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Business Enterprise Program

For Minorities, Females, and Persons with Disabilities



Certification Workshop

CMS

Special Programs



Business Enterprise Program

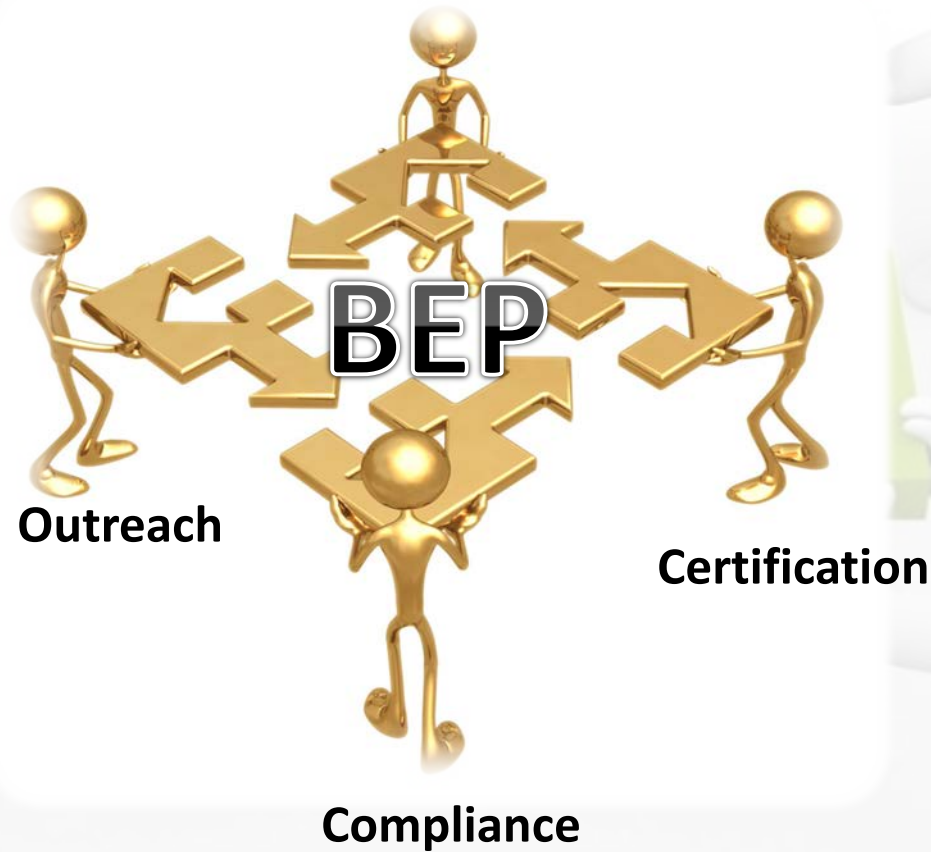
For Minorities, Females, and Persons with Disabilities



Veteran Business Program

Service Disabled Veteran & Veteran Owned Small Businesses

Components of the Business Enterprise Program



The Process...

Step 1

Register with Illinois Procurement Bulletin Boards



Step 2

Complete Vendor Registration Form



Step 3

Apply for certification with CMS Programs



Submit completed applications and all supporting documents
to BEP offices

Finding Opportunities with the State of Illinois

Illinois Procurement Bulletin Boards

Register to receive electronic notifications and download postings from procurement bulletin boards

- Registration is not necessary to browse the site, registrations is required to download solicitations and to receive e-mail notifications for all solicitations, addendums, and award notices.
- Notification emails sent based on business related commodity codes
- *More than one person within a company should register*

