



CONTRACTING WITH GOVERNMENT

Connect. Learn. Grow Your Business.

How To Do Business with the Tollway: Goods and Services

Illinois Tollway Procurement



Goals for Today's Session

-  Provide understanding of the **procurement process**
-  Inform vendors of **bid opportunities**
-  Highlight **certification programs** to help vendors participate
-  Share **Illinois Tollway assistance** opportunities for all vendors in the procurement process

About the Illinois Tollway

- » 294-mile system throughout 12 counties in Northern Illinois
- » Five roadways
- » More than 1.6 million daily drivers
- » User-fee system



Overview of Illinois Tollway's Organization

Administration

Business Systems

Diversity and Strategic Development

Engineering

Executive Office and Directors

Facilities and Fleet

Finance

Information Technology

Internal Audit

Legal

Office of the Inspector General

Operations

Planning

Procurement

Security and Safety

Communications



How to Successfully Participate in Business Opportunities at the Illinois Tollway

Contract Types



Construction



Goods and
Services



Professional
Engineering
Services

Goods and Services Overview

400+ contracts valued at \$1 billion

Contract duration: One-time purchase or up to 10 years

Median contract size: Approximately \$100,000

“Goods” include

- » Rock salt
- » Roadway materials
- » Vehicles and mowing equipment
- » Office supplies
- » Software licenses
- » Work uniforms, outerwear, polo shirts
- » Promotional items
- » Document storage



“Services” include

- » IT consulting services
- » Vehicle repair services
- » Merchant/credit card services
- » Internal auditing services
- » Document shredding
- » Copier repair services



Types of Procurements



Small Purchase – Request for Quote

REGISTERED SMALL BUSINESSES ONLY

Procurements less than small purchase threshold (currently \$100,000)



