



# **BUILDING FOR SUCCESS**

*Small Business Set-Aside Program*

Presented by the State of Illinois Chief Procurement Office for  
General Services

*April 13, 2026*



Please remain muted  
for the duration of  
the webinar

Questions can be  
submitted via the  
chat box and will be  
answered during the  
Q&A portion



# HOUSEKEEPING RULES

# WELCOME AND INTRODUCTIONS

*Small Business Set-Aside Program – How to qualify and what it means to you as a small business*

**Presented by the State of Illinois Chief Procurement Office  
for General Services**

# Small Business Set-Aside Program



# Chief Procurement Office – General Services

Each year, State agencies conduct thousands of procurements to obtain the items they require to fulfill their missions. These procurements award billions of dollars to vendors.

The CPO-GS and her team have a shared goal to ensure vendors fair competition for State contracts, provide taxpayers with transparency into who is selling what to State agencies, and educate vendors how to do business with the State.

One of the methods of ensuring fair competition is the Small Business Set-Aside Program.



## Over 60 state agencies

Department of Aging  
Department of Agriculture  
Abraham Lincoln Presidential Library and  
Museum  
Board of Higher Education  
Board of Elections  
Capital Development Board  
Commission on Equity and Inclusion  
Criminal Justice Information Authority  
Central Management Services  
Civil Service Commission  
Coroner's Training Board  
Commerce and Economic Opportunity  
Department of Children Family Services  
Department of Employment Security  
Dept. of Financial and Professional Regulations  
Deaf and hard of Hearing Commission  
Department of Human Rights  
Department of Human Services  
Department of Juvenile Justice  
Department of Natural Resources  
Department of Corrections

Department of Insurance  
Department of Information Technology  
Department of Labor  
Department of Revenue  
Department of Transportation  
Department of Public Health  
Department of Veterans Affairs  
Executive Ethics Commission  
Education Labor Relations Board  
Environmental Protection Agency  
Guardianship and Advocacy Commission  
Housing and Development Authority  
Department of Healthcare and Family  
Services  
Illinois Human Rights Commission  
Illinois Arts Council  
Illinois Commerce Commission  
Illinois Community College Board  
Illinois Council on Developmental Disabilities  
Illinois Emergency Management Agency

Illinois Finance Authority  
Illinois Gaming Board  
Illinois Power Agency  
Illinois Property Tax Appeal Board  
Illinois Racing Board  
Illinois Student Assistance Commission  
Illinois State Police  
Law Enforcement Standards Training  
Board  
Lottery  
Illinois Labor Relations Board  
Military Affairs  
Office of the Executive Inspector General  
Prisoner Review Board  
Illinois State Board of Education  
State Fire Marshal  
State Police Merit Board  
State University Civil Service  
Toll Highway Authority  
Workers Compensation Commission

*and more....*

# Small Business Set-Aside Program Goals



Support Illinois' economic growth and job creation



Shelter Illinois' small businesses from competing with large businesses for state awards and contracts.



10% of award dollars go to registered small businesses

# Fiscal Year 2025

- \$4 billion in agency procurements
- \$196.9 million awards to small businesses
- Number of vendors that registered small businesses: 2189



# CPO-GS Small Business Set-Aside Program



Headquartered in Illinois



Retail/Sales – under \$8 million annual sales



Wholesale – under \$13 million annual sales



Construction – under \$14 million annual sales



Manufacturing – employs 250 persons or less

# CPO-GS Small Business Set-Aside Program

All purchases under \$100,000

Purchases up to \$2,000,000 in certain designated IT related NIGP codes

Purchases of any amount in over 600 designated NIGP codes



# How do I Register?

Illinois Procurement Gateway

<https://IPG.Illinois.gov>

# Illinois Procurement Gateway (IPG)

- What is the IPG?
  - The Illinois Procurement Gateway is a Vendor Registration Portal that allows vendors to get pre-registered to do business with the State
- Who utilizes the IPG?
  - We encourage all vendors to get registered in the IPG. This includes corporations, LLC's, Sole Proprietors, prime contractors, prime and subcontractors as well as subcontractors only.
  - All vendors that are registered in the Small Business Set-Aside Program, are approved through the IPG.