IPBs



www.purchase.state.il.us



Illinois Department
of Transportation

www.dot.il.us



www.illinoistollway.com

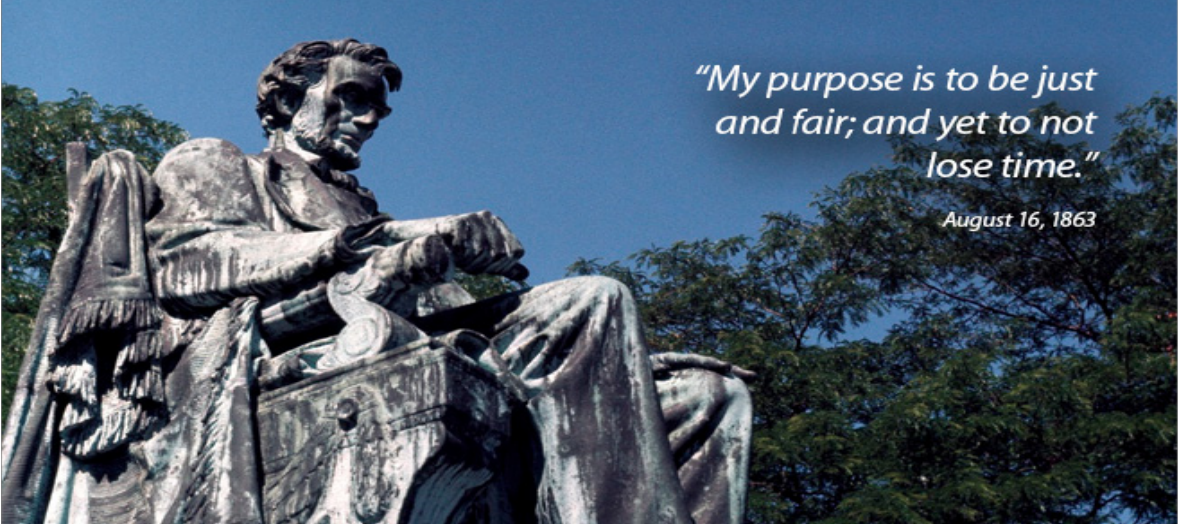


www.illinois.gov/cdb/



Illinois Public Higher Education
Procurement Bulletin

www.procure.stateniv.state.il.us



- [IPG Vendor Registration](#)
- [IPG Registered Vendor Directory](#)
- [Outreach](#)
- [Contact Us & Support](#)
- [Training and Events](#)
- [Forgot Password](#)
- [Help/First Time Visitors](#)

Illinois Procurement Gateway

The State of Illinois Chief Procurement Office is pleased to welcome you to our Illinois Procurement Gateway (IPG) for the streamlined process of Vendor Enrollment and Registration.

The IPG is a web based system that serves as the primary location for entering, organizing, and reviewing vendor information. The IPG allows prospective vendors to provide disclosures, registrations, and other documentation needed to do business with a State agency or university in advance of any particular procurement.

The State uses information submitted through the IPG to prequalify vendors in advance of submitting bids and offers for contracts. Upon satisfactory enrollment, vendors will receive a registration number that may be used in place of paper submission of required forms.

- The system includes the following key features:
- Automated online vendor registration
 - Online directory of registered vendors with search capabilities
 - Elimination of the need to submit multiple paper-based forms

System Access Login

Username:

Password:

Remember username

<https://ipg.vendorreg.com>

The Vendor Registration Form

Businesses that would like to enroll in the Business Enterprise Program (BEP) must first complete and submit a **vendor registration form** in addition to the forms listed below. A business may participate in both the Business Enterprise Program and the Veteran Business Program (VBP), if it meets each program's requirements.

- A taxpayer Identification Number (**Form W-9**).
- Businesses registered as **Limited Liability Corporations (LLC)** or **Corporations (Inc.)** must be in "*Good Standing*" with the **Illinois Secretary of State**. For additional information call 217-782-6961
- **NOTE:** Businesses with 15 or more employees are required to provide a Illinois Department of Human Rights (IDHR) Eligibility Number on the Vendor Registration Form. Entities applying for a number for the first time can acquire one by submitting a IDHR Employer Form (PC-1) to the Illinois Department of Human Rights .

Submit completed application & all supporting documents to:

Illinois Department of Central Management Services
100 W. Randolph Street
James R. Thompson Center, Suite 4-100
Chicago, Illinois 60601-3218

Attn: Business Enterprise Program

Business Enterprise Program (BEP)



- Promotes the economic development of businesses owned by minorities, women and people with disabilities and supports their participation in the State's overall procurement process as both prime and subcontractors
- State agencies and universities have a goal to buy at least 20% of goods and services from BEP certified businesses

Vendor Requirements

- The business is at least 51% owned and controlled by a minority, woman or disabled person
- The owner is a citizen of the United States or resident alien
- The annual gross sales of the business is under \$75 million

Business Enterprise Program Certification Forms

Full Certification

No Change Affidavit

Recognition Affidavit

Business Enterprise Program (BEP)

Full Certification Application

Business Enterprise Program (BEP) - BEP Full Certification Application

Illinois Department of Central Management Services

CMS

Accountability. Efficiency. Service.