Invitation for Bid

ANY BUSINESS SIZE, UNLESS SPECIFICALLY SET ASIDE FOR SMALL BUSINESSES

Awarded to lowest responsible and responsive bidder

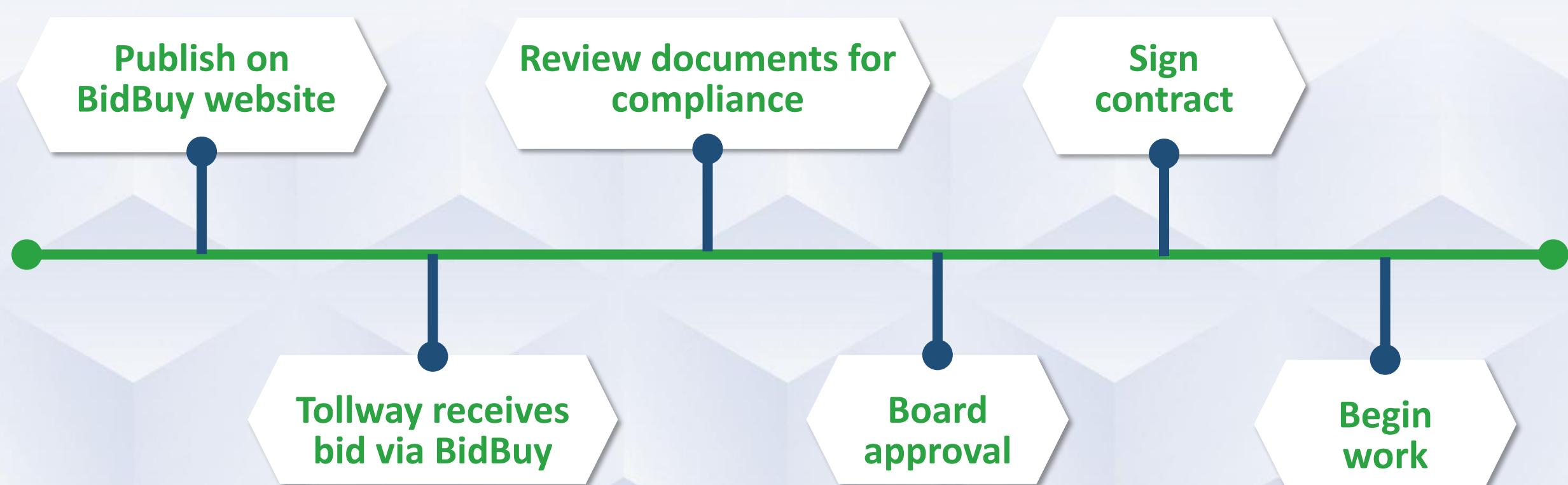


Request for Proposal

ANY BUSINESS SIZE, UNLESS SPECIFICALLY SET ASIDE FOR SMALL BUSINESSES

Awarded to vendor that provides the overall best value and includes technical criteria in addition to price

How Long is the Process?





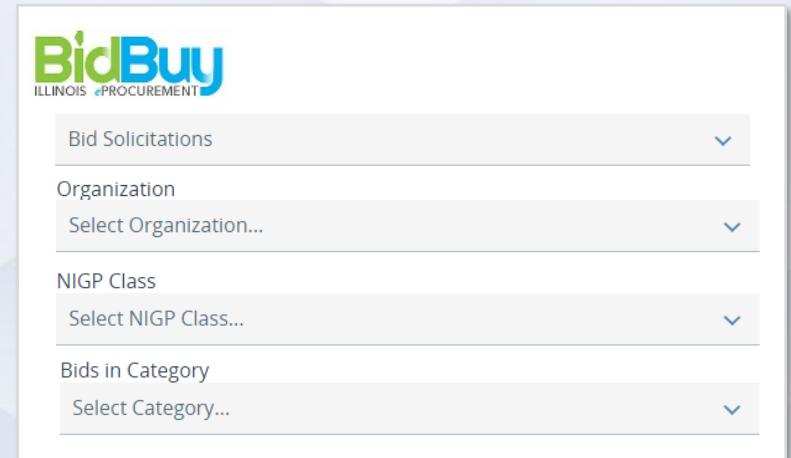
Informing Vendors of Bid Opportunities

What is BidBuy?

BidBuy – www.bidbuy.Illinois.gov

BidBuy is the State of Illinois' e-Procurement System, used by agencies under the Chief Procurement Officer of General Services

- » The Illinois Tollway is required to use BidBuy for all procurements
- » Procurement opportunities and awards are listed for more than 70 state agencies for the public to view *(no login required)*
- » Bidders must register in BidBuy to submit bids/offers to the Illinois Tollway



The Illinois Tollway **only accepts electronic bids through BidBuy.**
Paper bids and bids via fax or email **are not accepted.**

How to Register and Submit Bids

Visit www.bidbuy.Illinois.gov

Registration

1. Select correct National Institute of Governmental Purchasing (NIGP) codes for proper solicitation notification
2. Maintain current contact information
3. Register more than one individual



