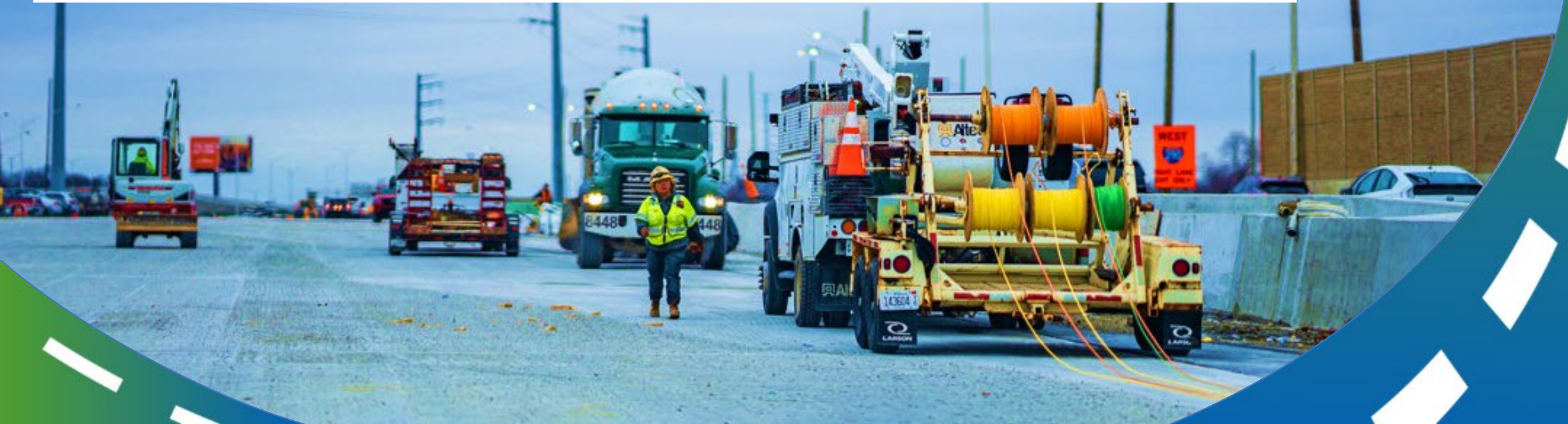


BUILDING FOR SUCCESS WEBINAR SERIES

September 14, 2026



REMINDERS

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



BUILDING FOR SUCCESS

Webinar Series



NAVIGATING REVISED BUSINESS ENTERPRISE PROGRAM AND VETERANS BUSINESS PROGRAM UTILIZATION PLANS

Elias Ricks Ngwayah II, Contract Compliance Manager

Tamela Reed-McClinton, Senior Contract Compliance Analyst

September 14, 2026

A photograph of a desert landscape. A long, straight asphalt road with a yellow dashed center line and white edge lines stretches from the foreground into the distance. The road is flanked by dry, scrubby vegetation on a reddish-brown soil. In the background, several large, flat-topped red rock mesas or buttes rise against a clear blue sky. The lighting suggests it's either early morning or late afternoon, with long shadows and warm tones.

Navigating the Revised BEP and VBP Utilization Plans Processes

September 14, 2026

Agenda

BEP and VBP Current Utilization Plans Version 26.1

BEP Curable and Non-Curable Deficiencies

Important VBP Changes

Waiver Request Process

Introduction

Utilization Plans are the heartbeat of Compliance. They identify the contract goals, outline the scope of work; and identify the subcontractors responsible for performing the work. The focus of the presentation is to update staff and potential vendors on the various changes related to the BEP and VBP utilization plans. Additionally, changes associated with the waiver process will be discussed.



State of Illinois
Commission on Equity and Inclusion
Veterans Business Program

BEP and VBP Current Utilization Plans Version 26.1



**Veterans Business Program (VBP)
Utilization Plan**

Version 26.1

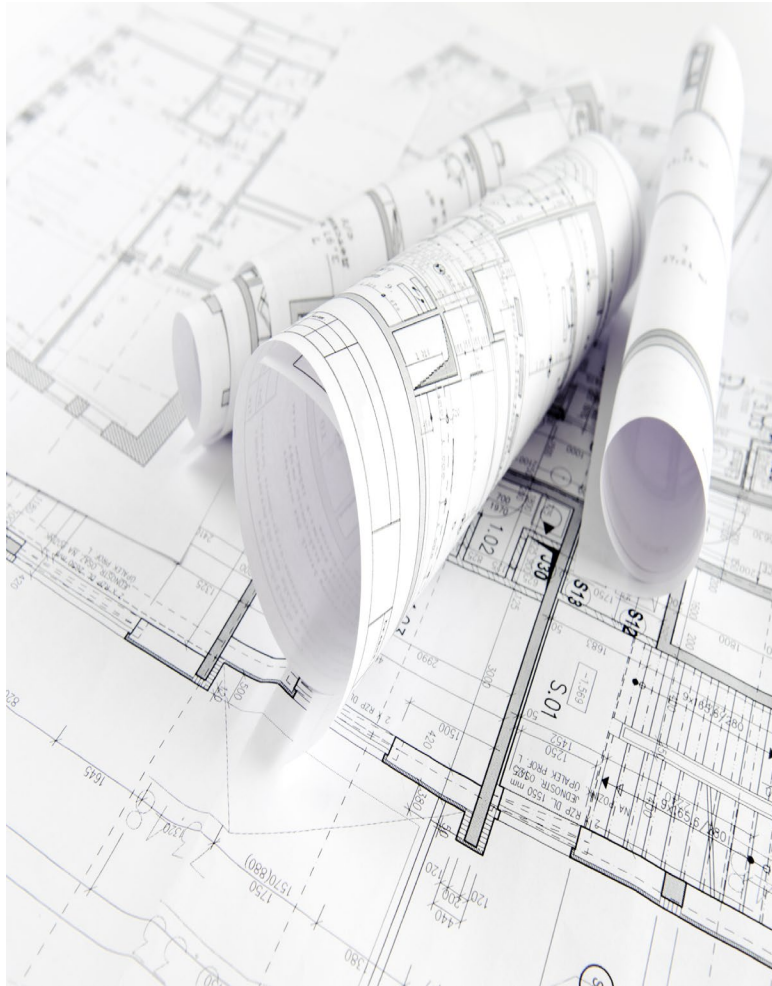
State of Illinois
Commission on Equity and Inclusion
Business Enterprise Program



