



# *Central Management Services*

*Bruce Rauner*  
*Governor*



Illinois Department of  
Central Management  
Services

*Michael M. Hoffman*  
*Acting Director*

*Marcos Peterson*  
*Deputy Director*

*Veteran*  
*Business Program*





# CERTIFICATION

# 30 ILCS 500/45-57

## Veterans

It is the goal of the State to promote and encourage the continued economic development of small businesses owned and controlled by qualified Veterans and that qualified service-disabled Veteran-owned small businesses (SDVOSB) and Veteran-owned small businesses (VOSB) participate in the State's procurement process as both prime contractors and subcontractors.

# Set Aside Goal

Not less than 3% of the total dollar amount of State contracts, as defined by the Director of Central Management Services, shall be established as a goal to be awarded to SDVOSB and VOSB.



# Who Qualifies?

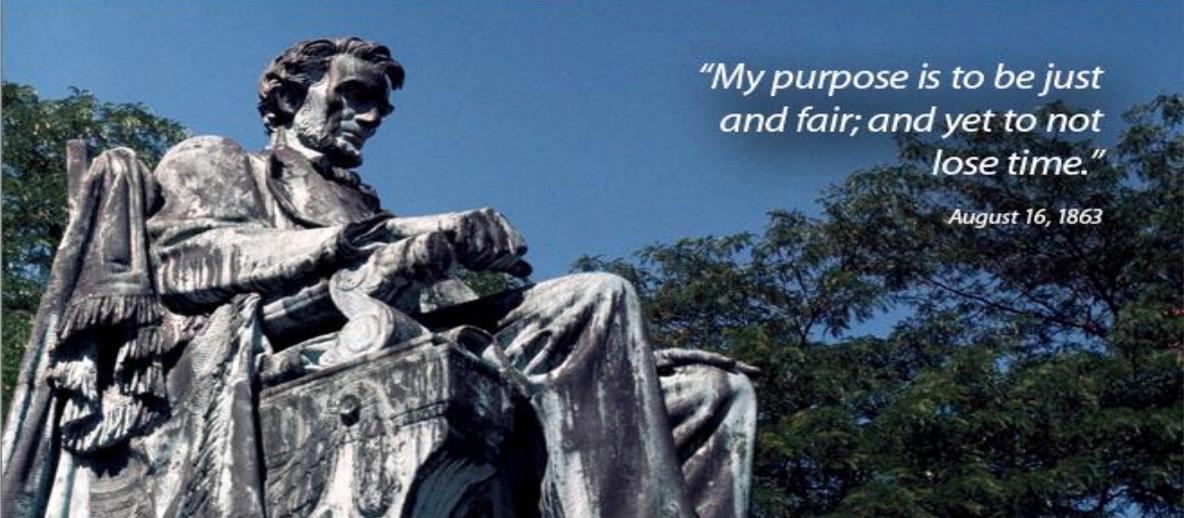


- **Must be an Illinois firm**
- **Applicant must be living in Illinois**
- **DD-214**
- **Must be at least 51% owned and controlled by a Veteran(s)**
- **Gross receipts under \$75 million annually**



## Who is a qualified Veteran?

*A person who served in the active military, naval, or air service with at least 180 consecutive days of active duty following initial training, and who was discharged or released from his or her service under conditions other than dishonorable.” (30 ILCS 500/45-47 (e) (6)) as described in 38 U.S.C. 101 (16).” (30 ILCS 500/45-47 (e) (3);(5)).*



- [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 Process...*

Register with Illinois Procurement  
Bulletin Boards



Create an Account and Complete  
Online Application Here:



# 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 may register*

### IPBs



Illinois Department  
of Transportation

[www.dot.il.us](http://www.dot.il.us)



[www.illinoistollway.com](http://www.illinoistollway.com)



[www.illinois.gov/cdb/](http://www.illinois.gov/cdb/)



Illinois Public Higher Education  
Procurement Bulletin

[www.procure.stateniv.state.il.us](http://www.procure.stateniv.state.il.us)

## Illinois Department of Central Management Services



**Accountability. Efficiency. Service.**

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- For Local Government ▾
- Work4IL ▾
- Client Relations ▾

CMS ▸ [Doing Business with Illinois](#) ▸ [Sell 2 Illinois](#) ▸ [Business Enterprise Program \(BEP\)](#) ▸ [Vendor Registration](#)

### Vendor Registration

#### Business Enterprise Program (BEP)

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

#### Program Eligibility:

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

#### How can I apply?

1. [Full BEP Certification Application Process](#)
  - Approved certification is valid for 5 years with an annual [No Change Affidavit](#) process
2. [Recognition Certification Application](#)

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

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

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

#### Business Enterprise Program Act:

- [30 ILCS 575](#)
- [30 ILCS 575/2](#)

#### BUSINESS ENTERPRISE PROGRAM (BEP)

##### Vendor Registration

[Veteran-owned Businesses](#)

[Contract Opportunities](#)

[Vendor Search](#)

[Business Resources](#)

[Business Enterprise Program Council](#)

[Business Enterprise Program Annual Reports](#)

[Vendor Payment Program](#)

[Contact Us](#)

[Workshop Registration](#)

[Reports - BEP and BEP Council](#)

[Frequently Asked Questions](#)

[BEP COUNCIL COMMITTEES](#)

[Archived BEP Council Meeting Agendas and Minutes](#)

[Events Calendar](#)

# BEP Certification Portal

Portal Sign-In

## BEP and/or VBP Certification

Search or join our database of registered and/or certified vendors

[BEP and/or VBP Certification Directory](#)