# Illinois Procurement Gateway (IPG)

- What is the benefit?
  - The system allows a vendor to work with members of our Help Desk to ensure that all required fields, forms and certifications have been completed accurately. If corrections are needed, we will return the application to the vendor to make the necessary changes.
  - Financial Disclosures
  - Small Business Set-Aside Program
  - Once an application has been accepted, your registration is good for 365 days.





User Name


[Retrieve User Name](#)

Password

[Reset Password](#)

[➔ Login](#)

 [New to the Portal?](#)

 [Vendor Directory](#)

[Vendor Directory](#)

 [Events](#)

 [State Employee Login](#)

## SEARCHABLE ITEMS\*:

BUSINESS NAME

NIGP CODE

CONTACT NAME

ADDRESS

SBSP  
REGISTRATION

PRIME OR  
SUBCONTRACTOR

\*This is the only information that will be displayed if others search for your profile. No confidential information will be viewable



User Name

[Retrieve User Name](#)

Password

[Reset Password](#)

[Login](#)

[New to the Portal?](#)

[Register Your Company](#)

[Vendor Directory](#)

[Events](#)

[State Employee Login](#)

Contact IPG

[217-782-1270](tel:217-782-1270) [eec.ipg@illinois.gov](mailto:eec.ipg@illinois.gov)



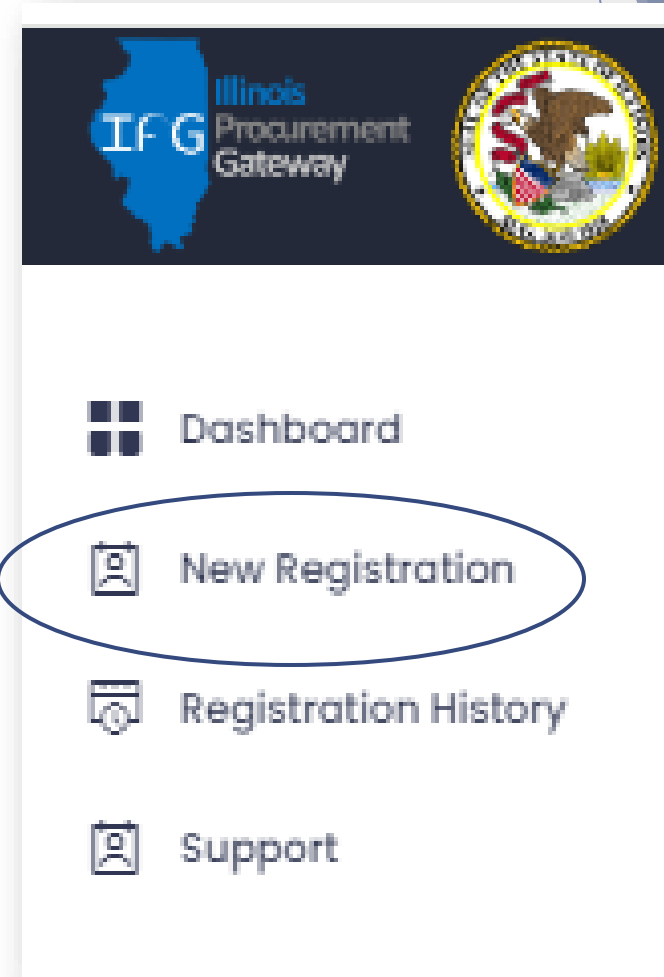
## Step 1:

- Enter all mandatory information
- Select “Register”

**This step creates a profile on IPG only, this is NOT the full vendor registration.**

## Step 2:

- Log in to IPG
- Select “New Registration”



# Things you'll need

- ▶ Tax ID (FEIN) or Social Security Number for Sole Proprietors
- ▶ Most recent State of Illinois tax return
- ▶ Board of Elections registration number (if applicable)
- ▶ IDHR (Illinois Department of Human Resources) number (if applicable)
- ▶ Secretary of State registration number (if applicable)
- ▶ Name of all parent businesses and their percent ownership
- ▶ Name of all owners (people) and their percent ownership
- ▶ List of applicable NIGP codes (searchable from within form)

## A. Business Information

- Prime Only
- Prime and Subcontractor
- Subcontractor Only

To register in the SBSP you must select Prime or Prime and Subcontractor

Subcontractor only is not eligible to use IPG registration number for direct contracts, bids or proposals.