**Business Enterprise Program (BEP)
Utilization Plan**

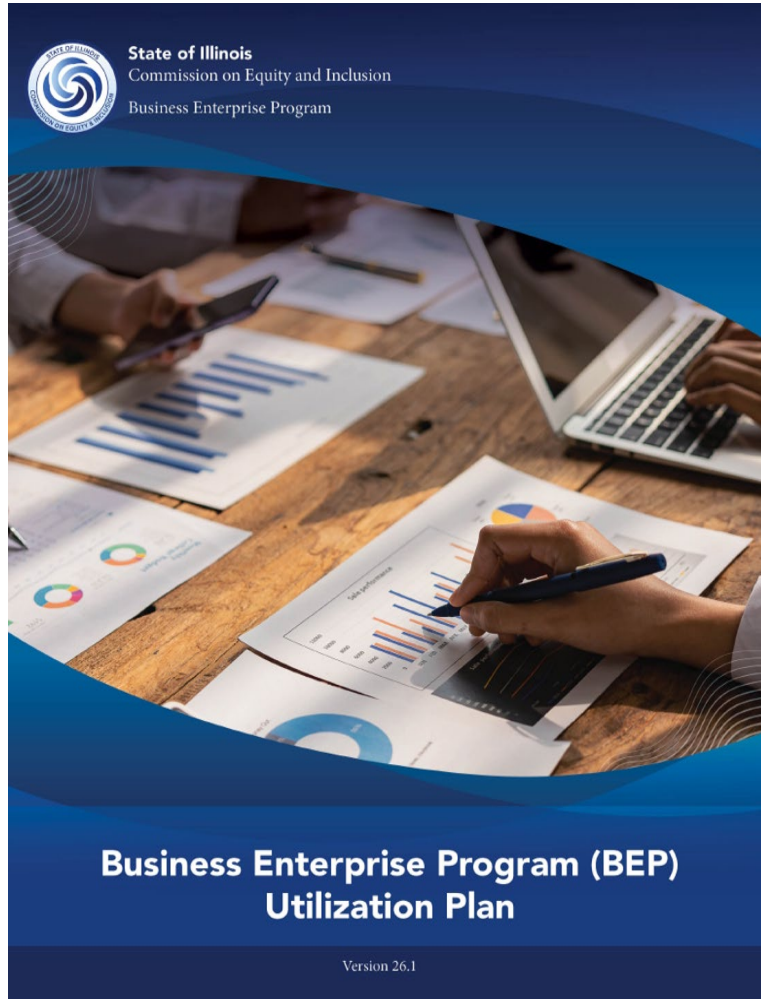
Version 26.1

BEP and VBP Utilization Plans 26.1



- The Utilization Plans consist of four (4) parts:
 - Part 1 Terms and Conditions
 - Part II Prime Vendor Commitment
 - Part III BEP Subcontractor Participation and Agreement
 - Part IV Waiver Requests and Review

BEP Utilization Plan 26.1



- The Utilization Plan consists of four (4) parts:
 - Part 1 Terms and Conditions
 - Part II Prime Vendor Commitment
 - Part III BEP Subcontractor Participation and Agreement
 - Part IV Waiver Requests and Review

BEP Terms and Conditions – Part I

Part I
Terms and Conditions

The Business Enterprise for Minorities, Women, and Persons with Disabilities Act (BEP Act) establishes an aspirational goal of awarding not less than 30% of the total dollar amount of state contracts and not less than 20% of the total dollar amount of state construction contracts to businesses owned by minorities, women, and persons with disabilities. *See* 30 ILCS 575/4.

Per 30 ILCS 575/4(e), failure to complete and include a Business Enterprise Program (BEP) Utilization Plan, including documentation demonstrating good faith efforts when requesting a waiver, renders the bid or offer non-responsive. The purchasing entity may allow the prime vendor to cure certain deficiencies in the Utilization Plan, such as mistakes resulting from failure to follow instructions or a lapsed BEP certification. *See* 30 ILCS 575/4(e). The BEP Utilization Plan consists of four parts and must be completed and submitted for solicitations with an assigned BEP goal. Other than supplemental documentation, documentation that alters or replaces the Utilization Plan will not be considered during the Utilization Plan review.

- Part I Terms and Conditions
- Part II Prime Vendor Commitment
- Part III BEP Subcontractor Participation Agreement
- Part IV Waiver Requests and Reviews

1. Definitions

BEP Act	The Business Enterprise for Minorities, Women, and Persons with Disabilities Act is a law in Illinois designed to promote fairness and increase opportunities for minority-owned, women-owned, and persons-with-disabilities-owned businesses in Illinois government contracting. The BEP Act states that not less than 30% of the total dollar amount of every state contract and not less than 20% of the total dollar amount of every state construction contract shall be awarded to BEP certified vendors, unless an exemption or waiver is granted by the BEP Council. <i>See</i> 30 ILCS 575/4 and 7. The goal is to create a more inclusive and diverse business environment, ensuring that businesses owned by historically underrepresented groups have equal access to government contracts.
BEP Compliance	BEP Compliance includes BEP Compliance Officers, a BEP Compliance Manager, and a CEI Deputy Director over BEP Compliance.
BEP Council	The Business Enterprise Council for Minorities, Women and Persons with Disabilities was developed to help implement, monitor, and enforce the goals of the BEP Act.
BEP Certification	A process through which the Business Enterprise Program formally recognizes businesses that are at least 51% owned and controlled by minorities, women, or persons with disabilities. To qualify for BEP certification, the business owner must be a U.S. citizen or lawful permanent resident, and the business must have annual gross sales of less than \$150 million. This certification allows these businesses to be recognized as diverse suppliers, making them eligible for certain opportunities and government contracts designed to support diversity and inclusion in Illinois' business community.

BEP Prime Vendor Commitment – Part II

Part II Prime Vendor Commitment

The BEP Utilization Plan must be completed and returned as instructed in Part II. No alterations or substitutions will be permitted.

Complete the Solicitation Scope Identifier field by identifying the relevant commodity code(s) and/or scope descriptions.

