td>Minutes of First Board of Director's Meeting</td>
<td></td>
<td>NOT_attached</td>
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<tr>
<td>Most Recent Board of Director's Meeting Minutes</td>
<td></td>
<td>NOT_attached</td>
<td></td>
</tr>
<tr>
<td>Most Recent Minutes of Stockholders Meeting Where the Current Board Members Were Appointed</td>
<td></td>
<td>NOT_attached</td>
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<tr>
<td>Most Recent Shareholder's Meeting Minutes</td>
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<td>NOT_attached</td>
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</tr>
<tr>
<td>Most Recent Minutes of Board of Director's Meeting Where the Current Officers Were Appointed</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Note:** Some documents are required due to the nature of your firm. Failure to submit the attachments without justifiable cause will result in denial.

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

For firms not incorporated in Illinois, contact the Secretary of State office for an Illinois business number.

**Status:**

- Incomplete
- Electronic
- This document

**Instructions for attaching files:**

Click Choose Files or drag files to Drop Files Here, edit details as needed, then click Upload Files. The file will be uploaded to the system and associated with the document type. You can view the attached files after uploading once the page refreshes. Any files over 30 MB will be rejected.

Select Documents to Attach:

- [Choose Files] - Yes / No chosen

**Download**

Download, sign, notarized and upload.

**Status**

Attached by CMS Analyst 1 Test Vendor on 12/24/2019

**Download (Refresh)**

Download, sign, notarized and upload.
Certification Application: Document List

Note that some documents are required due to the nature of your firm. 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 could result in denial.

Instructions for attaching files: click here to show

Note: this B2P/VBP Full Application allows faxing of documents to the system. To use this option, click the Attach All Docs Via Fax button below or any individual Fax link to display and print a fax cover page. Additional instructions will be included on the cover page. Please note that as a condition of your application for certification, you are required to maintain in your office the original documents provided. CMS will review these original documents, including the notarized certification affidavit, during the site visit, if applicable. Furthermore, CMS reserves the right to inspect in person and/or request original documents by mail of any supporting documents at any time during the term of certification.

Status
Document List Status
Incomplete: 1 attached of 24 mandatory; 0 attached of 6 required
Electronic documents only
This document checklist is used to securely and confidentially attach electronic files to the application.

Mandatory Documents
(If mandatory, documents must be attached. Do not attach other files in lieu of the requested documents; doing so may result in denial of your B2P/VBP Full Application and/or delay in processing. If unsure how to proceed, please contact Customer Support.)

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affidavit of Certification</td>
<td>DOCX, 17.08 KB</td>
</tr>
<tr>
<td>Most Recent Financial Statement</td>
<td>Includes Balance Sheet</td>
</tr>
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<td>Most Recent Minutes of Board of Director's Meeting Where the Current Officers Were Appointed</td>
<td></td>
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</tbody>
</table>

Attached by CMS Analyst 1 Test Vendor on 12/29/2019
<table>
<thead>
<tr>
<th>Document List cont.</th>
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<tbody>
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<td><strong>Attachment or Fax</strong></td>
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<tr>
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</tr>
</tbody>
</table>

### Required Documents

Required documents that are not relevant to your form can be marked as **not applicable**. Please use caution when reviewing the document list as 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/or could result in denial.

