



Compliance

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Agenda

- ▶ **State initiatives**
 - ▶ Illinois Procurement Gateway (IPG) Vendor Portal
 - ▶ NIGP codes
- ▶ **Tollway initiatives**
 - ▶ RFP for Accurate Repro
 - ▶ Process improvements
 - ▶ E-bidding
- ▶ **Contract closeout**



State Initiatives

Po Collins, CPCM, C.P.M., General Manager of Engineering

Illinois Procurement Gateway (IPG)

- ▶ **NEW to the State of Illinois**
- ▶ **Now open and accepting disclosures and certifications**
- ▶ **Minimizes risk of vendor disqualification for administrative errors at the time of bid opening/selections**
- ▶ **Vendor enters data and disclosures**
- ▶ **Vendor submits prior to solicitations and receives registration number**
- ▶ **Less documentation with each bid/proposal submitted**
- ▶ **Even if you are already in the B2GNow system, YOU STILL NEED to REGISTER with the STATE of ILLINOIS**

Illinois Procurement Gateway (IPG)

- ▶ **About the New Forms...**
 - ▶ **Form A – Vendor uses if NOT registered in the IPG**
 - ▶ **Form B – Vendor uses if registered in the IPG**
 - ▶ **Know which form set applies to you**
 - ▶ **Using the wrong form set could disqualify you**

For Vendors NOT Registered in the IPG

- ▶ **Form A includes:**
 - ▶ **Business and Directory information**
 - ▶ **Illinois Department of Human Rights Public Contracts Number**
 - ▶ **Authorization to Do Business in Illinois (SOS)**
 - ▶ **Standard Certifications**
 - ▶ **State Board of Elections**
 - ▶ **Disclosure of Business Operations in Iran**
 - ▶ **Financial Disclosures and Conflicts of Interest**
 - ▶ **Taxpayer Identification Number**

For Vendors Registered in the IPG

- ▶ **Form B includes:**
 - ▶ **Certification of Illinois Procurement Gateway Registration**
 - ▶ **Certifications pertinent to this unique solicitation/opportunity**
 - ▶ **Disclosure of lobbyist or agent**
 - ▶ **Disclosure of parent entity lobbyist or agent**
 - ▶ **Disclosure of current & pending contracts**
 - ▶ **Signature**

Vendors will be automatically disqualified if they are NOT registered in the IPG and submit the Form B only.

Register for Free IPG Training

- ▶ Navigating the Illinois Procurement Gateway for Vendors
 - ▶ Free IPG training webinar
 - ▶ Available June 24, 25 and 26
- ▶ To register, please visit www2.illinois.gov/cpo
- ▶ Questions or concerns?
Email Joe Kim at joe.kim@illinois.gov



NIGP Codes and the IPB

NIGP codes used exclusively beginning July 1, 2014

- ▶ **NIGP codes provide more and better descriptions than the current class codes**
- ▶ **Current Illinois Procurement Bulletin (IPB) users can update their profile based on the new NIGP codes**
- ▶ **To re-register with the new codes, visit www.purchase.state.il.us**
- ▶ **Vendors will not receive notifications if they are not registered with the new codes**
- ▶ **All addenda and notices published on/after July 1 will be updated with the new Codes**
- ▶ **NIGP Code list (pdf searchable) is on the IPB under “Reference Library” or “Registration”**