Section I – Solicitation Information

Purchasing Entity Name:

Solicitation Bulletin Number:

Solicitation Title:

Assigned BEP Goal (*enter as decimal*):

Bidder or Offeror Name:

Solicitation Scope Identifier(s):

The undersigned bidder or offeror submits this Utilization Plan as part of its bid or offer in accordance with the solicitation and BEP requirements. The solicitation contains a supplier diversity goal. Therefore, BEP-certified vendors, defined by the Commission on Equity and Inclusion (CEI), will perform a percentage of the contract's value. The BEP goal applies to the contract, amendments, and change orders.

- Vendors dually certified in BEP and the Veterans Business Program may only be counted towards either goal, not both.
- All BEP-certified prime vendors and subcontractors must perform commercially useful functions (CUF) through direct participation as defined in Part I of this Utilization Plan.
- Firms must be BEP-certified at the time of bid submission.

The undersigned bidder or offeror acknowledges reading, understanding, and agreeing to all BEP policies, rules, and procedures as defined in Part I of this Utilization Plan and hereby affirms:

Select the appropriate option below.

- ☐ The bidder or offeror is a BEP-certified firm and will fully meet the goal through self-performance.

If checked, the prime vendors must only submit this signed Part II.

- ☐ The bidder or offeror is a BEP-certified firm that has identified at least one BEP-certified subcontractor to split the goal with.

If checked, submit Part II and a Part III for each BEP-certified subcontractor.

BEP Prime Vendor Commitment – Part II Cont'd

- ☐ The bidder or offeror is not a BEP-certified firm. It has identified at least one BEP-certified subcontractor to meet the assigned BEP goal fully.

If checked, submit Part II and a Part III for each BEP-certified subcontractor.

- ☐ The bidder or offeror cannot fully meet the BEP goal itself or through BEP-certified firms, but has submitted a BEP Waiver Request and Review Form.

If checked, review Part IV, complete a BEP Waiver Request and Review Form, the signed Part II, and, if requesting a reduction, a Part III for each BEP-certified subcontractor.

Section II - Compliance Attestation

Compliance with all tenets of the Utilization Plan is mandated, and if awarded, this Utilization Plan will become part of the contract. Failure to carry out the requirements of this Utilization Plan is considered a material breach of the resulting contract, which may result in the termination of the contract or such other remedy as the purchasing entity deems appropriate.

Signature:

Printed Name:

Title:

Email Address:

Telephone:

Date:

Signature

Printed Name

Title

Email Address

Telephone

Date

BEP Subcontractor Participation Agreement

Part III BEP Subcontractor Participation Agreement

The bidder or offeror must submit a separate, completed, and signed BEP Subcontractor Participation Agreement for each BEP-certified subcontractor. Once submitted with the bid or offer, the Utilization Plan, including each BEP Subcontractor Participation Agreement, will become a mandated part of the awarded contract. The bidder or offeror cannot prohibit or limit any selected BEP-certified subcontractor from providing subcontractor quotes to other potential bidders or offerors.

All BEP Subcontractor Participation Agreements are subject to the procuring purchasing entity's approval. Changes involving or affecting the identified BEP-certified subcontractor and scope of work will not be permitted without written notification to and the approval of the purchasing entity.

Solicitation Information

Solicitation Bulletin Number:

Solicitation Title:

Solicitation Scope Identifier(s):

Bidder or Offeror Information

Bidder or Offeror Name:

Bidder or Offeror Address:

Bidder or Offeror Email:

Bidder or Offeror Telephone:

Print the name of the bidder or offeror contact responsible for ensuring compliance with this BEP Subcontractor Participation Agreement below.

Printed Name:

BEP Subcontractor Information

BEP Subcontractor Name:

BEP Subcontractor Address:

BEP Subcontractor Email:

BEP Subcontractor Telephone:

Print the name of the BEP-certified subcontractor contact responsible for ensuring compliance with this BEP Subcontractor Participation Agreement below.

Printed Name:

Indicate the percentage or dollar amount of the estimated contract award that will be subcontracted to the certified BEP-certified subcontractor.

Select the estimated BEP Subcontractor Participation Agreement term start date.

Select the estimated BEP Subcontractor Participation Agreement term end date.

BEP Subcontractor Participation Agreement Cont'd

BEP Subcontractor Goods and Services Description

Provide a detailed description of the BEP-certified subcontractor's scope of work, the goods to be delivered, and the exact scope identifiers (i.e., commodity codes or other scope identifying information). This description must clearly define the services and products the BEP-certified subcontractor will provide under the contract. The description must also include a detailed list of tasks, responsibilities, materials, and deliverables. Provide a detailed description for each scope identifier.

Scope Identifier

Description

Add scope identifier(s)

Delete scope identifier(s)

THE UNDERSIGNED PARTIES AGREE that once signed and submitted with the bid or offer, this BEP Subcontractor Participation Agreement, along with the other parts of this Utilization Plan, will become a material part of the contract, and the BEP-certified vendor will perform the designated scope of work at the percentage indicated above. The undersigned parties also certify that they did not affix their signatures to this document until all other areas were completed.

Prime Vendor

Signature:

Printed Name:

Title:

Date:

BEP Subcontractor

Signature:

Printed Name:

Title:

Date:

Add Subcontractor
Agreement

Five (5) Curable BEP Utilization Plan Deficiencies

- A bidder or offeror whose bid or offer is accepted and who includes a completed Utilization Plan with that bid but fails to meet the goals outlined in the plan.
- Scrivener's errors, such as transposed numbers.
- Information submitted in an incorrect form or format.
- Mistakes resulting from failure to follow instructions or to identify and adequately document good faith efforts taken to comply with the Utilization Plan.
- A proposal to use a firm whose BEP certification has lapsed or is not yet recognized.

Three (3) Non-Curable BEP Utilization Plan Deficiencies



A blank Utilization Plan.