[Apply for BEP and/or VBP Certification](#)

## State Use - Sheltered Workshop Certification

[SWS Certification Directory](#)

[Apply for SWS Certification](#)

## Search the IPG Vendor Directory

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

## System Training

Learn how to fully utilize our system with a live trainer

[See Online Training Times](#)

## VBP Full Cert Schedule A Documentation Checklist

### A. Attach the following requirements: (Schedule A Questions 1 - 5)

- APPLICATION MUST BE SIGNED BY AN AUTHORIZED OFFICER OF THE FIRM AND NOTARIZED
- Copy of DD214 FORM
- Veteran's Disability Letter
- Real Estate Agreement(s) Lease, Deeds to Property, or Tax Bill Including Home-Based Businesses
- Current License(s) (All Applicable Business and Professional Licenses)
- MBE/DBE/WBE/PBE or SBA 8A Certification(s) and or Denial(s) (if applicable)
- Evidence of Citizenship/Residency/Legal Permanency for all Owners
- Evidence of Ethnicity for all Owners (if applicable)
- Resumes (of Work History including Dates and Responsibilities) for all Owners, Officers, Management Employees and Supervisors/Foremen

### B. Attach the following requirements: (Schedule A Questions 11 through 21)

- Title(s) of Automotive Equipment, All Vehicles Used for Business Purposes or Leased through the Business (if applicable)
- Inventory of Equipment and/or Equipment Lease Agreement, include office equipment
- Proof of Contribution(s) by all Owners to Acquire Stock in Firm or Start-Up Capital (i.e., Cancelled Checks, Personal Bank Statement, Loans or Receipts)
- Bank Signature Card and or signed Bank Resolutions
- Copies of All signed Loan Agreements and Line of Credit Agreements (include all attachments and schedules)
- Most Recent Financial Statements include Balance Sheet
- Most Recent U.S. Federal Business Income Tax Returns and all Affiliates Tax Returns (include all attachments and schedules)
- Most Recent U.S. Individual Federal Income Tax Returns for all Owners (include all attachments and schedules)
- Copies of W-2 Forms or 1099's for Past Three (3) Years for all Owners and Officials
- Copies of the Front Page and Executed Signature Page of Past Three (3) Contracts, or Purchase Orders, or Invoices

### C. These companies must submit the following documents:

#### CORPORATIONS

- Articles of Incorporation (front & back pages)
- 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 conduct business in Illinois:  
[www.cyberdriveillinois.com/services/home.html](http://www.cyberdriveillinois.com/services/home.html)

#### LIMITED LIABILITY COMPANIES (LLC'S):

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

#### PARTNERSHIPS:

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

#### SOLE PROPRIETORSHIPS:

- Assumed Name Certification

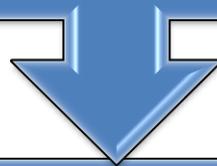
#### SDBA; W-9; IDHR FORMS:

- SDBA Form
- W-9 Form
- IDHR Form

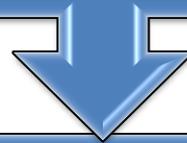
Note: Applicant may be asked to supply other documentation include prior year's income tax information, if necessary.

# Recognition Process

Register with Illinois Procurement Bulletin Boards



Create an account and apply here:



Submit Letter of Certification from one of the following:

Cook County

United State Department of Veteran  
Affairs -  
Center for Veteran Enterprise

# Veteran Recognition Certification



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



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

Illinois Department of Central Management Services

# CMS

## *Special Programs*



### **Business Enterprise Program**

For Minorities, Females, and Persons with Disabilities



### **Veteran Business Program**

Service Disabled Veteran & Veteran Owned Small Businesses

# *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 (BEP) Certification Forms*

BEP Full Certification

No Change Affidavit

Recognition Affidavit

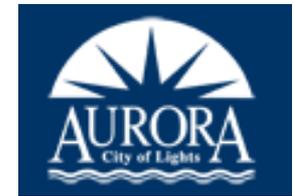
# Agencies that Recognize BEP Certification



FEDERAL RESERVE BANK of CHICAGO

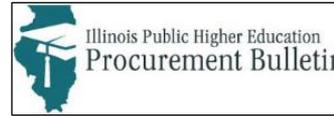


THE UNIVERSITY OF  
**Chicago**



# *Re-capping the process...*

**Register with  
Illinois Procurement  
Bulletin Boards**



**Create an Account and  
Apply**



**Business Enterprise Program  
(BEP)**



**Veteran Owned  
Small Business Program  
(VOSB/SDVOSB)**

# Host Agency Certifications Recognized by CMS



City of Chicago



Cook County



Chicago Transit Authority



Women's Business  
Development Center



Pace Bus System



Metra Train System



IDOT



Minority Supplier  
Development Council

# Additional Resources

## Procurement Technical Assistance Center



[www.Aptac-us.org](http://www.Aptac-us.org)

## Small Business Development Center



[www.asbdc-us.org](http://www.asbdc-us.org)

## U.S. Small Business Administration



*Your Small Business Resource*

[www.sba.gov](http://www.sba.gov)



[www.vbocwbdc.org/](http://www.vbocwbdc.org/)

**Thank You**  
**Questions?**





Illinois Department of Central Management Services

# CMS

For additional assistance please contact:

the BEP help desk 312-814-4190

or

e-mail [BEP.CMS@illinois.gov](mailto:BEP.CMS@illinois.gov)