Tollway Initiatives

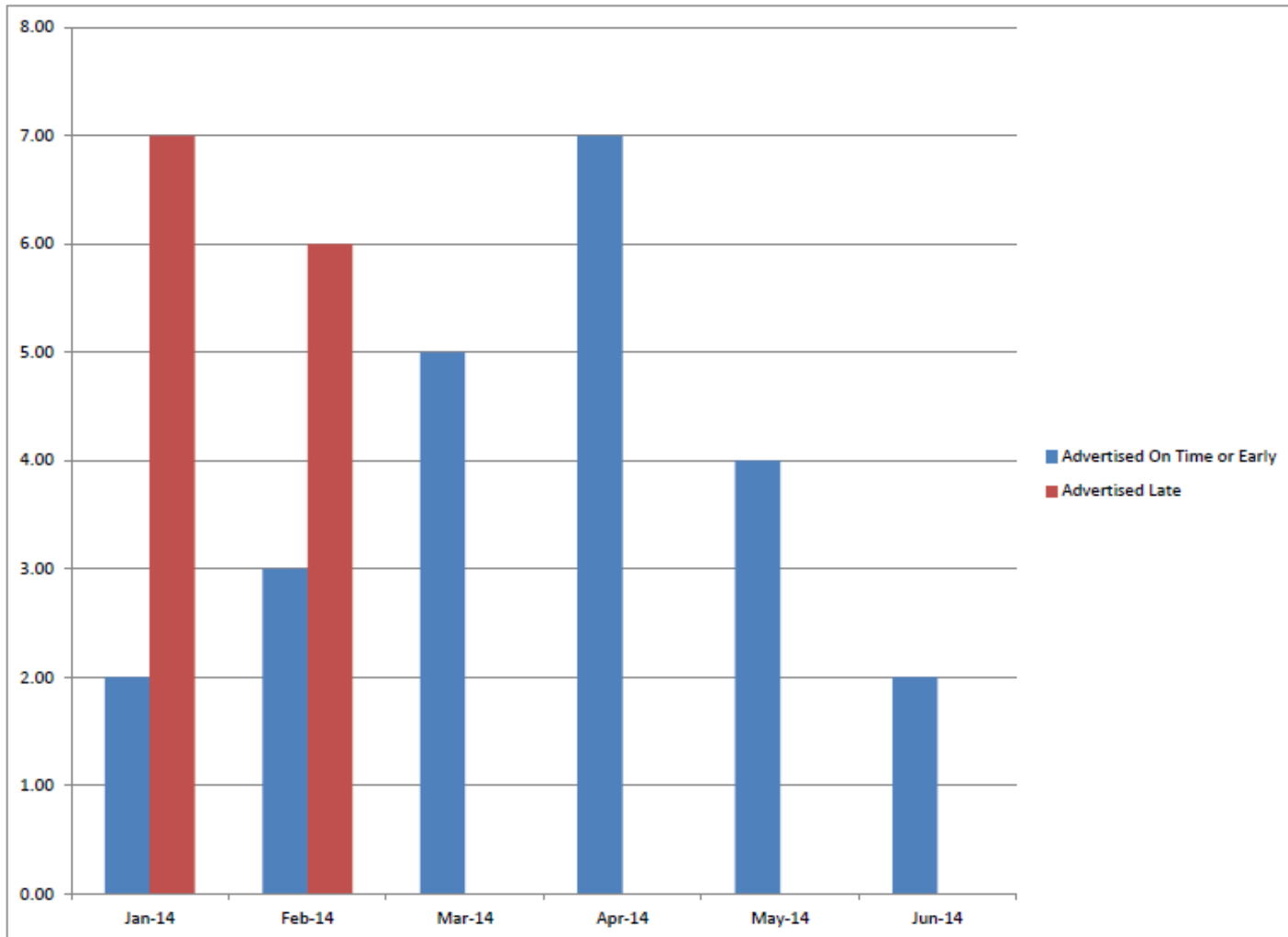
Accurate Repro

- ▶ **Request for Proposal is open for the Tollway's online plan room**
- ▶ **Tollway will not be changing their process, but may change their vendor**
- ▶ **Will keep industry informed of any changes**