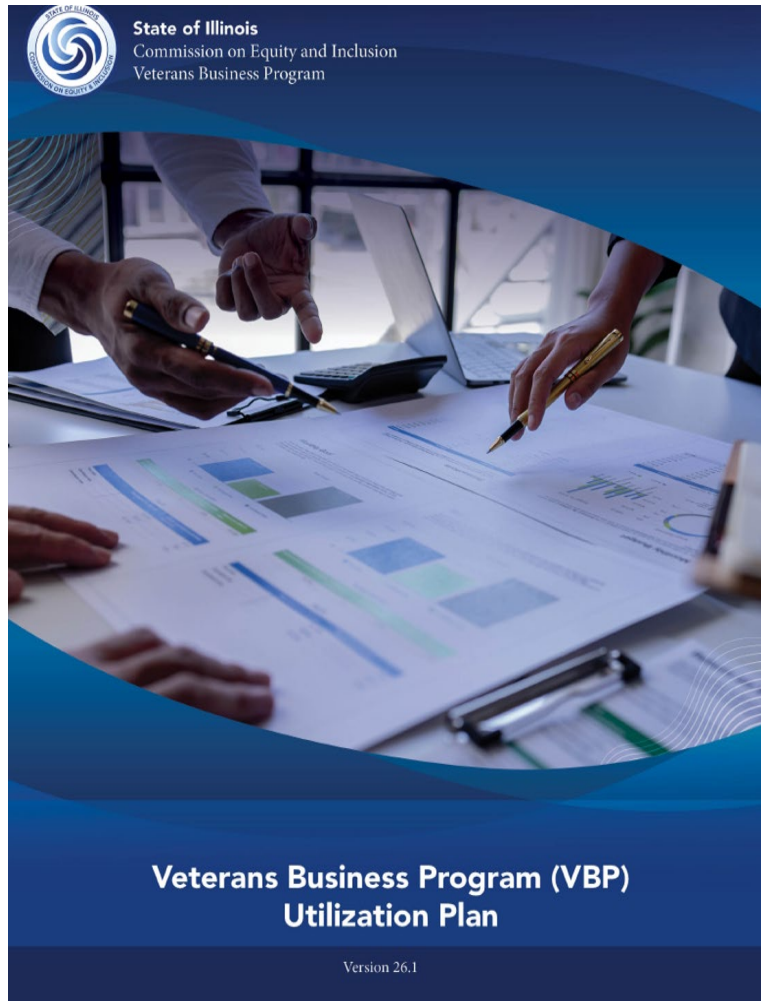


A Utilization Plan that shows a lack of reasonable effort to complete the form on time.



A Utilization Plan that states the contract will be self-performed by a non-certified vendor without showing good faith efforts or a request for a waiver.

VBP Utilization Plan 26.1



- The Utilization Plan consists of four (4) parts:
 - Part 1 Terms and Conditions
 - Part II Prime Vendor Commitment
 - Part III VBP Subcontractor Participation and Agreement
 - Part IV Waiver Requests and Review

VBP Term and Conditions – Part I

Part I Terms and Conditions

The Illinois Procurement Code establishes a goal of awarding not less than 3% of the total dollar amount of state contracts to small businesses owned and controlled by veterans and service-disabled veterans. *See 30 ILCS 500/45-57(a).*

Failure to complete and include a Veterans Business Program (VBP) Utilization Plan, including documentation demonstrating good faith efforts when requesting a waiver, may render the bid or offer non-responsive. The purchasing entity cannot allow the prime vendor to cure Utilization Plan deficiencies. The VBP Utilization Plan consists of four parts and must be completed and submitted for solicitations with an assigned VBP goal. Other than supplemental documentation, documentation that alters or replaces the Utilization Plan will not be considered during the Utilization Plan review

Part I Terms and Conditions
Part II Prime Vendor Commitment
Part III VBP Subcontractor Participation Agreement
Part IV Waiver Requests and Reviews

Definitions

Certified Vendor	A veteran-owned or service-disabled veteran-owned small business that is certified by the VBP.
Commission on Equity and Inclusion or CEI	CEI works to maximize supplier diversity in Illinois. CEI oversees programs, including the Business Enterprise Program and the Veterans Business Program, that support small businesses owned by minorities, women, veterans, service-disabled veterans, and people with disabilities, ensuring they have access to government contracts and opportunities.
Contractor	A business or individual hired by a purchasing entity to perform a specific job or provide goods or services under a formal agreement, known as a contract. The contractor is responsible for completing the work as outlined in the executed contract.
Control	The exclusive or ultimate and sole control of the business including, but not limited to, capital investment and all other financial matters, property, acquisitions, contract negotiations, legal matters, officer-director-employee selection and comprehensive hiring, operating responsibilities, cost-control matters, income and dividend matters, financial transactions and rights of other shareholders or joint partners. Control is real, substantial and continuing, not pro forma. Control includes the power to direct or cause the direction of the management and policies of the business and to make the day-to-day as well as major decisions in matters of policy, management and operations. Control is exemplified by possessing the requisite knowledge and expertise to run the particular business and control does not include simple majority or absentee ownership.

VBP Prime Vendor Commitment – Part II

Part II Prime Vendor Commitment

The VBP Utilization Plan must be completed and returned as instructed in Part II. No alterations or substitutions will be permitted.

Complete the Solicitation Scope Identifier field by identifying the relevant commodity code(s) and/or scope descriptions.

Section I – Solicitation Information

Purchasing Entity Name:

Solicitation Bulletin Number:

Solicitation Title:

Assigned VBP Goal (*enter as decimal*):

Bidder or Offeror Name:

Solicitation Scope Identifier(s):

Select Purchasing Entity

The undersigned bidder or offeror submits this Utilization Plan as part of its bid or offer in accordance with the solicitation and VBP requirements. The solicitation contains a supplier diversity goal. Therefore, VBP-certified vendors, defined by the Commission on Equity and Inclusion (CEI), will perform a percentage of the contract's value. The VBP goal applies to the contract, amendments, and change orders.

- Vendors dually certified in VBP and the Business Enterprise Program may only be counted towards either goal, not both.
- Firms must be VBP-certified at the time of bid submission.

The undersigned bidder or offeror acknowledges reading, understanding, and agreeing to all VBP policies, rules, and procedures as defined in Part I of this Utilization Plan and hereby affirms:

Select the appropriate option below.

☐

The bidder or offeror is a VBP-certified firm and will fully meet the goal through self-performance.

If checked, the prime vendors must only submit this signed Part II.

☐

The bidder or offeror is a VBP-certified firm that has identified at least one VBP-certified subcontractor to split the goal with.