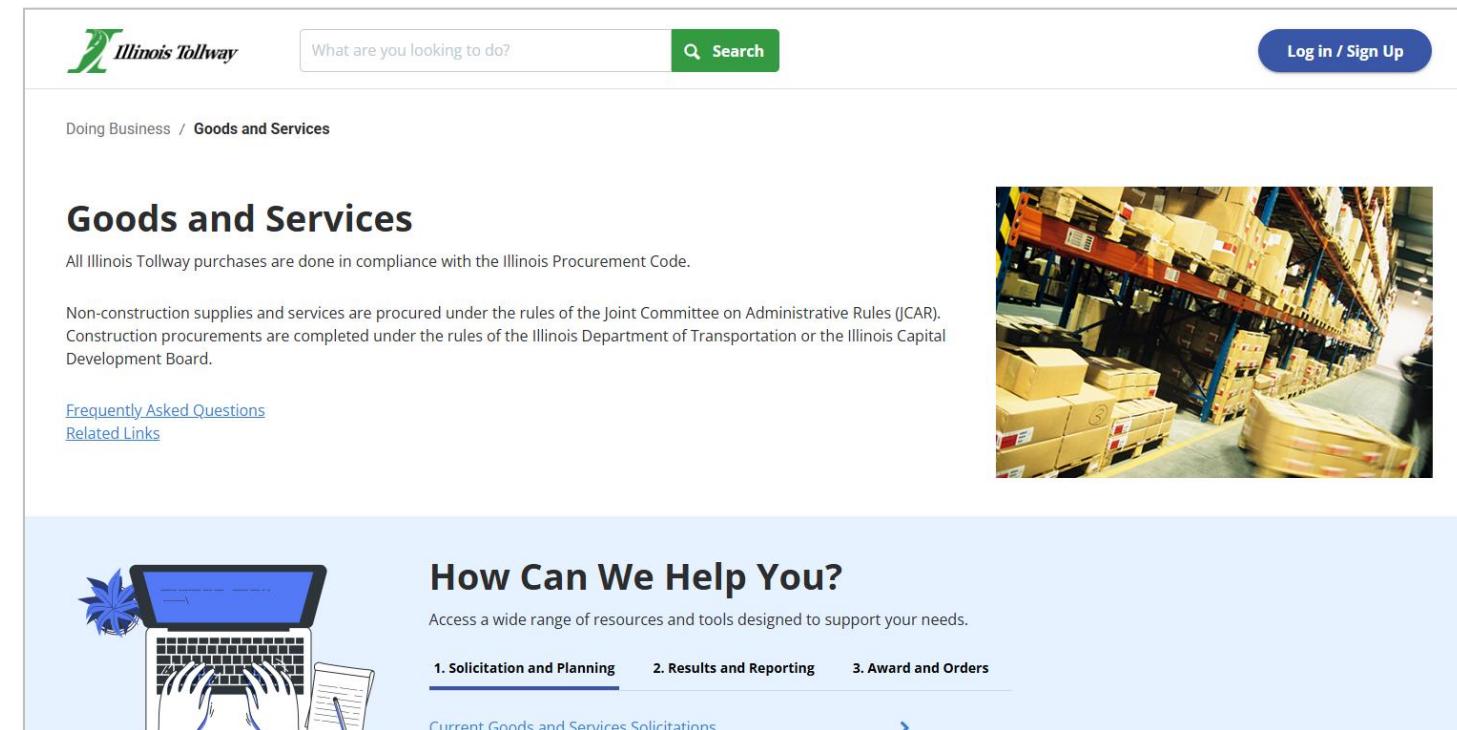
1. Click on **Commodity/Service Codes** tab.
2. To add codes, select from **NIGP Class** and **NIGP Class Item** drop-downs or enter **Keyword**.
3. Click **Search**.

Procurement Opportunities on Illinois Tollway Website

Visit the **Doing Business** section at illinoistollway.com

Find information including

- » Frequently Asked Questions
- » Current Goods and Services solicitations
- » Goods and Services buying plan



The screenshot shows the Illinois Tollway website's 'Doing Business' section. At the top, there's a search bar with the placeholder 'What are you looking to do?' and a green 'Search' button. To the right is a 'Log in / Sign Up' button. Below the search bar, the 'Doing Business / Goods and Services' page is displayed. The 'Goods and Services' section contains text about procurement compliance and rules. Below this, there are links for 'Frequently Asked Questions' and 'Related Links'. At the bottom, there's a 'How Can We Help You?' section with a laptop icon and three categories: '1. Solicitation and Planning', '2. Results and Reporting', and '3. Award and Orders'. A photograph of a warehouse with shelves and boxes is visible on the right side of the page.