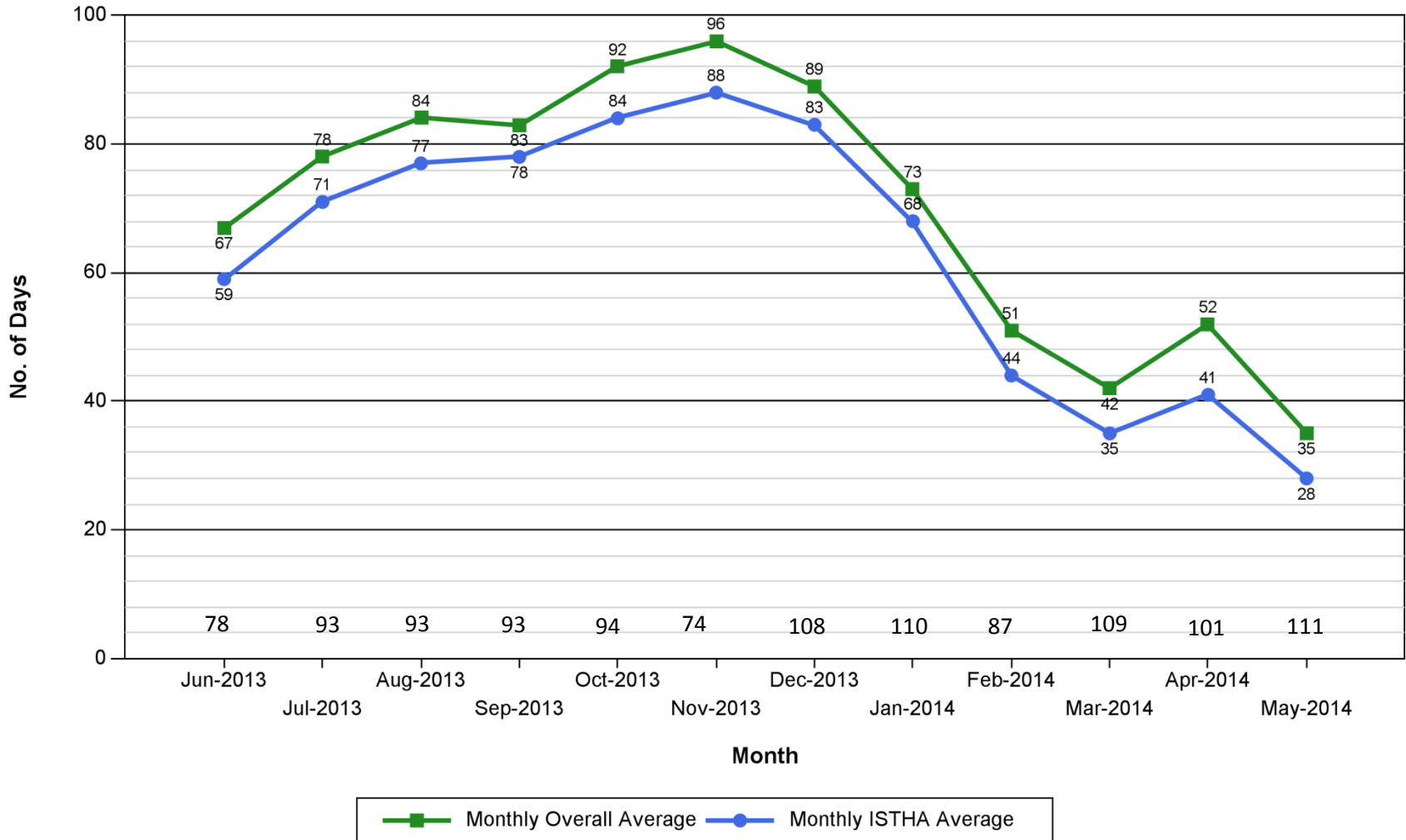
Tollway Process Improvements

- ▶ Meeting advertisement dates/bid letting schedule
- ▶ Timely invoices and pay estimates
- ▶ Notice to Proceed (NTP) process
 - ▶ Conditional NTP
 - ▶ Insurance requirements