If checked, submit Part II and a Part III for each VBP-certified subcontractor.

VBP Prime Vendor Commitment – Part II Cont'd

- ☐ The bidder or offeror is not a VBP-certified firm. It has identified at least one VBP-certified subcontractor to meet the assigned VBP goal fully.

If checked, submit Part II and a Part III for each VBP-certified subcontractor.

- ☐ The bidder or offeror cannot fully meet the VBP goal itself or through VBP-certified firms, but has submitted a VBP Waiver Request and Review Form.

If checked, review Part IV, complete a VBP Waiver Request and Review Form, the signed Part II, and, if requesting a reduction, a Part III for each VBP-certified subcontractor.

Section II - Compliance Attestation

Compliance with all tenets of the Utilization Plan is mandated, and if awarded, this Utilization Plan will become part of the contract. Failure to carry out the requirements of this Utilization Plan is considered a material breach of the resulting contract, which may result in the termination of the contract or such other remedy as the purchasing entity deems appropriate.

Signature:

Printed Name:

Title:

Email Address:

Telephone:

Date:

VBP Subcontractor Participation Agreement – Part III

Part III VBP Subcontractor Participation Agreement

The bidder or offeror must submit a separate, completed, and signed VBP Subcontractor Participation Agreement for each VBP-certified subcontractor. Once submitted with the bid or offer, the Utilization Plan, including each VBP Subcontractor Participation Agreement, will become a mandated part of the awarded contract. The bidder or offeror cannot prohibit or limit any selected VBP-certified subcontractor from providing subcontractor quotes to other potential bidders or offerors.

All VBP Subcontractor Participation Agreements are subject to the procuring purchasing entity's approval. Changes involving or affecting the identified VBP-certified subcontractor and scope of work will not be permitted without written notification to and the approval of the purchasing entity.

Solicitation Information

Solicitation Bulletin Number:
Solicitation Title:
Solicitation Scope Identifier(s):

Bidder or Offeror Information

Bidder or Offeror Name:
Bidder or Offeror Address:
Bidder or Offeror Email:
Bidder or Offeror Telephone:

Print the name of the bidder or offeror contact responsible for ensuring compliance with this VBP Subcontractor Participation Agreement below.

Printed Name:

--

VBP Subcontractor Information

VBP Subcontractor Name:
VBP Subcontractor Address:
VBP Subcontractor Email:
VBP Subcontractor Telephone:

Print the name of the VBP-certified subcontractor contact responsible for ensuring compliance with this VBP Subcontractor Participation Agreement below.

Printed Name:

--

Indicate the percentage or dollar amount of the estimated contract award that will be subcontracted to the certified VBP-certified subcontractor.

--

Select the estimated VBP Subcontractor Participation Agreement term start date.

--

Select the estimated VBP Subcontractor Participation Agreement term end date.

--

VBP Subcontractor Participation Agreement – Part III Cont'd

VBP Subcontractor Goods and Services Description

Provide a detailed description of the VBP-certified subcontractor's scope of work, the goods to be delivered, and the exact scope identifiers (i.e., commodity codes or other scope identifying information). This description must clearly define the services and products the VBP-certified subcontractor will provide under the contract. The description must also include a detailed list of tasks, responsibilities, materials, and deliverables. Provide a detailed description for each scope identifier.

Scope Identifier	
Description	
Add scope identifier(s)Delete scope identifier(s)	

THE UNDERSIGNED PARTIES AGREE that once signed and submitted with the bid or offer, this VBP Subcontractor Participation Agreement, along with the other parts of this Utilization Plan, will become a material part of the contract, and the VBP-certified vendor will perform the designated scope of work at the percentage indicated above. The undersigned parties also certify that they did not affix their signatures to this document until all other areas were completed.

Prime Vendor

Signature:	
Printed Name:	
Title:	
Date:	

VBP Subcontractor

Signature:	
Printed Name:	
Title:	
Date:	

Add Subcontractor Agreement

Important Changes for the VBP



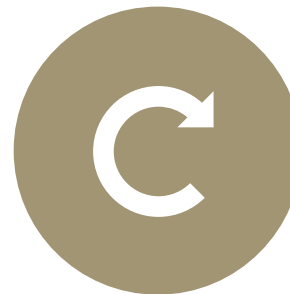
The purchasing entity cannot allow the prime vendor to cure VBP Utilization Plan deficiencies.



When requesting a waiver, the bidder must submit a completed VBP Utilization Plan that includes documentation demonstrating good faith efforts to meet the established VBP goals. Failure to provide the required documentation will deem the waiver non-responsive.



Once a waiver is denied, there is no curing.



The current version of the VBP Utilization Plan is 26.1. The use of the version 25.1 is no longer acceptable. If version 25.1 utilization plan is submitted, it will be deemed non-responsive.

What is a Waiver Request?

It is a request to be exempt from meeting the goal in part or in whole.