Goods and Services Buying Plan

Illinois Tollway Goods and Services Contracts																	Cost Magnitude Key:		
 Information Tech.  Administration  Roadway Maint.  Business Systems  Facilities/Fleet  All Other Departments																	Other Legend/Notes:		
Information in this document is subject to change. Small Purchases may be restricted initially to registered small businesses. See https://www.bidbuy.illinois.gov for additional bidding information.																	"A" after the dates notes the ACTUAL DATE of the event. (1) Detail Link to Small Purchases by be Restricted to Small Businesses Registered in BidBuy.		
																	A - \$1 - \$10,000 B - \$10,000 - \$100,000 C - \$100,000 - \$250,000 D - \$250,000 - \$500,000 E - \$500,000 - \$1M F - >\$1M - \$10M G - >\$10M		
24-557THA-ADMIN-B-43301	Professional Painting Supplies	21-0172RRRR	Invitation for Bid	Facilities/Fleet	24-Jul-24 A	15-Aug-24 A	15-Nov-24 A	15-Dec-24	2 Years	63543	Connie Ponce	C	Ponce@getipass.com	5%	0%	C	B-43301		
24-557THA-ADMIN-B-43728	Employee Assistance Program Services, Peer Support Group, Trauma Workshops	24-0058R	Small Purchase	Administration	28-Jun-24 A	9-Jul-24 A	29-Aug-24 A	29-Sep-24	1 Year	94886	Connie Ponce	C	Ponce@getipass.com	N/A	N/A	B	B-43728		
24-557THA-ADMIN-B-45512	Affordable Care Act Filing Services 2024-2025	24-0212R	Small Purchase	Administration	17-Nov-24 A	3-Dec-24 A	19-Dec-24 A	19-Jan-25	2 Years	94610	Connie Ponce	C	cponce@getipass.com	N/A	N/A	TBD	B-45512		
24-557THA-ADMIN-B-45514	Health Fair Screenings	24-0160R	Small Purchase	Administration	18-Nov-24 A	4-Dec-24 A	19-Dec-24 A	4-Oct-25	3 years	94833, 94834	Connie Ponce	C	cponce@getipass.com	N/A	N/A	B	B-45514		
24-557THA-COMMU-B-43933	Graphic Design Enterprise Software with annual Maintenance and Support for Three (3) Years	24-0037	Small Purchase	Stakeholder Engagement	26-Jul-24 A	2-Aug-24 A	15-Nov-24 A	15-Dec-24	3 Years	20839, 92045, 20800, 20811, 20827, 20837,	Denisse Murgueitio	C	DMurgueitio@getipass.com	N/A	N/A	B	B-43933		
24-557THA-ENGPB-B-43357	Generator Rental Services	24-0043	Invitation for Bid	Facilities/Fleet	5-Jul-24 A	9-Aug-24 A	19-Sep-24 A	19-Oct-24	1 Year	93639, 94163	Nena Snow	C	NSnow@getipass.com	0%	0%	C	B-43357		
24-557THA-ENGRD-B-42919	Chains, Hooks, and Links	24-0061	Small Purchase	Roadway Maintenance	23-May-24 A	25-Jun-24 A	24-Jul-24 A	29-Aug-24 A	2 Years	45019	Brian Chilmon	C	BChilmon@getipass.com	N/A	N/A	B	B-42919		
24-557THA-ENGSI-B-42736	Aluminum Extrusions	24-0062	Invitation for Bid	Roadway Maintenance	23-Aug-24 A	9-Sep-24 A	15-Nov-24 A	1-Jan-25	1 Year	80138	Khari Sowunmi	C	KSowunmi@getipass.com	6%	0%	E	B-42736		
24-557THA-ENGSI-B-43770	Wood Sign Posts	24-0119	Small Purchase	Roadway Maintenance	18-Jul-24 A	31-Jul-24 A	29-Aug-24 A	29-Sep-24	2 Years	54073	Brian Chilmon	C	BChilmon@getipass.com	N/A	N/A	B	B-43770		
24-557THA-FINAN-B-44972	Insurance Brokerage/Consulting Services	24-0094	RFP	Finance	20-Mar-25 A	16-May-25 A	20-Feb-25 A	20	2025	5 Years	91869, 95352	Cheryl Heinz	C	cheinz@getipass.com	11%	0%	F	B-44972	