## B. Additional Information

- How did you learn about the Illinois Procurement Gateway

- |   |   |
|---|---|
| <input type="checkbox"/> Business Enterprise Program (BEP)/ Veterans Business Program (VBP) | <input checked="" type="checkbox"/> Small Business Set-Aside Program (SBSP) |
| <input checked="" type="checkbox"/> Chief Procurement Officer (CPO)                         | <input checked="" type="checkbox"/> State Agency                            |
| <input type="checkbox"/> Illinois Comptrollers Smart Business Illinois Program              | <input type="checkbox"/> State University                                   |
| <input type="checkbox"/> Internet/Facebook  | <input type="checkbox"/> Veterans Affairs                                   |
| <input type="checkbox"/> Marketing Brochure or Postcard                                     | <input type="checkbox"/> Trade Show or Seminar                              |
| <input type="checkbox"/> Procurement Technical Assistance Center (PTAC)                     | <input type="checkbox"/> Other Government Agency                            |
| <input type="checkbox"/> Small Business Administration (SBA)                                | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Small Business Development Center (SBDC)                           |   |

# C. Small Business Set-Aside Program

- Would you like to apply or requalify for the SBSP?
  - No
  - Yes – My business is already registered in this program, and I would like to re-qualify
    - Upload SBSP requalification statement, complete, and upload here
  - Yes – My business is NOT currently registered in this program and I would like to apply
    - Select business categories that apply: wholesale, retail/service, construction, manufacturing
    - Upload tax documents



### Small Business Set-Aside Program Re-Qualification Statement

The Illinois Procurement Code (30 ILCS 500/45-45) requires businesses participating in the Small Business Set-Aside Program to meet certain criteria. Completion of this Re-Qualification Statement is one way to demonstrate compliance with the requirements. The Chief Procurement Office may request additional information at any time to verify your business' qualifications.

#### Illinois Procurement Code Annual Sales Criteria for Small Business – 30 ILCS 500/45-45

- No wholesale business is a small business if its annual sales and receipts exceed \$13,000,000. 30 ILCS 500/45-45 (b)(1).
- No retail business or business selling service is a small business if its annual sales and receipts exceed \$8,000,000. 30 ILCS 500/45-45 (b)(2).
- No manufacturing business is a small business if it employs more than 250 employees. 30 ILCS 500/45-45 (b)(3).
- No construction business is a small business if its annual sales and receipts exceed \$14,000,000. 30 ILCS 500/45-45 (b)(4).

When computing the size status of a bidder, annual sales and receipts of the bidder *and all of its affiliates* shall be included. Businesses desiring to qualify under more than one category (i.e. wholesale and retail) must also submit a notarized statement delineating the dollar component of each category.

\$ \_\_\_\_\_ 2023 or most recent year's Annual Gross Sales and Receipts

\_\_\_\_\_ Number of Employees (Manufacturing only)

I certify at the time of signing my business continues to meet the IL Procurement Code's annual sales criteria.

#### Illinois Administrative Rules Criteria for Small Business – 44 ILL. ADM. CODE 1.4545

- A small business is a business that is independently owned and operated and is not dominant in its field of operation. 44 ILL. ADM. CODE 1.4545(e)(1).
- A small business in Illinois is defined as an entity that meets the Sales Criteria above and is a sole proprietor whose primary residence is in Illinois *or* is a business incorporated or organized as a domestic corporation under the Business Corporation Act of 1983 [805 ILCS 5/1.80] or is a business organized as a domestic partnership under the Uniform Partnership Act of 1997 [805 ILCS 206], or a business organized as a domestic limited partnership under the Uniform Limited Partnership Act of 2001 [805 ILCS 215]. 44 ILL. ADM. CODE 1.4545(e)(2).
- A small business that is not dominant in its field of operations means the business does not exercise a controlling or major influence in a kind of business activity in which a number of business concerns are primarily engaged. 44 ILL. ADM. CODE 1.4545(e)(3).

I certify at the time of signing my business continues to meet the IL Administrative Rules Criteria.

Vendor understands and agrees that failure to provide true and accurate information on this or any other document submitted to the State may, in accordance with Illinois statutes and rules, result in suspension from doing business with the State, termination of contracts, and other sanctions.