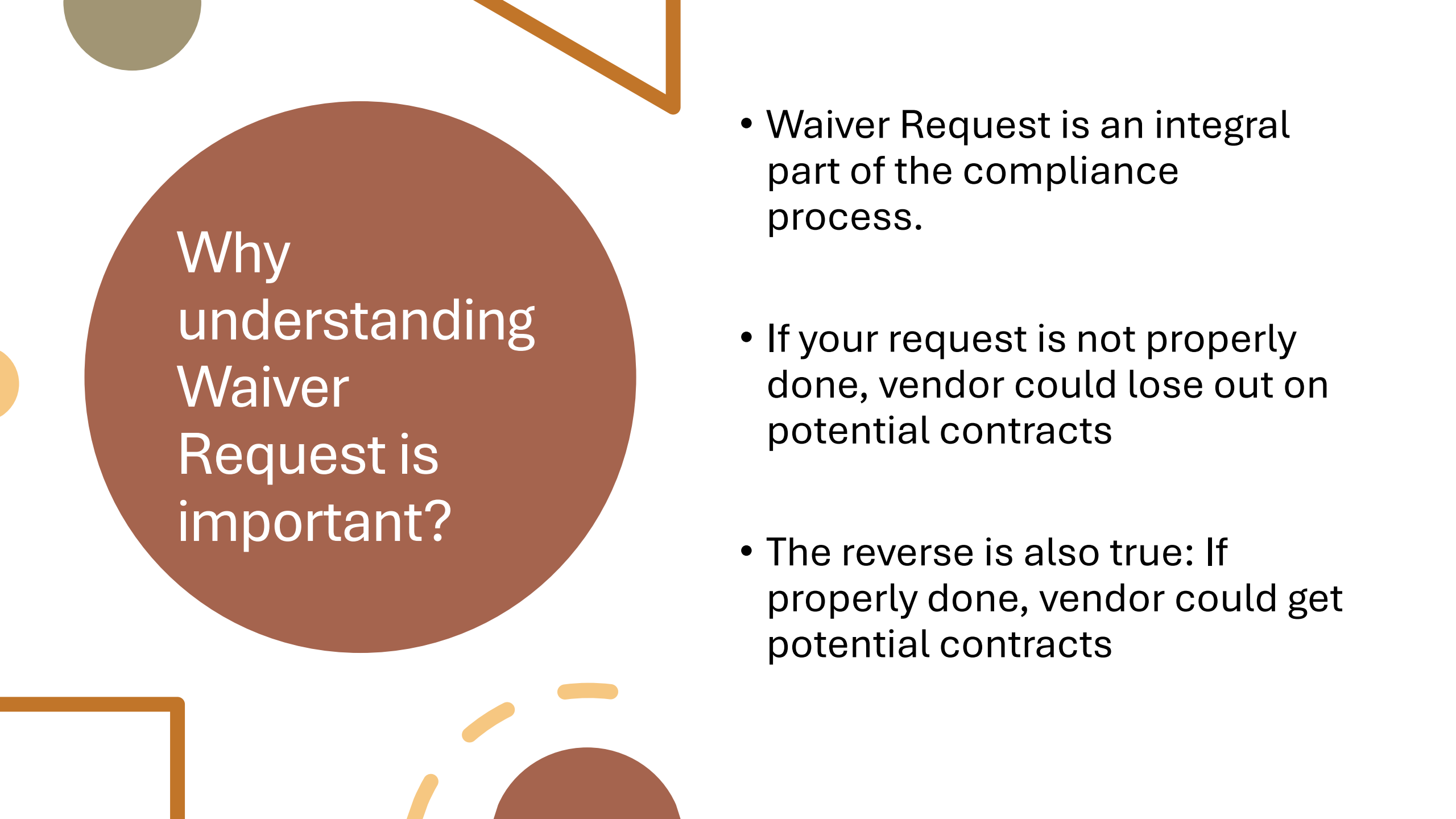
Waiver Requests



Full Waiver : Vendor cannot fulfill the goal and is asking for a total exemption from the goal



Partial Waiver: Vendor can only fulfill some of the goals and not all of the goals



Why understanding Waiver Request is important?

- Waiver Request is an integral part of the compliance process.
- If your request is not properly done, vendor could lose out on potential contracts
- The reverse is also true: If properly done, vendor could get potential contracts

BEP/VBP Waiver Request and Review Forms

- Pursuant to 30 ILCS 575/7(3), failure to complete and include a utilization plan, including documentation demonstrating good faith efforts when requesting a waiver, shall render the bid or offer non-responsive. To obtain a CEI-approved waiver, the bidder or offeror must complete all ten requirements of the BEP Act in detail, demonstrating their actions and efforts for each of the ten requirements. The Commission of Equity and Inclusion (CEI) will make the final determination on the waiver request.
- Pursuant to 30 ILCS 500/45-47/(a), the Illinois Procurement Code establishes a goal of awarding not less than 3% of the total dollar amount of state contracts to small businesses owned and controlled by Veterans and Service-Disabled Veterans. Failure to complete and include a Veterans Business Program (VBP) Utilization Plan, including documentation demonstrating good faith efforts when requesting a waiver, may render the bid or offer non-responsive. To obtain a CEI-approved waiver, the bidder or offeror must complete all eight requirements of the VBP Act in detail, demonstrating their actions and efforts for each of the eight requirements. The Commission of Equity and Inclusion (CEI) will make the final determination on the waiver request.

BEP Waiver Request and Review Form



State of Illinois
Commission on Equity and Inclusion

BEP Waiver Request and Review Form

Pursuant to 30 ILCS 575/7(3), failure to complete and include a utilization plan, including documentation demonstrating good faith efforts when requesting a waiver, shall render the bid or offer non-responsive. This document represents the bidder's or offeror's submission of a full or partial Business Enterprise Program (BEP) goal waiver request, based on the due diligence conducted to facilitate BEP vendor participation for the contract. The Commission on Illinois and Inclusion (CEI) will make the final determination on the waiver request.

To obtain a CEI-approved waiver, the bidder or offeror must complete all ten requirements of the BEP Act in detail, demonstrating their actions and efforts for each of the ten requirements.

If additional space is needed, you may attach supplementary documentation to support your responses. Please ensure all attachments are submitted alongside the form and in accordance with the provided instructions.

Section I – Solicitation Information

Prime Vendor Name:

Solicitation Title:

Solicitation Bulletin Reference Number:

Assigned BEP Goal:

Vendor's Requested BEP Goal:

Purchasing Entity Name:

Purchasing Entity Number:

Date Submitted:

Section II – Prime Vendor Waiver Request

1. Provide a list of eligible businesses owned by minorities, women, and persons with disabilities that pertain to the class of contracts in this requested waiver that you contacted. Eligible businesses are only eligible if they are certified for the products or work advertised in the solicitation or bid.

2. Provide a clear demonstration that you selected portions of the work to be performed by certified vendors to facilitate meeting the contract-specific goal, and that the certified vendors that have the capability to perform the work of the contract were solicited through all reasonable and available means.

3. By checking the following box, the prime vendor affirms that no certified vendors were rejected as unqualified without sound justification based on a thorough and objective evaluation of their capabilities. The vendor further affirms that rejection or failure to engage with certified vendors was not based on their industry standing, membership in particular groups, organizations, or associations, or on any political or social affiliations.

☐ Yes – I affirm ☐ No – I do not affirm

BEP Waiver Request and Review Form Cont'd



4. Provide documentation demonstrating your good faith effort to solicit eligible certified vendors. Your submission must include proof that certified vendors were given sufficient time to respond to the solicitation or bid, the information shared with them including the scope, specifications, and requirements of the opportunity, and evidence of follow-up communications to encourage participation or respond to inquiries. All documentation should reflect the timeline and thoroughness of the outreach effort.