Advertisements Dates Being Met

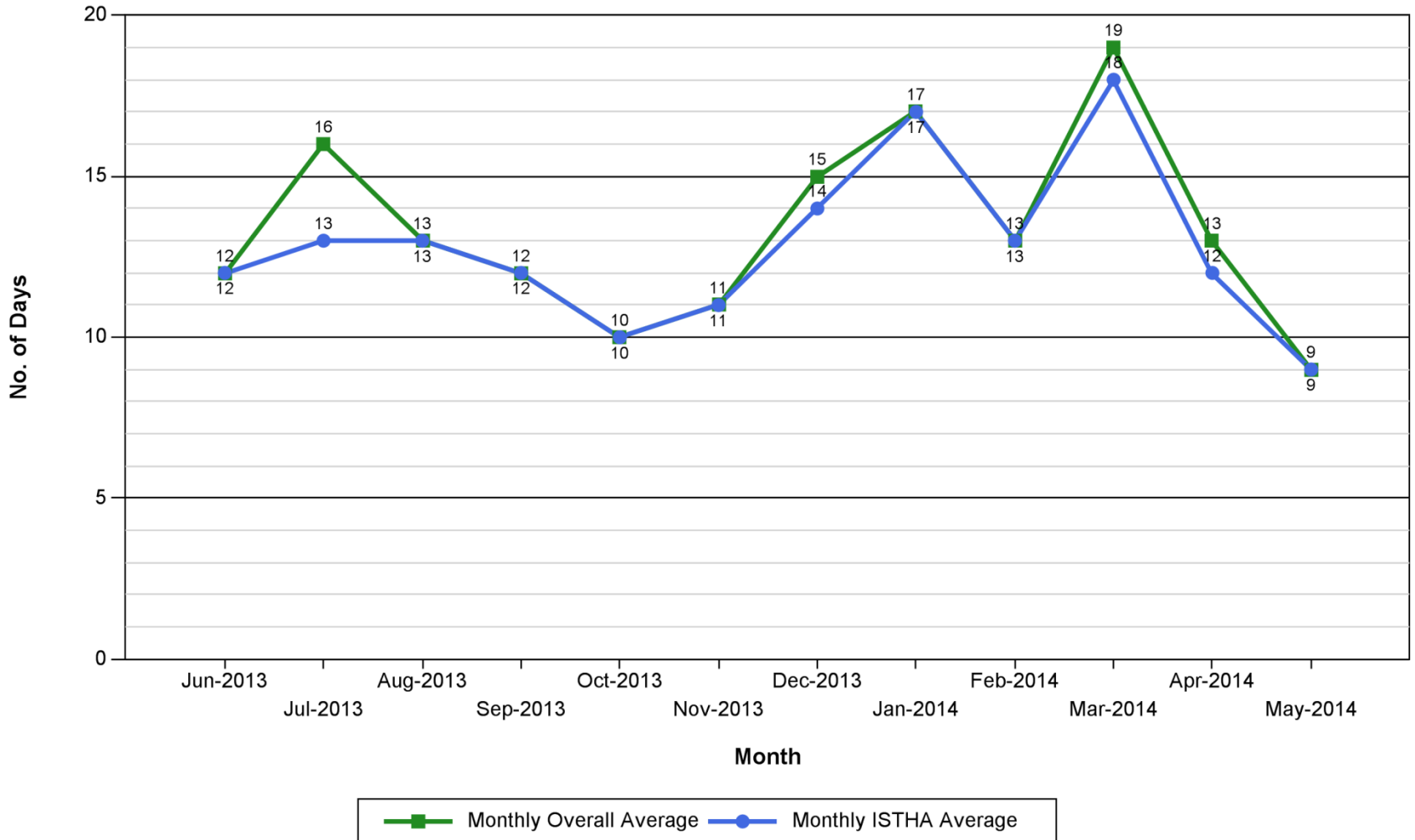


Professional Services Invoicing: Average Processing Time by Date Paid

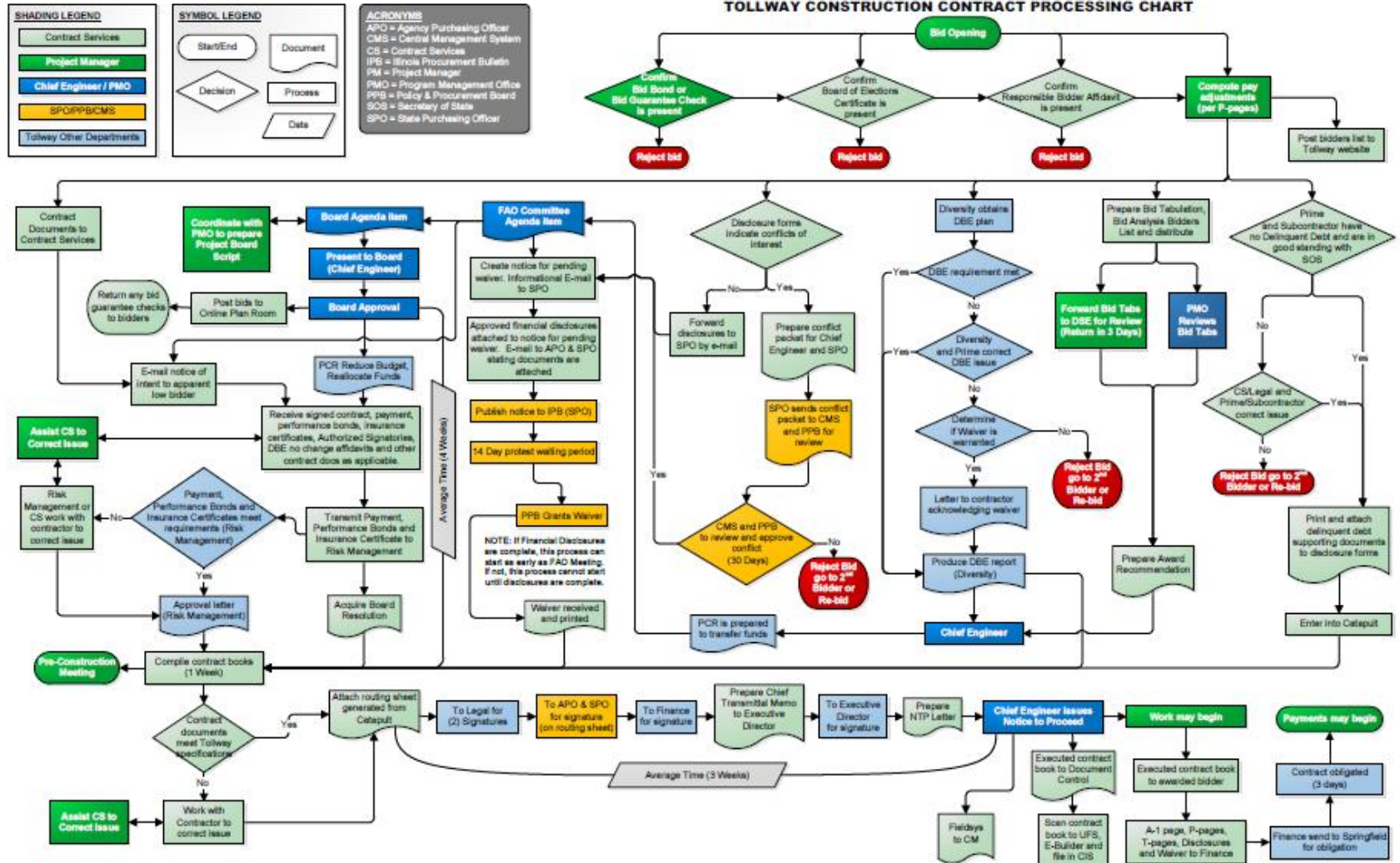


Construction Pay Estimates:

Average Processing Time by Date Paid



Notice to Proceed (NTP) Process



Improving the NTP Process

- ▶ **Current process takes 69 days**
- ▶ **Tollway goal: 45 days**
- ▶ **Conditional NTP**
- ▶ **Industry support with the NTP Process**
 - ▶ **Timely disclosures submittal**
 - ▶ **Insurance documents submitted timely**

Insurance Documentation Process

- ▶ **Apparent low bidder is required to submit compliant insurance documentation and bonds**
- ▶ **Tollway reviews documentation and provides feedback**
- ▶ **Tollway provides feedback to contractor**
- ▶ **Tollway continues NTP process upon receipt of compliant insurance documentation and bonds**

Typical Insurance Documentation Deficiencies

- ▶ **Additional insurance designated entities (consulting engineer, PMO, et al, no need for actual firm names)**
- ▶ **Builder's risk not provided or incomplete**
- ▶ **Certificate of Coverage by Contractor Broker letter missing or incorrect**
- ▶ **Performance and Payment Bonds not submitted jointly with insurance documentation or incorrect**

Opportunities for Improvement

- ▶ **Provide insurance specifications to insurance brokers/agents promptly**
- ▶ **New vendors should ask questions early**
- ▶ **Submit all insurance documentation and bonds promptly upon request**
- ▶ **Submit all insurance documentation and bonds at the same time**
- ▶ **Work with agents to address all deficiencies promptly and completely**
- ▶ **Communicate!**

Electronic Bidding is Coming

- ▶ **Benefits of electronic bid submittals**
 - ▶ Reduce bidder math errors
 - ▶ Decrease internal processing times
