

# Business Enterprise Program (BEP) and Veterans Business Program (VBP)

Presenter Certification Analyst  
Sonia Lopez



Effective January 1, 2022, the Commission on Equity and Inclusion established jurisdiction over the functions of the Business Enterprise Council and the Business Enterprise Program (BEP) 30 ILCS 575/5.5(a) and the Veterans Business Program (VBP) PA097-0260 & 098-0307.



# Business Enterprise Program (BEP) Overview

## History

Created in 1984 pursuant to the Business Enterprise for Minorities, Women, and Persons with Disabilities Act (30 ILCS 575), the BEP continues to drive procurement access for minorities, women, and persons with disability-owned businesses.

## Vendor Pool

BEP is actively working to increase the number of vendors through partnerships with the City of Chicago, Cook County and various other recognition partners.

## Value Proposition

BEP certification is **FREE**, and training opportunities tailored to support business capacity building.

## Recent News

As of January 1, 2022, the BEP transitioned to the **Commission on Equity and Inclusion (CEI)**.



# AGENDA

Bid Opportunities and Resources

Benefits of Being Certified

BEP & VBP Certifications

Questions



# State of Illinois Quarterly Buying Plan



One stop single-  
destination



Forecast of upcoming  
opportunities



# Illinois Procurement Bulletin Boards



**Capital  
Development  
Board**  
Building a Better Illinois

<https://cdb.illinois.gov/procurement.html>



Illinois Public Higher Education  
Procurement Bulletin

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



<https://www.bidbuy.illinois.gov/>



Illinois Department  
of Transportation

<https://idot.illinois.gov/doing-business/procurements.html>



# Helpful Resources

[APEX Accelerator \(illinois.gov\)](#)

<https://www.aptac-us.org/>

<https://dceo.illinois.gov/businesshelp/smallbusinessassistance.html>

BEP Certification Virtual Office Hours: Sign up at  
[Outreach and Training \(illinois.gov\)](#)



# Helpful Resources Cont'd

- [Amendment No. 2 to Notice 2023.3](#)
- [CEI Act](#)
- [Illinois Procurement Code](#)
- [BEP Act](#)
- [BEP Administrative Rules](#)
- [VBP Administrative Rules](#)
- [CEI BEP Certification Portal \(“DCMS”\)](#)
- [Goal Setting Forms](#)
- [Utilization Plan](#)
- [Good Faith Effort Guidance](#)
- [Goal Setting Manual](#)





# The Benefits of State Certification

Inclusion in the Goal Setting  
Process and Results

Ability to participate on projects  
with diversity goals

Become apart of the Supplier  
Diversity Management Portal  
(SDMP) public vendor directory

Become more marketable to  
prime contractors

Bid on private sector  
procurement bids that recognize  
the State BEP certification

Bid on "Sheltered Market"  
opportunities



# More Reasons to Become Certified

Our certification is accepted by other government agencies and private business



# Business Requirements

The business is legally authorized to transact business in the State of Illinois with one of the following legal structures:

- Sole proprietorship
- Limited Liability Company (LLC)
- Corporation
- Limited Liability Partnership (LLP)
- Limited Partnership (LP)
- General Partnership

Not-for-profit organizations are ineligible.



# BEP/VBP Eligible Categories

**Businesses owned and controlled by individuals in the following eligible groups may submit applications for certification:**

Minority

Black or African American

Hispanic or Latino

American Indian or Alaska Native

Asian American

Native Hawaiian or Other Pacific Islander

Woman

Person with a Disability

Veteran

Service-Disabled Veteran



# Certification Types

Minority Woman  
Business Enterprise  
(MWBE)

Woman Business  
Enterprise  
(WBE)

Minority Business  
Enterprise  
(MBE)

Person with a  
Disability Business  
Enterprise  
(PBE)

Veteran-owned  
Small Business  
(VOSB)

Service-disabled  
Veteran-owned  
Small Business  
(SDVOSB)



# Certification Requirements:

## MBE/WBE/WMBE/PBE

- The business is at least **51%** owned and controlled by a minority, woman or person with a disability.
- Owner is a citizen or lawful resident alien of the United States.
- Business annual gross is **\$150 million and under**

\*Day-to-day control of business functions, decision-making, knowledge, etc.

## VOSB/SDVOSB

- The business owner has a valid DD-214
- Qualified veterans who are Illinois residents must hold 51% ownership and control.
- The business home office in the State of Illinois.
- Business annual gross is **\$150 million and under**



# BEP and VBP Evaluation

## Certification Unit Responsibilities

Responsible for the certification of BEP and VBP Vendors

Maintaining a list of BEP- and VBP-certified Vendors

Renewing Certification of BEP and VBP Vendors

Conducting site visits to verify the validity of business information



# Full Certification Documents for BEP and VBP

## Accepted Documents

### Personal

- Individual Income Tax
- Copies of W2 & 1099
- Eligibility to work documents
- Ethnicity documents
- Resume (Chronological)

### Business

- Income Tax Return
- Bank signature card
- Proof of contributions
- License/ Permits/ Registration