Certified Vendor Name: [Add List](#)

Provide proof that certified vendors were given sufficient time to respond to the solicitation or bid below. [Remove](#)

Document the information you shared with the certified vendor, including the scope, specifications, and opportunity requirements.

Provide evidence and the content of follow-up communications to encourage participation or respond to certified vendor inquiries.

5. Provide a clear demonstration that you communicated with certified vendors by listing the date, time, and type of communication for each certified vendor below.

Certified Vendor Name: [Add List](#)

List the date, time, and method of communication for each certified vendor below. [Remove](#)

Date	Time	Communication Method	
			+ -

6. Provide evidence that you negotiated with certified vendors to enter into contracts to provide a commercially useful function the contract for a reasonable cost. Complete a response for each certified vendor.

Certified Vendor Name: [Add List](#)

[Remove](#)

7. Provide documentation demonstrating that the difference in cost between the contract proposals being offered by certified vendors is excessive or unreasonable. If this doesn't apply to this good faith effort waiver request, please note that below.

☐ Number 7 does NOT apply to this good faith effort waiver request.

☐ Number 7 does apply to this good faith effort waiver request.

8. Provide a list of certified vendors owned by minorities, women, and persons with disabilities that you have used in the current and prior fiscal years.

Fiscal Year [Add](#)

Certified Vendor Name	Purchasing Entity	Contract Number	
			+ -

Fiscal Year [Add](#)

Certified Vendor Name	Purchasing Entity	Contract Number	
			+ -

[Include Previous Fiscal Years](#)

BEP Waiver Request and Review Form Cont'd

9. By checking the following box, the prime vendor affirms that it made efforts to utilize certified vendors despite its ability or desire to perform the work with its own operations by selecting portions of the work to be performed by certified vendors, which may, when appropriate, include breaking out portions of the work to be performed into economically feasible units to facilitate certified vendor participation.

☐ Yes – I affirm

☐ No – I do not affirm

10. Denote your use of any of the resources listed below to identify and engage certified vendors:

- a. The State of Illinois;
- b. Organizations or contractors' groups representing or composed of minorities, women, or persons with disabilities;
- c. Local, state, or federal assistance offices that represent or help minorities, women, or persons with disabilities; or
- d. Other groups that assist in recruiting and engaging certified vendors.

11. In the following space, offer any additional information that you feel may be relevant for the determination of this waiver request:

12. Please complete the Prime Vendor Authorization statement below.

I have completed this good faith effort waiver request to the best of my ability and confirm that the responses and associated documentation provided represent due diligence on my behalf.

Authorized Signatory Name:

Authorized Signatory Title:

Date:

Signature:

Prime vendors must not make any entries on this form beyond this point. Include the signed document with your bid or offer submission to the purchasing entity identified in the solicitation.

BEP Waiver Request and Review Form Cont'd

Section III – Purchasing Entity Review and Recommendation

If the prime vendor's waiver request is for a procurement under the Chief Procurement Office for Capital Development Board (CPO-CDB), the Chief Procurement Office for Higher Education (CPO-HE), or from an Illinois Community College, CEI will evaluate the waiver request and determine upon receipt of the purchasing entity's review and recommendation.

Purchasing Entity Name:

Date the Purchasing Entity Received the Good Faith Effort Waiver Request:

Purchasing Entity Recommendation:

Provide the recommendation rationale below.

The individual listed below, representing the specified purchasing entity, confirms that the review and recommendation provided below are complete and accurate to the best of their knowledge and ability.

Authorized Signatory Name:

Authorized Signatory Title:

Email:

Date:

Signature:

Submit the completed form, including this signed Section III and all other parts, to your assigned Compliance Officer, copying Jacob Perez, CEI Deputy Director at Jacob.Perez@Illinois.gov.

Purchasing entities must not make any entries on this form beyond this point.

VBP Waiver Request and Review Form



State of Illinois
Commission on Equity and Inclusion

VBP Waiver Request and Review Form

The Illinois Procurement Code establishes a goal of awarding not less than 3% of the total dollar amount of state contracts to small businesses owned and controlled by veterans and service-disabled veterans. See 30 ILCS 500/45-57(a). Failure to complete and include a Veterans Business Program (VBP) Utilization Plan, including documentation demonstrating good faith efforts when requesting a waiver, may render the bid or offer non-responsive.

To obtain a CEI-approved waiver, the bidder or offer or must complete the following requirements in detail, demonstrating their actions and efforts for each of the requirements.

Section I – Solicitation Information

Prime Vendor Name:	
Solicitation Title:	
Solicitation Bulletin Reference Number:	
Assigned VBP Goal:	
Vendor's Requested VBP Goal:	
Purchasing Entity Name:	
Purchasing Entity Number:	
Date Submitted:	

Section II – Prime Vendor Waiver Request

1. Have you used the Supplier Diversity Management Portal to identify all VBP-certified firms capable of performing work on this contract? If yes, please describe your search process and list the firms identified. All BEP certified vendors within the NIGP codes utilized in the goal setting for this procurement must be contacted by email and followed up with a phone call to constitute a good faith effort.

--

2. How did you determine whether the selected portions of work or materials matched the availability and capabilities of VBP-certified firms, including considerations of location, cost, and performance?

--

3. By checking the following box, the prime vendor affirms that no certified vendors were rejected as unqualified without sound justification based on a thorough and objective evaluation of their capabilities.

☐ Yes – I affirm ☐ No – I do not affirm

VBP Waiver Request and Review Form Cont'd

4. Provide documentation demonstrating your good faith effort to solicit eligible certified vendors. Your submission must include proof that certified vendors were given sufficient time to respond to the solicitation or bid, the information shared with them, including the scope, specifications, and requirements of the opportunity, and evidence of follow-up communications to encourage participation or respond to inquiries. All documentation should reflect the timeline and thoroughness of the outreach effort.

Certified Vendor Name:

Provide proof that certified vendors were given sufficient time to respond to the solicitation or bid below.

Document the information you shared with the certified vendor, including the scope, specifications, and opportunity requirements.