\_\_\_\_\_  
Handwritten Signature & Printed Name

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tax ID number/FEIN

Please attach this Re-Qualification Statement in the Illinois Procurement Gateway (<https://ipg.illinois.gov/>) in your State of Illinois Vendor Registration form - C. Small Business Set-Aside Program.]

# Re-Qualification Statement:

# C. Small Business Set-Aside Program

- What tax documents are required?
  - First year businesses without a recent tax return
    - Notarized statement that includes
      - Name of business
      - Date business was established and/or date of incorporation
      - Confirmation that your company is based in Illinois
      - Total gross sales to date
  - Established business
    - Most recent tax documents
      - Page that shows annual gross sales
      - Page that shows Illinois address
  - Manufacturers
    - Most recent tax documents
    - Form IL-941

## D. Department of Human Rights

- Highest number of employees (full and part time) at any time during the past year
  - My business had 15 or more employees at any time within the past year
    - Enter Illinois DHR Public Contract Number
    - <https://dhr.illinois.gov/public-contracts/where-to-start.html>
  - My business is not required to have a DHR number because all of our employees are wholly outside US
  - My business is not required to have a DHR Number because we had fewer than 15 employees at all times within the past year

## E. Authorized to do Business in Illinois

- Is your business registered and authorized to do business in Illinois?
  - Yes – registered and in good standing with the Illinois Secretary of State
    - <https://ILSOS.gov>
  - No – not required to register with the Illinois Secretary of State
    - Sole Proprietor or General Partnership
  - No – not required to register with the Illinois Secretary of State – Other
    - Provide legal explanation or attach document of explanation

# G. Board of Elections

- Is your business registered with the Board of Elections (BOE)?
  - Yes – I certify my business is registered with BOE
    - Enter BOE registration number
    - <https://elections.il.gov>
  - No – I certify my business is a non-profit or a governmental entity and therefore not required to register with BOE
  - Not applicable – I selected “subcontractor only” in Section A Question 1
    - This would mean you are ineligible for the SBSP

# Summary and Submit

**Submit New Registration**

Name\*

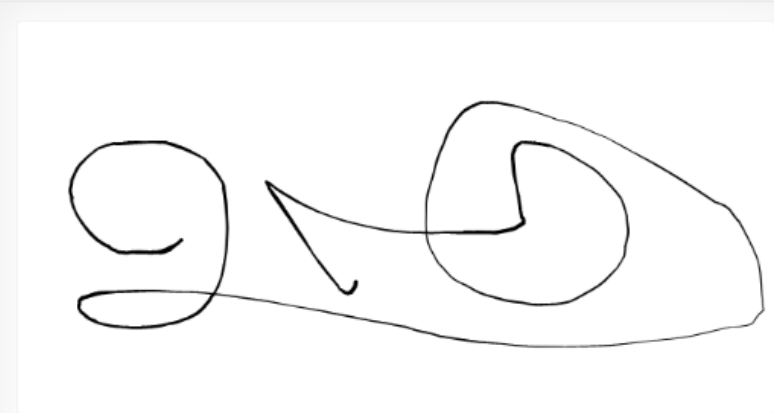
Organization\*

Title\*

Date\*

I am submitting this form with information that I understand to be correct and accurate.

I confirm that all information and attachments provided are current.

Signature\* 

Sign above

Log in to your IPG profile to view your application status

New Registration In Process

Information needed [See Messages for Details](#)

## Returned, Information needed

[Go to New Registration In Process](#)


Supplier	Joe's Car Wash LLC
Status	Return, Information needed
Submit Date	
Review Date	02/20/2024
Unread Messages	0

If you would like to withdraw your application, [click here](#)


If the IPG review team needs more information  
(you will also receive email notification)