# Why Are NIGP Codes Important To Vendors?



**TARGETED NOTIFICATIONS  
AND UPDATES**



**INCREASED OPPORTUNITIES  
FOR BEP/VBP VENDOR  
SELECTION**



**AMPLIFIED BUSINESS  
NETWORKING OPPORTUNITIES**

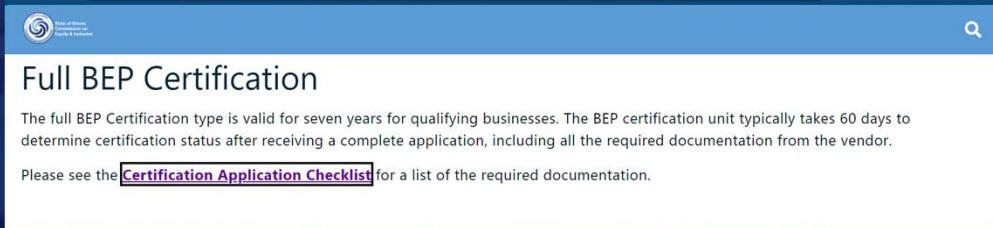


# Starting the Application

- Go to <https://supplierdiversitymanagementportal.illinois.gov/home.aspx>
- Look under the New Certification tab
- Click on Create Account



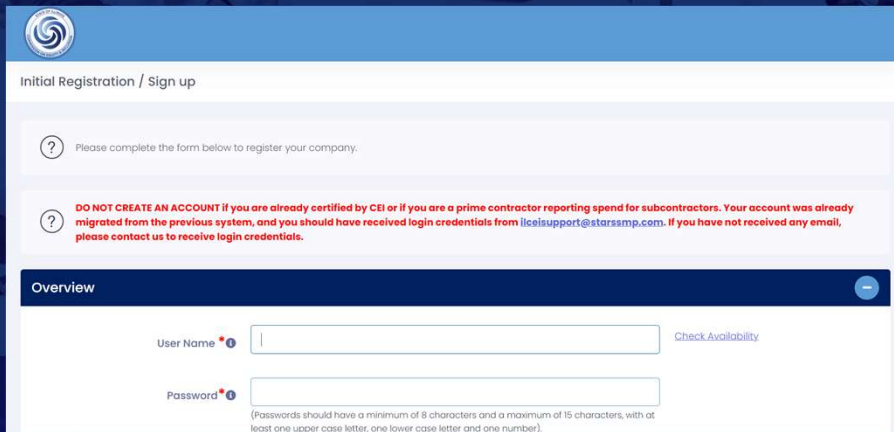
# Account Setup & Application



**Full BEP Certification**

The full BEP Certification type is valid for seven years for qualifying businesses. The BEP certification unit typically takes 60 days to determine certification status after receiving a complete application, including all the required documentation from the vendor.

Please see the [Certification Application Checklist](#) for a list of the required documentation.



**Initial Registration / Sign up**

Please complete the form below to register your company.

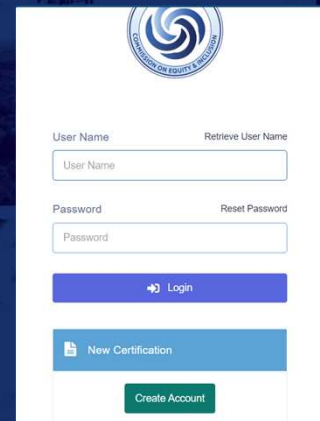
**DO NOT CREATE AN ACCOUNT** if you are already certified by CEI or if you are a prime contractor reporting spend for subcontractors. Your account was already migrated from the previous system, and you should have received login credentials from [licsupport@starssmp.com](mailto:licsupport@starssmp.com). If you have not received any email, please contact us to receive login credentials.

**Overview**

User Name  [Check Availability](#)

Password

(Passwords should have a minimum of 8 characters and a maximum of 15 characters, with at least one upper case letter, one lower case letter and one number)



**COMMISSION ON EQUITY & INCLUSION**

User Name  [Retrieve User Name](#)

Password  [Reset Password](#)

[Login](#)

[New Certification](#)

[Create Account](#)



# Application in Process

Approved certifications will receive an email with certificate letter

Incomplete applications will receive an email

Denied applicants will receive a letter in the mail



# Remember

Certification does not guarantee a contract

All BEP and VBP services are free for vendors

Certified vendors are encouraged to bid on all relevant open opportunities

Full certification process can take up to 60 days

Missing documents or incomplete information may cause delays

Must be up to date with personal and business income tax



# No Change Affidavits (NCA)



Complete an online NCA.  
Requirements:

- Signed affidavit
- Current Federal Income taxes for the certified firm with all schedules and attachments, including affiliates.
- Any professional licenses/permits/registration for the business operations
- Be in good standing with the Secretary of State.



# Recognition Certifications

## BE BEP Certification:

- **Have a valid certificate from any of the following BE BEP partners:**
  - ✔ City of Chicago
  - ✔ Cook County
  - ✔ Chicago Transit Authority (CTA)
  - ✔ Illinois Department of Transportation (IDOT)
  - ✔ Metra
  - ✔ Pace
- **Complete online registration**
  - ✔ No Documents needed:
  - ✔ Must be in good standing with the host agency
- **7 business days to process**



# Recognition Certifications Cont'd

## Fast Track Certification:

- Have a valid certificate from any of the FastTrack partners:

- Women's Business Development Center
- Chicago Minority Supplier Development Council
- Mid-States Minority Supplier Development Council
- Complete an on-line application

- Documents needed:

- Current certificate or certificate letter
- Singed and notarized affidavit

- 7 business days to process





# Recognition Certifications Cont'd

## Veterans Business Program Certification:

- VBP accepts certification from the following agencies for the Veterans Recognition.
  - City of Chicago
  - Cook County (Veteran/Services-Disabled Veteran Business Enterprise)
  - U.S. Small Business Administration (SBA).



THANK YOU FOR JOINING US!

Any Questions?