<table>
<thead>
<tr>
<th>Attach</th>
<th>Mark as</th>
<th>Document</th>
<th>Downloaded Form</th>
<th>Document Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not Applicable</td>
<td>Copy of PRO211 Form</td>
<td>Submission of this document is required when you are applying for a SDVOSB or VOSB certification</td>
<td>NOT attached</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not Applicable</td>
<td>WOSB/SDVOSB/SDVOSB or SBA 8a Certification(s) or Denial(s) or Statement of Nonapplicability</td>
<td>-</td>
<td>NOT attached</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not Applicable</td>
<td>PPE Addendum</td>
<td>Downloaded and signed. If you are not applying for PPE attach a statement stating this form is not applicable.</td>
<td>NOT attached</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not Applicable</td>
<td>Current License(s)</td>
<td>Including all applicable business and professional licenses.</td>
<td>NOT attached</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not Applicable</td>
<td>Copies of All Signed Loan Agreements and Line of Credit Agreements</td>
<td>-</td>
<td>NOT attached</td>
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<td></td>
<td>Not Applicable</td>
<td>Title(s) of Automotive Equipment All Vehicles Used for Business Purposes or Leased through the Business</td>
<td>-</td>
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Attach each document above or check the box to indicate it is not applicable to your business, then click the **Lock In** button.
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<tr>
<th>Required Documents</th>
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</thead>
<tbody>
<tr>
<td>DD214 for Veteran Applications only if applicable</td>
<td>NOT attached</td>
<td>Submission of this document is required when you are applying for a SD/VOB or VOB certification.</td>
</tr>
<tr>
<td>MBE/DBE/PBE Denials only if applicable</td>
<td>NOT attached</td>
<td>Downloaded and signed. If you are not applying for PBE attach a statement stating this form is not applicable.</td>
</tr>
<tr>
<td>PBE Addendum for Persons with Disabilities Enterprises only</td>
<td>NOT attached</td>
<td>Copies of All Signed Loan Agreements and Line of Credit Agreements.</td>
</tr>
<tr>
<td>Loan Agreements only if applicable</td>
<td>NOT attached</td>
<td>Title(s) of Automotive Equipment All Vehicles Used for Business Purposes or Leased through the Business</td>
</tr>
<tr>
<td>Titles of Automotive only if vehicle is for business use only</td>
<td>NOT attached</td>
<td></td>
</tr>
</tbody>
</table>

**Lock In Button to save all docs**

- Minutes of First Board of Director's Meeting
- Most Recent Board of Director's Meeting Minutes
- Most Recent Shareholder's Meeting Minutes
- Most Recent Minutes of Stockholder's Meeting Where the Current Board Members Were Appointed
- Most Recent Minutes of Board of Director's Meeting Where the Current Officers Were Appointed

**DD214 for Veteran Applications only if applicable**

**MBE/DBE/PBE Denials only if applicable**

**PBE Addendum for Persons with Disabilities Enterprises only**

**Loan Agreements only if applicable**

**Titles of Automotive only if vehicle is for business use only**
<table>
<thead>
<tr>
<th>Attachment</th>
<th>Description</th>
<th>Mark as Not Applicable</th>
<th>Document Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attach to File</td>
<td>Minutes of First Board of Director's Meeting</td>
<td></td>
<td></td>
<td>Attached by CMS Analyst 1 Test Vendor on 12/26/2019</td>
</tr>
<tr>
<td>Attach to File</td>
<td>Most Recent Board of Director's Meeting Minutes</td>
<td></td>
<td></td>
<td>Attached by CMS Analyst 1 Test Vendor on 12/26/2019</td>
</tr>
<tr>
<td>Attach to File</td>
<td>Most Recent Minutes of Stockholders' Meeting Where the Current Board Members Were Appointed</td>
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<td></td>
<td>Attached by CMS Analyst 1 Test Vendor on 12/26/2019</td>
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<tr>
<td><strong>Required Documents</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
All sections have been completed and the application is complete. Click the Sign button to electronically sign the application.

**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
- **Application Number**: 0077657
- **Date of Creation**: 3/22/2009 (Extended)
- **Contact Person**: CMS Analyst 1 Test Vendor

This is the assigned user for this BEP/VBP Full Application. To ensure security of the record, only those who 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.