About CMS For Employees For Agencies For Business For Local Government Work4IL Client Relations

CMS > Doing Business with Illinois > Sell 2 Illinois > Business Enterprise Program (BEP) >

BEP FULL CERTIFICATION APPLICATION

You are required to completely fill out the following application form and save the completed form to your computer; or print the form and fill it out by hand. This application process will require multiple supporting documents that you will have to make copies of or scan.

[BEP Full Certification Application](#)

Once you have completed this form and gathered all of the required supporting documents, you have 2 options to get the complete application and forms to us.

Option 1: Use CMS BEP Certification online application to submit this form to us via your computer. You can do this by doing the following:

- If you do **NOT** have a State of Illinois Id (i.e. external/first.lastname).
 - You will have to click on "[Create a State of Illinois Id](#)" link first to create an Id.
- Once you have created a State of Illinois Id.
 - You can now click on "[BEP Certification](#)" link to sign-in and begin the upload process.

Option 2: Mail us the completed application at the following address:

State of Illinois
Department of Central Management Services
Business Enterprise Program

BUSINESS ENTERPRISE PROGRAM (BEP)

- Vendor Registration
- Contract Opportunities
- Vendor Search
- Business Resources
- Business Enterprise Program Council
- Business Enterprise Program Annual Reports
- Vendor Payment Program
- Contact Us
- Workshop Registration
- Frequently Asked Questions



Print Form

Intake Date: _____
Date Assigned: _____
Assigned To: _____
OFFICE USE ONLY _____

BEP FULL CERTIFICATION DECLARATION AFFIDAVIT

RETURN TO:
Business Enterprise Program (BEP)
100 W. Randolph Street
Suite 4-100
Chicago, Illinois 60601
312-814-4190

FULL CERTIFICATION DECLARATION AFFIDAVIT FOR:

Minority Business Enterprise (MBE)
Female Business Enterprise (FBE)
Female and Minority Business Enterprise (FMB)
Persons with Disability Business Enterprise (PBE)

NOTE: APPLICANTS MAY APPLY TO BE CERTIFIED IN BOTH THE BUSINESS ENTERPRISE PROGRAM AND VETERANS BUSINESS PROGRAM AT THE SAME TIME.

You may be certified as a diverse business under BEP if you meet the following criteria:

- * At least 51 percent owned and controlled by persons who are minority, women or designated as disabled
- * Must be a United States citizen or resident alien
- * Annual gross sales of less than \$75 million

If you are being considered to participate as a prime or subcontractor on a particular contract, please identify below:

Project Name _____
Project No. / Requisition No. _____
Contact Administrator/ Buyer _____

* Authorized Name of Firm		* FEIN/TAX Payer		
* Mailing Address	* City	* County	* State	* Zip Code
* Street Address or Principal Office	* City	* County	* State	* Zip Code
* Telephone Number	* Fax Number	* E-Mail Address		
* Owner Name		* Title		

Instructions: Please fill out the form completely. Attach additional sheets if necessary. All application questions must be completed in their entirety, including submission of all required documentation. A question that is left blank will delay the process of the application, may also contribute to the denial of the Applicant firm. The information required is necessary to determine the applicant's eligibility as a small business at least 51% owned by and controlled by one or more Qualified Minorities, Females, or Persons with a disability. We look at the documentation of its formation, subsequent history, organizational structure, financial records, and administrative operations, as well as business and other relevant background of the owners before making a decision.

100 West Randolph St – Ste. 4-100, Chicago, IL 60601-3103

Revised 09/26/2014

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BEP Full Certification Checklist

APPLICATION MUST BE SIGNED BY AN AUTHORIZED OFFICER OF THE FIRM AND NOTARIZED

Real Estate Agreement(s) Lease, Deeds to Property, or Tax Bill, Including Home-Based Businesses and any warehouse rental

Current License(s) (All Applicable Business and Professional Licenses)

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

Evidence of Citizenship/Residency/Legal Permanency for all Owners

Evidence of ethnicity (Per 49 CFR Part 23) for all Owners

Resumes (of Work History including **Dates and Responsibilities**) for all Owners, Officers, Management Employees and Supervisors/Foremen

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

Equipment Lease Agreement(s) and/or Inventory of Equipment, include firm office equipment

Bank Signature Cards and For Corporations, Bank Resolutions

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)

Most Recent Financial Statement include Balance Sheet (Assets and Liabilities)

Most Recent U.S. Federal Corporate and or LLC Partnership Income Tax Return for firm and all **Affiliates** ownership (Including all Attachments and Schedules)

Most Recent U.S. Individual Federal Income Tax Returns for all Owners (Including all Attachments and Schedules)