Provide evidence and the content of follow-up communications to encourage participation or respond to certified vendor inquiries.

5. Provide a clear demonstration that you engaged in good faith negotiations with VBP-certified firms. Include the names and contact information of the firms approached, information shared, and the reason(s) an agreement could not be reached (if applicable).

Insert the certified vendor's name below.	
Provide the information shared with the certified vendor and the reason an agreement could not be reached (if applicable).	
List the address and telephone number for the certified vendor below.	
Address	Telephone Number

6. What efforts did you make to assist VBP-certified firms in obtaining lines of credit or insurance required by the State?

7. What efforts did you make to assist VBP-certified firms in obtaining necessary equipment, supplies, materials, or related services to perform the work?

VBP Waiver Request and Review Form Cont'd

8. By checking the following box, the prime vendor affirms that it made efforts to utilize certified vendors by selecting portions of the work to be performed by certified vendors, which may, when appropriate, include breaking out portions of the work to be performed into economically feasible units to facilitate certified vendor participation.

☐ Yes – I affirm ☐ No – I do not affirm

9. How did you evaluate the capabilities of the VBP-certified firms you contacted? If any were deemed unqualified, please provide documentation supporting that determination.

10. In the following space, offer any additional information that you feel may be relevant for the determination of this waiver request:

11. Please complete the Prime Vendor Authorization statement below.

I have completed this waiver request to the best of my ability and confirm that the responses and associated documentation provided represent due diligence on my behalf.

Authorized Signatory Name:

Authorized Signatory Title:

Date:

Signature:

Prime vendors must not make any entries on this form beyond this point. Include the signed document with your bid or offer submission to the purchasing entity identified in the solicitation.

VBP Waiver Request and Review Form cont'd

Section III – Purchasing Entity Review and Recommendation

If the prime vendor's waiver request is for a procurement under the Chief Procurement Office for Capital Development Board (CPO-CDB) or the Chief Procurement Office for Higher Education (CPO-HE), CEI will evaluate the waiver request and determine upon receipt of the purchasing entity's review and recommendation.

Purchasing Entity Name:

Date the Purchasing Entity Received the Goal Waiver Request:

Purchasing Entity Recommendation:

Provide the recommendation rationale below.

The individual listed below, representing the specified purchasing entity, confirms that the review and recommendation provided below are complete and accurate to the best of their knowledge and ability.

Authorized Signatory Name:

Authorized Signatory Title:

Email:

Date:

Signature:

Submit the completed form, including this signed Section III and all other parts, to your assigned Compliance Officer, copying Jacob Perez, CEI Deputy Director at Jacob.Perez@Illinois.gov.

Purchasing entities must not make any entries on this form beyond this point.

VBP Waiver Request and Review Form Cont'd

Section IV - CEI Deputy Director Review and Determination

Date the CEI Deputy Director Received the Goal Waiver Request or Purchasing Entity Recommendation:

CEI Deputy Director Determination: 

Provide the determination rationale below using the determination criteria denoted in the VBP Administrative Rules.

The individual listed below confirms that the review and determination provided below are complete and accurate to the best of their knowledge and ability.

Authorized Signatory Name:

Authorized Signatory Title:

Email:

Date:


Signature:

This fully completed form with all signatures will be sent to the purchasing entity for inclusion in the procurement file.

BEP and VBP Waiver Request Review

- **All waiver request reviews for both BEP and VBP Utilization Plans are final. There will be no curing after a final determination is made.**



Contract Compliance - Contact

Assigned Contract Compliance Analyst and/or
contractcompliance@getipass.com

Elias Ricks Ngwayah II, Contract Compliance Manager

- engwayah@getipass.com

Tamela Reed-McClinton, Sr Contract Compliance Analyst

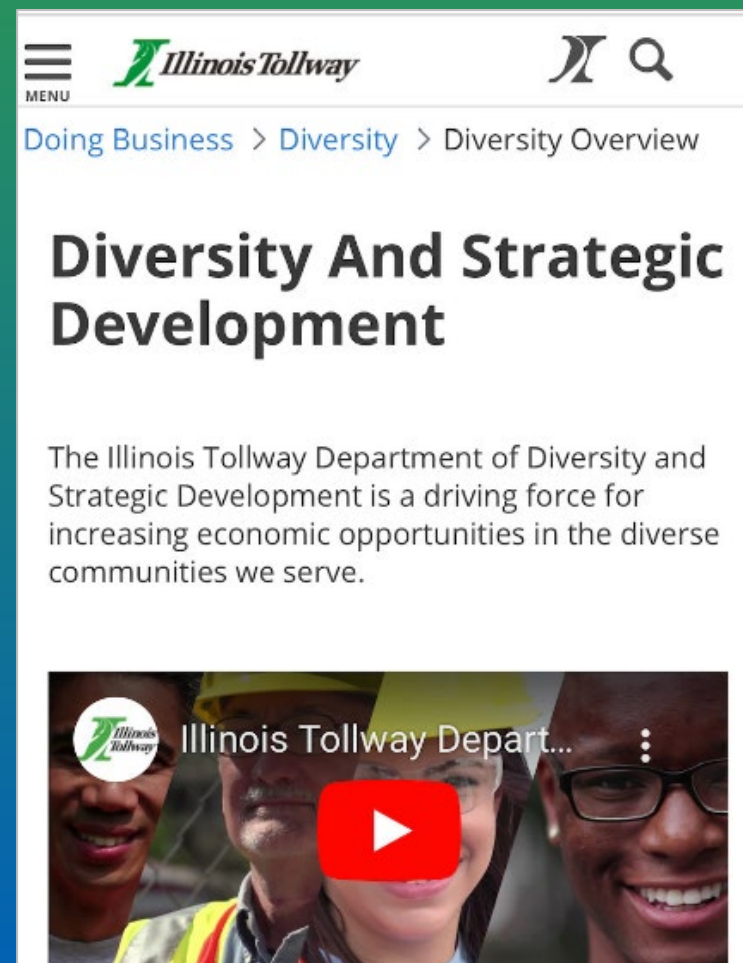
- treedmcclinton@getipass.com

QUESTIONS



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



SOCIAL MEDIA



@ILTollway



@ILTollway



@Illinois Tollway



@ILTollway



@ILTollway

THANK YOU