**Sections and Documentation**

- **Contract Identification**: Complete: 0 completed of 0 required; 0 completed of 1 optional (by CMS Analyst 1 Test Vendor, 12/23/2019)
- **Section 1: General Information**: Complete: 10 completed of 10 required; 1 completed of 2 optional (by CMS Analyst 1 Test Vendor, 12/23/2019)
- **Section 2: General Business Information**: Complete: 11 completed of 11 required; 0 completed of 0 optional (by CMS Analyst 1 Test Vendor, 12/23/2019)
- **Section 3: Inventory and Licenses**: Complete: 7 completed of 7 required; 0 completed of 0 optional (by CMS Analyst 1 Test Vendor, 12/23/2019)
- **Section 4: Ownership**: Complete: 6 completed of 6 required; 0 completed of 0 optional (by CMS Analyst 1 Test Vendor, 12/23/2019)
- **Section 4.1: Stockholders**: Complete: 1 completed of 1 required; 0 completed of 1 optional (by CMS Analyst 1 Test Vendor, 12/23/2019)
- **Section 5: Control**: Complete: 2 completed of 2 required; 0 completed of 0 optional (by CMS Analyst 1 Test Vendor, 12/23/2019)
- **Section 6: Financial**: Complete: 4 completed of 4 required; 0 completed of 0 optional (by CMS Analyst 1 Test Vendor, 12/24/2019)
- **Document List**: Complete: 24 attached of 24 mandatory; 0 attached, 0 not applicable of 0 required

**Signature and Submittal**

- **Signature**: Pending
- **Submit**: Pending

Delete BEP/VBP Full Application
The electronic signature attests to the accuracy of the certification application.

** required entry

**Electronic Signature**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>John Smith</td>
</tr>
<tr>
<td>Your Title</td>
<td>owner</td>
</tr>
<tr>
<td>Your Organization</td>
<td>Metal Works</td>
</tr>
<tr>
<td>Today's Date</td>
<td>12/26/2019</td>
</tr>
</tbody>
</table>

By electronically signing this certification application, I hereby attest that the information contained herein and attached in electronic format is accurate and correctly represents the business, its owners, and its management.

Sign BEP/VBP Full Application  Cancel
Submit Your BEP/VBP Full Application

If you are ready to submit your application, check the box below and click Submit Application. Once submitted, the application cannot be edited.

By submitting this certification application, I acknowledge individually, and on behalf of the applicant business, the policies, rules, and requirements of the program.

Submit BEP/VBP Full Application

OR

View Your BEP/VBP Full Application

View and Print BEP/VBP Full Application

Edit Your BEP/VBP Full Application

Edit BEP/VBP Full Application
Submit Your BEP/VBP Full Application

If you are ready to submit your application, check the box below and click Submit Application. Once submitted, the application cannot be added.

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Submit BEP/VBP Full Application

OR

View Your BEP/VBP Full Application

View and Print BEP/VBP Full Application

OR

Edit Your BEP/VBP Full Application

Edit BEP/VBP Full Application
RECOGNITION APPLICATION STEPS

The BEP certification portal is here: https://cms.diversitycompliance.com/

1. Select: Renew/Apply for Certification
   • Your firm is NOT currently certified with BEP and/or VBP.
     • Your firm is currently certified by an approved certifying entity.
     • Your firm does NOT plan to perform work for other states (this does not prohibit them from doing business with other states)
   • Submit a Recognition Application
     • Is this your first time applying with Central Management Services/Business Enterprise Program (CMS/BEP) and have you completed your registration?
       • Answer NO

   • Can your firm provide a valid certificate from one of the approved agencies?
     • Answer YES (You will be asked to submit proof of certification status with recognized entity)

   • Are your annual gross sales over $75 million as stated in section 10.64 Sales Limitation for BEP and/or VBP
     • Answer NO (if applicable)
FINDING OPPORTUNITIES WITH THE STATE OF ILLINOIS

Illinois Procurement Bulletin Boards

www.bidbuy.illinois.gov/bso
www.procure.stateniv.state.il.us
www.illinoistollway.com

www.dot.il.us
www.illinois.gov/cdb/

You do not have to be BEP certified to bid on contract opportunities!
Additional Resources

Small Business Development Center
www.asbdc-us.org

Procurement Technical Assistance Center
www.Aptac-us.org

U.S. Small Business Administration
www.sba.gov

To find out more about SBDC's, call 1-800-252-2923
Or visit: http://www.illinois.gov/dceo/SmallBizAssistance/BeginHere/Pages/SBDC.aspx
For additional assistance please contact:

Irma Lopez or Pedro Pineda
Irma.Lopez@illinois.gov
Pedro.Pineda@Illinois.gov

or

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