Notifications are also available from your IPG dashboard

### Notifications See More

-  **Illinois: IPG Vendor Portal Registration Submitted**

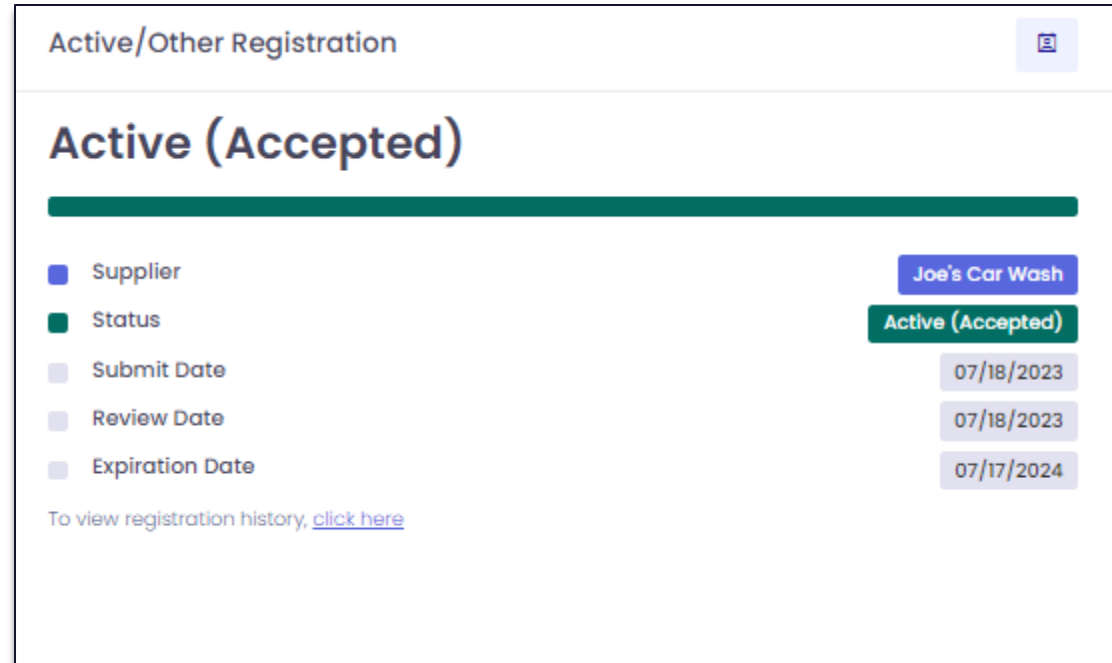
Dear Joe's Car Wash, Thank you for completing and submitting the IPG vendor portal registration. The State of Illinois appreciates the oppo...

2/20/2024 2:52:00 PM
-  **Illinois: IPG Vendor Portal Registration Submitted**

Dear Joe's Car Wash, Thank you for completing and submitting the IPG vendor portal registration. The State of Illinois appreciates the oppo...

1/31/2024 12:49:00 PM

When your registration is approved you will receive email notification  
Your IPG profile will say Active



The screenshot displays a registration profile for 'Joe's Car Wash'. The status is 'Active (Accepted)', indicated by a green bar and a green label. The profile includes a list of fields: Supplier (Joe's Car Wash), Status (Active (Accepted)), Submit Date (07/18/2023), Review Date (07/18/2023), and Expiration Date (07/17/2024). A link is provided to view the registration history.

Field	Value
Supplier	Joe's Car Wash
Status	Active (Accepted)
Submit Date	07/18/2023
Review Date	07/18/2023
Expiration Date	07/17/2024

To view registration history, [click here](#)

You can also view your expiration date to monitor when you need to re-qualify

# IPG Help Desk

[IPG.Illinois.gov](http://IPG.Illinois.gov)

217-782-1270

[EEC.IPG@Illinois.gov](mailto:EEC.IPG@Illinois.gov)

# TAPS

**Tuesday Afternoon Procurement Series**

<https://cpo-general.illinois.gov/vendor-resources.html>



**Illinois Procurement Gateway  
(IPG)**

**CPO-GS Website**

**I Am a Vendor**

**Vendor Resources**

**Commitment to Diversity**

**Small Business Set Aside (SBSP)**



**BidBuy**

# Reverse Vendor Fair

- Coming Fall 2026
- A chance to interact with Illinois State Agencies and find out more about doing business in Illinois.