- ▶ **Implementation process**
 - ▶ Worked with industry to identify functional requirements from bidder's perspective
 - ▶ Working with e-Builder to map out processes
 - ▶ Tentative user testing in July
- ▶ **End results**
 - ▶ Transition to paperless
 - ▶ Construction bids and PSB proposals will be submitted in e-Builder



Construction Contract Closeout

Johnny Morcos

Construction Contract Closeout

- ▶ **Goal to decrease the amount of time it takes to close contracts**
- ▶ **Top three items that delay closeouts**
 - ▶ Subcontractor disclosures
 - ▶ Construction documentation
 - ▶ Contractor final documents

Subcontractor Disclosures

- ▶ **State Procurement law requires these forms**
- ▶ **Disclosures must be approved by the State Procurement office (SPO)**
- ▶ **Procedures for submission:**
 - ▶ **Submit with Form A-15**
 - ▶ **Required if the contract value is more than \$50,000**
- ▶ **Subcontractor disclosures are required to make final payments to contractors**

Construction Documentation

- ▶ **Auditors visit field offices to review overall documentation**
- ▶ **CM must correct any documentation deficiencies found**
- ▶ **Common deficiencies**
 - ▶ **Missing contractor certifications/delivery tickets**
 - ▶ Needed to support material quantities
 - ▶ Payments are contingent upon receiving certifications and tickets
 - ▶ **Open/unanswered documents in WBPM system**
 - ▶ **Record drawings**
 - ▶ Need to be provided in both source and PDF formats

Contract Final Documents

- ▶ **Required by Special Provision 109.08 (F)**
- ▶ **Process**
 - ▶ Release of retainage approved by Board of Directors
 - ▶ Tollway sends packet to contractor
 - ▶ Contractor completes forms and returns packet to Tollway
 - ▶ Tollway reviews forms
 - ▶ Upon approval, final payment is released to contractor



THANK YOU