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

Copies of All **Signed** Loan Agreements and Line of Credit Agreements (if applicable)

Cover Page and Executed Signature Page of past **three** completed Projects/Contracts, Purchase Orders and or Invoices

For the following sections attached the appropriate documents based on your business structure

II. CORPORATIONS must also include these documents:

- Articles of Incorporation (front & back pages) (Note: Firm must be in Good Standing)
- By-Laws of Corporation
- Copies of **All Stock Certificates**, Issued and Cancelled (Front and Back) and Stock Ledger
- Minutes of **First** Stockholder's Meeting and/or Corporation's Organizing Minutes
- Minutes of **First** Board of Director's Meeting
- 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
- For firm's not incorporated in Illinois, contact the Secretary of State office for authorization to transact business in Illinois at; www.cyberdriveillinois.com/services/home.html

III. LIMITED LIABILITY COMPANIES (LLC'S) must also include these documents:

- Articles of Organization (front & back pages)
- Operating Agreement

IV. SOLE PROPRIETORSHIPS must also include:

- Assumed Name Certification

V. PARTNERSHIPS must also include these documents:

- Partnership Agreement
- Assumed Name Certification or Certificate of Limited Partnership

VI. PERSONS WITH DISABILITIES BUSINESS ENTERPRISE:

- PBE Addendum

VII. SDBA; W-9; IDHR FORMS:

- SDBA Form
- W-9 Form
- IDHR Form

Note: Applicant may be asked to supply other documentation include prior year's income tax information, if necessary)

PLEASE PLACE ALL DOCUMENTS IN THE ORDER THAT THEY ARE LISTED ABOVE AND RETURN TO:

Illinois Department of Central Management Services
Business Enterprise Program
100 W. Randolph, Suite 4-100
Chicago, IL 60601

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.sell2illinois.gov. Classes are free; registration is required for all attendees.

Recognition Certification

BEP Certification



Required Documents

- ❖ Notarized Recognition Certification Affidavit and all supporting documentation
- ❖ Current certification award letter from host agency
- ❖ Most recent federal tax returns

Certifications Recognized by Central Management Services



Illinois Department
of Transportation

IDOT



Cook County



City of Chicago



Chicago Transit Authority



Pace Bus System



Metra Train System



Women's Business
Development Center



MINORITY SUPPLIER DEVELOPMENT COUNCIL
Minority Supplier
Development Council

NOTE: BEP Recognition Certification is not reciprocal with these entities

Recognition Certification Affidavit

Check List



State of Illinois
Department of Central Management Services

BUSINESS ENTERPRISE PROGRAM RECOGNITION CERTIFICATION AFFIDAVIT

Use this checklist to avoid some common mistakes that delay the qualification process.

1. Is this your first time applying with CMSIBEP?	<input type="checkbox"/> Yes If Yes, STOP. You must complete the Small Business Set-Side application. Click here to get the application.
	<input type="checkbox"/> No If No , continue with the next step.
2. Has the application been signed by all individuals claiming ownership in the firm?	<input type="checkbox"/> Yes If Yes , continue with the next step.
	<input type="checkbox"/> No If No , your file is not complete.
3. Do you have a current valid certificate from one of the agencies listed in question 4 of the application?	<input type="checkbox"/> Yes If Yes , continue with the next step.
	<input type="checkbox"/> No If No , your file is not complete.
4. Has the application been notarized?	<input type="checkbox"/> Yes If Yes , you may continue with the application process.
	<input type="checkbox"/> No If No , your file will not be processed as a complete application.
5. Have you supplied the most current signed Federal or file extension income tax return with all attachments?	<input type="checkbox"/> Yes If Yes , continue with the next step.
	<input type="checkbox"/> No If No , your file will not be processed as a complete application.
6. Do you have ownership and interest in any other business (affiliate) supply Federal income tax returns with all attachments?	<input type="checkbox"/> Yes If Yes , you must supply copies with all attachments of affiliate business.
	<input type="checkbox"/> No
7. Have copies of current local, county and state business license(s), permit(s), and professional license(s), (e.g. architect, engineer, plumber, and all financial investment subject to Illinois Department of Financial Professional Regulations and other agencies)?	<input type="checkbox"/> Yes If Yes , you must supply copies of all business license(s), permit(s), and professional license(s), (e.g., contractors, architect or engineer's license as required by law).
	<input type="checkbox"/> No
8. Are your annual gross sales over \$75 million?	<input type="checkbox"/> Yes If Yes , Stop your firm does not qualify subject to Section 10.64 Sales Limitation .
	<input type="checkbox"/> No If No , Continue the application process.