24-557THA-INFOT-B-45504	Diligent Software Subscription	24-0201	Small Purchase	Information Technology	14-Nov-24 A	19-Nov-24 A	21-Nov-24 A	15-Dec-25	5 - Year	20800	Nell Posmer	C	NPosmer@getipass.com	N/A	N/A	B	B-45504		
24-557THA-OPERA-B-43851	11 Medium Duty Trucks	24-0044	Invitation for Bid	Facilities/Fleet	25-Sep-24 A	12-Nov-24 A	21-Nov-24 A	1-Dec-25	1 Time Purchase	07206, 07208	Khari Sowunmi	C	KSowunmi@getipass.com	2%	0%	TBD	B-43851		
24-557THA-OPERA-B-45505	Mobile column lift Rotary MCHM19 or qual.	24-0215	Small Purchase	Facilities/Fleet	6-Dec-24 A	17-Dec-24 A	19-Dec-24	6-Jan-25	1 Time Purchase	92947	Nell Posmer	C	nposmer@getipass.com	N/A	N/A	C	B-45505		
24-557THA-PROCU-B-43644	Tower Maintenance & Repair Services	23-0100R	Small Purchase	Facilities/Fleet	16-Jul-24 A	6-Aug-24 A	17-Oct-24 A	17-Nov-24	2 Years	15538	Nena Snow	C	NSnow@getipass.com	N/A	N/A	B	B-43644		
24-557THA-PROCU-B-44946	Crane Operator Training and Certifications	24-0147R	Small Purchase	Roadway Maintenance	10-Oct-24 A	15-Oct-24 A	15-Nov-24 A	1-Dec-24	2 Years	56039	Denisse Murgueitio	C	DMurgueitio@getipass.com	N/A	N/A	B	B-44946		
24-557THA-PROCU-B-44950	Roadway Clearing Devices	24-0054R	Invitation for Bid	Facilities/Fleet	30-Sep-24 A	22-Oct-24 A	19-Dec-24 A	1-Jan-25	1 Year	56061	Shakeyla Jackson	C	SMJackson@getipass.com	0%	0%	TBD	B-44950		
25-557THA-ADMIN-B-46810	Health Fair Screenings	24-0160RR	Small Purchase	Administration	7-Apr-25 A	9-May-25 A	20-Mar-05 A	2Q 2025	2 Years	94833, 94834	Connie Ponce	C	cponce@getipass.com	0%	0%	B	B-46810		
25-557THA-ENGDI-B-45344	Ergonomic Prolonged Seating Chairs	24-0132R	Small Purchase	Engineering - Dispatch	12-Nov-24 A	18-Nov-24 A	19-Dec-24	3-Jan-25	1 Time Purchase	42560, 47045, 42030, 42500, 42548, 96276	Denisse Murgueitio	C	dmurgueitio@getipass.com	N/A	N/A	TBD	B-45344		
25-557THA-OPERA-B-45114	Promotional Items	24-0213	Small Purchase	Toll Operations	15-Oct-24 A	23-Oct-24 A	21-Nov-24	1-Dec-24	One-time	03778	Brian Chilmon	C	BChilmon@getipass.com	N/A	N/A	B	B-45114		
25-557THA-PROCU-B-43884	Hazardous Waste Removal	23-0057RR	Small Purchase	Roadway Maintenance	11-Jul-24 A	13-Aug-24 A	19-Sep-24 A	19-Oct-24	2 Years	92645	Khari Sowunmi	C	KSowunmi@getipass.com	N/A	N/A	B	B-43884		
25-557THA-PROCU-B-44117	FMLA/VESSA/ALWOP/USER RA Administration Services	24-0149R	Small Purchase	Administration	16-Sep-24 A	1-Oct-24 A	15-Nov-24 A	15-Dec-24	3 Years	94807, 95207, 19348, 19388, 19389, 19394, 46577, 68024, 94855, 94874, 95239, 95259, 95293, 96130, 95207, 19348, 19388, 19389, 19394, 46577, 68024, 94855, 94874, 95239, 95259, 95293, 96130	Brian Chilmon	C	BChilmon@getipass.com	N/A	N/A	B	B-44117		
25-557THA-PROCU-B-44205	Pre-Employment Screening and Testing Services	23-0133RR	Invitation for Bid	Administration	4-Sep-24 A	24-Sep-24 A	17-Oct-24 A	1-Dec-24	5 Years	Shakeyla Jackson	C	SMJackson@getipass.com	0%	0%	C	B-44205			
25-557THA-PROCU-B-44206	Drug and Alcohol Testing Services	23-0136RR	Invitation for Bid	Administration	4-Sep-24 A	24-Sep-24 A	17-Oct-24 A	1-Dec-24	5 Years	Shakeyla Jackson	C	SMJackson@getipass.com	0%	0%	D	B-44206			