IL SMALL BUSINESS SET-ASIDE PROGRAM

[CPOGS.SmallBusiness@Illinois.gov](mailto:CPOGS.SmallBusiness@Illinois.gov)



# QUESTIONS

Presented on April 13, 2026

# DIVERSITY AND STRATEGIC DEVELOPMENT

## PROGRAMS

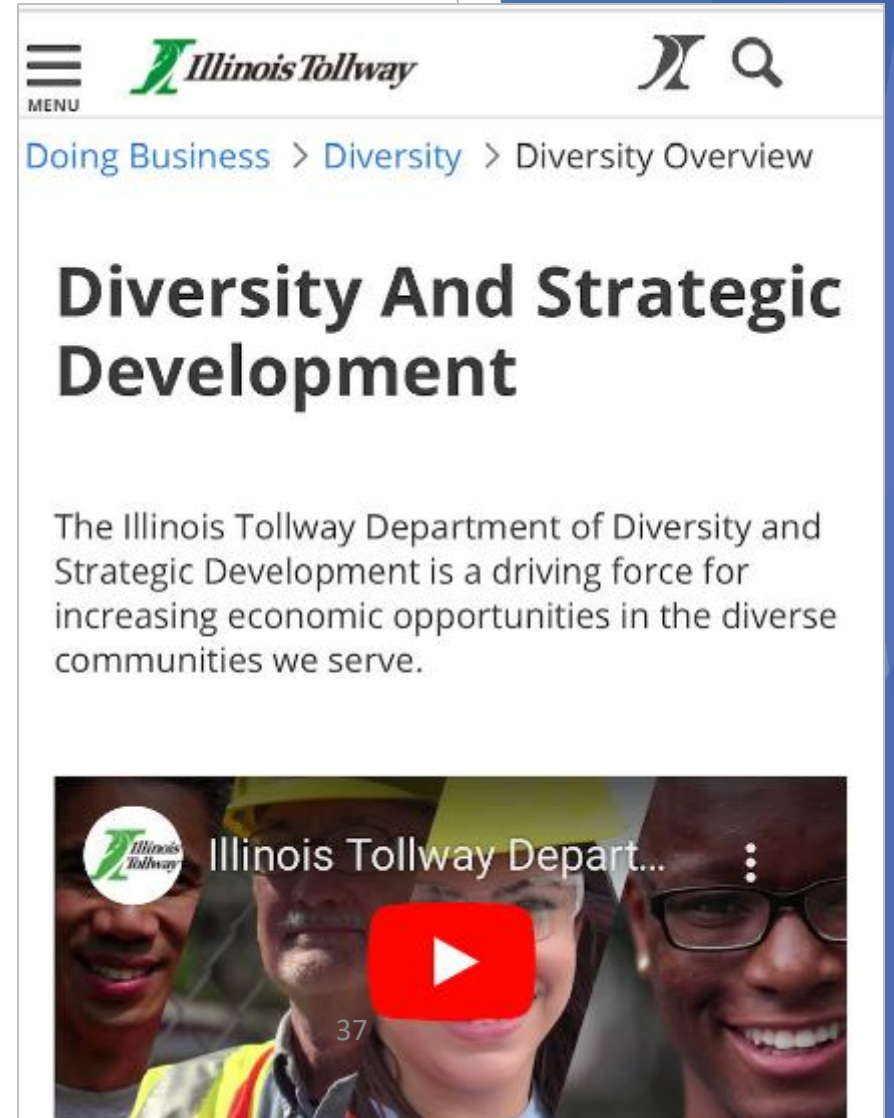
- Business assistance
- Mentoring and training
- Construction industry training and hiring opportunities

## INITIATIVES

- Virtual outreach sessions
- Training webinars
- Contracting opportunity emails

## REGISTER FOR TOLLWAY DIVERSITY ALERTS!

[lperez@getipass.com](mailto:lperez@getipass.com)



The screenshot shows the Illinois Tollway website's Diversity and Strategic Development page. At the top, there is a navigation bar with the Illinois Tollway logo, a menu icon, and a search icon. Below the navigation bar, the breadcrumb trail reads "Doing Business > Diversity > Diversity Overview". The main heading is "Diversity And Strategic Development". Below the heading, there is a paragraph of text: "The Illinois Tollway Department of Diversity and Strategic Development is a driving force for increasing economic opportunities in the diverse communities we serve." At the bottom of the screenshot, there is a video player showing a group of diverse people wearing hard hats, with the Illinois Tollway logo in the top left corner of the video frame.

 @ILTollway

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**SOCIAL MEDIA**



**THANK YOU**