Failure to respond to all questions on this affidavit and provide all requested documentation may result in the loss or denial of your firm's certification.

This affidavit and supporting documentation should be delivered to the Illinois Department of Central Management Services, Business Enterprise Program, 100 West Randolph Suite 4-100, Chicago Illinois 60601.

Application



ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES BUSINESS ENTERPRISE PROGRAM RECOGNITION CERTIFICATION AFFIDAVIT

Name of Firm: _____ FEIN #: _____
Address: _____
City, State, Zip Code: _____
Telephone number: _____ Fax Number: _____
Cell phone number: _____
Owner name: _____ Title/Position: _____
E-Mail: _____ Website URL: _____

- Date the business was established: _____
- Check the certification status of applicant firm: **CHECK ONE BOX ONLY**
 Minority Business Enterprise (MBE)
 Female Business Enterprise (FBE)
 Persons with Disabilities Business Enterprise (PBE)
- Legal Structure (**Check One**):
 Sole Proprietorship Limited Liability Partnership
 Partnership Limited Liability Company
 Corporation Limited Liability Corporation
- Check one of the entities listed below. Submit the most current certificate or certification letter.
 City of Chicago Illinois Department of Transportation (IDOT)
 Cook County Chicago Transportation Authority (CTA)
 PACE Chicago Minority Business Development Council (CMBDC)
 METRA Women's Business Development Center (WBDC)
- List all Owners, Proprietors, Partners and Stockholders.
Ethnic/Racial Groups Code: (B) Black/African Americans, (H) Hispanic Americans, (NA) Native Americans, (AP) Asian-Pacific Americans, (AI) Asian-Indian Americans, and (W) White.

Owner Name	Title/Position	Ethnic Group	Gender	Date of Ownership	% of Ownership

- Submit most recent Federal income tax returns, include all attachments and schedules for the applicant firm.
- List the annual gross sales of the applicant firm for the most recent year: _____

INFORMATION REGARDING AFFILIATE FIRM(S)

- Do you have any ownership in any other firms: Yes No
- If Yes, complete the chart below.
Submit most recent Federal income tax returns; include all attachments and schedules for any affiliate.

Name of Affiliate	Address	Date Established	Gross Sales

This affidavit and supporting documentation should be delivered to the Illinois Department of Central Management Services, Business Enterprise Program, 100 West Randolph Suite 4-100, Chicago Illinois 60601.

Required items for Recognition Certification

- Vendor Registration Form
- IDHR bidders number (If Applicable)
- Federal Tax ID Number (W-9)
- Letter of Certification from Host Agency
- Notarized BEP Recognition Certification Affidavit
- Most Recent Federal Income Tax Return

Submit all applications and supportive documentation to:

*Illinois Department of Central Management Services
100 W. Randolph Street,
James R. Thompson Center , Suite 4-100
Chicago, Illinois 60601*

Attn: Business Enterprise Program

Agencies that Recognize BEP Certification



FEDERAL RESERVE BANK of CHICAGO



THE UNIVERSITY OF
Chicago



CHANGE.
CHICAGO HOUSING AUTHORITY



Veteran Business Program

State agencies and universities are encouraged to spend at least 3% of their procurement budgets with certified veteran owned business



Veteran Recognition Certification



**Center for Veteran Enterprise (CVE)
SDVOSB/VOSB**



**Veteran Business Enterprise (VBE)
Service Disable Veteran Business Enterprise**

Re-capping the process...

Register with
Illinois Procurement Bulletin Boards



Register as a vendor and apply for
certification with
CMS Special Programs



Vendor Registration
Form



Business Enterprise Program
(BEP)



Veteran Owned
Small Business Program
(VOSB/SDVOSB)

Submit completed applications and all
supporting documents to BEP Office

Illinois Department of Central Management Services

CMS

James R. Thompson Center
100 West Randolph, Suite 4-100
Chicago, Illinois 60601

Attn: Business Enterprise Program

Additional Resources

Procurement Technical Assistance Center



www.Aptac-us.org

Small Business Development Center



www.asbdc-us.org

U.S. Small Business Administration



Your Small Business Resource

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>

www.sell2.illinois.gov

Thank You





Any Questions?



www.sell2.illinois.gov

Illinois Department of Central Management Services

CMS



Illinois Department of Central Management Services

CMS

For additional assistance please contact:

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

or

e-mail BEP.CMS@illinois.gov