Certification Programs

*Helping Vendors Successfully Compete
for State Procurements*

Small Business Program

What is a “small business”?

- » One that is independently owned and operated, headquartered in Illinois and meets the required size status and the following sales limitations
 - No WHOLESALE business can exceed \$13 million in annual sales
 - No RETAIL business can exceed \$8 million in annual sales and receipts
 - No CONSTRUCTION business can exceed \$14 million in annual sales and receipts
 - No MANUFACTURING business can employ more than 250 persons

How does the program work?

- » Procurements less than \$100,000 – most products or services qualify **OR**
- » More than 600 product and service categories at any dollar amount
- » Any other procurement the Chief Procurement Office deems appropriate to set aside



Firms are listed in the Small Business Database on the Illinois Procurement Gateway

Annual registration along with submittal of the company's annual report is required

Visit <https://ipg.illinois.gov/> to register



Business Enterprise Program and Veteran Business Program

Business Enterprise Program

Certification that fosters opportunities for businesses owned by minorities, women and persons with disabilities

Veteran Business Program

Certification to assist businesses owned by qualified service-disabled and veteran-owned businesses to participate in competitive procurements

Requirements

- » At least 51 percent ownership by minority, woman, or person with disability
- » At least 51 percent of business controlled by one or more minority groups, women or persons with disability
- » Owner must be a citizen or lawful permanent resident of U.S.
- » Annual gross sales of less than \$150 million

Requirements

- » At least 51 percent owned by one or more qualified service-disabled veteran(s) living in Illinois
- » Applicant(s) must have valid DD214
- » Annual gross sales of less than \$150 million
- » Home office in Illinois

Inclusion is the Foundation

Illinois Tollway programs and initiatives provide opportunities for diverse businesses and individuals through

01

Greater Access

Opens doors for individuals and firms interested in doing business

02

Increased Participation

Creates economic opportunities and jobs by setting aspirational goals

03

Opportunities for Advancement

Achieve next level of success through business assistance and training



Vendor Assistance from the Illinois Tollway

Illinois Tollway Resources to Assist

Training, Development and Support

HIGHLIGHTED PROGRAM

Technical Assistance provides customized business development for construction and professional engineering services firms

- » Answer questions or direct vendors to other resources
- » Assist in certification process
- » Project management
- » Business management and operations
- » Bid checklist



TECHNICAL ASSISTANCE

POWERED BY THE ILLINOIS TOLLWAY

Equipping Businesses for Success

FOR MORE RESOURCES

Visit the Diversity section at illinoistollway.com



Tips for Success

- ✓ **Read solicitations** in detail and use vendor checklist document available in the solicitation
- ✓ **Bid on ALL line items** for the bid to be considered
- ✓ **Complete required disclosures forms** (either Forms A or Forms B must be submitted)
- ✓ **Ensure all registrations are valid and up-to-date** with the SOS, BOE and IDHR
- ✓ **Submit on time**
- ✓ **Get BEP/veteran certified** and stay current (must certify on an annual basis)
- ✓ **Electronic bids still require a signed offer** along with applicable forms to be uploaded
- ✓ **Remember – bid opportunities are price competitive!**



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THANK YOU





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