



2024 Small Business Set-Aside Program Reverse Vendor Fair

Small Business Set-Aside Program

LEVELING THE PLAYING FIELD



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



Small Business Set-Aside Program

The CPO-GS promotes contracting with Illinois' small businesses by setting aside contracts. The "set-aside" is a preference where the procurement is limited to participation by Illinois' small businesses only. The CPO-GS administers set-asides through the Small Business Set-Aside Program (SBSP).



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 2023

- \$5.0 billion in agency procurements
- \$412.4 million awards to small businesses
- Number of vendors that registered small businesses: 2404

Does my business qualify?



Headquartered in Illinois



Retail/Service – 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



What if more than one category applies to my business?



Headquartered in Illinois



Retail/Service – under \$8 million annual sales



Wholesale – under \$13 million annual sales

CPO-GS Small Business Set-Aside Program



What if more than one category applies to my business?



Headquartered in Illinois



Retail/Service – under \$8 million annual sales



Wholesale – under \$13 million annual sales

Max: \$21 million

Total Income:	\$17 million
Retail:	\$7 million
Wholesale:	\$10 million

CPO-GS Small Business Set-Aside Program





Under certain conditions, the Chief
Procurement Office requires state agencies
to solicit only from qualified Illinois small
businesses

CPO-GS Small Business Set-Aside Program



Over 60 state agencies

Department of Aging
Department of Agriculture
Abraham Lincoln Presidential Library 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

CPO-GS Small Business Set-Aside Program



What are the “certain conditions?”

- 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 to register

Registration for the Small Business Set-Aside Program is done on the Illinois Procurement Gateway (IPG) website

<https://IPG.Illinois.gov>

All procurements are housed in BidBuy

<https://Bidbuy.Illinois.gov>

CPO-GS Small Business Set-Aside Program



Contact

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(217) 685-0568

CPO-GS Small Business Set-Aside Program





2024 Small Business Set-Aside Program Reverse Vendor Fair

E-Procurement Systems

Illinois Procurement Gateway (IPG)



Illinois Procurement Gateway (IPG)

- What is the IPG?
- Who utilizes IPG?
- What is the benefit?
- Where do I locate the IPG?



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 the vendors 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.
 - Once an application has been accepted, your registration is good for 365 days.



IPG Required Forms & Certifications

Prime Contractor Only	Prime & Subcontractor	Subcontractor Only
Form A	Form A	Form A
Form B	Form B	Form B
Form C (SBSA)	Form C (SBSA)	
Form D (IDHR)	Form D (IDHR)	
Form E (SOS)	Form E	
Form F	Form F	Form F
Form G (BOE)	Form G (BOE)	
Form H	Form H	
Form I	Form I	Form I



IPG Other Required Information

Section	Definition
General Information	Basic general information that includes business name, Tax ID number, headquarters address, contacts and users.
NIGP Information	This section shall include all of the products/services that are provided by your business.
Ownership Information	This is where you will disclose your company type (ie, corporation, LLC, sole proprietor, partnership, etc).
Summary & Submit	Will give you an overview of every answer provided in your application. At the bottom you will have to certify two answers, electronically sign the application, click on save signature and then click on Submit.



Illinois Procurement Gateway (IPG)

- Where do I locate the IPG?
 - <https://ipg.illinois.gov>
 - Eec.ipg@illinois.gov
 - 217-782-1270



E-Procurement Systems

BidBuy



BidBuy

- What is BidBuy?
- Who utilizes BidBuy?
- Where do I locate BidBuy?



BidBuy

- What is BidBuy?
 - An e-procurement system that is designed to streamline service, increase efficiency, reduce cycle times and transaction costs, improve availability of information and modernize the tools and resources available to incorporate best practices in Illinois procurement.
- Who utilizes BidBuy?
 - There are 62 Agencies, Boards and Commissions that are under the CPO-GS that all use BidBuy for solicitations and purchasing.



BidBuy

- Where do I locate BidBuy?
 - <https://www.bidbuy.illinois.gov/>
 - IL.bidbuy@illinois.gov
 - 866-455-2897





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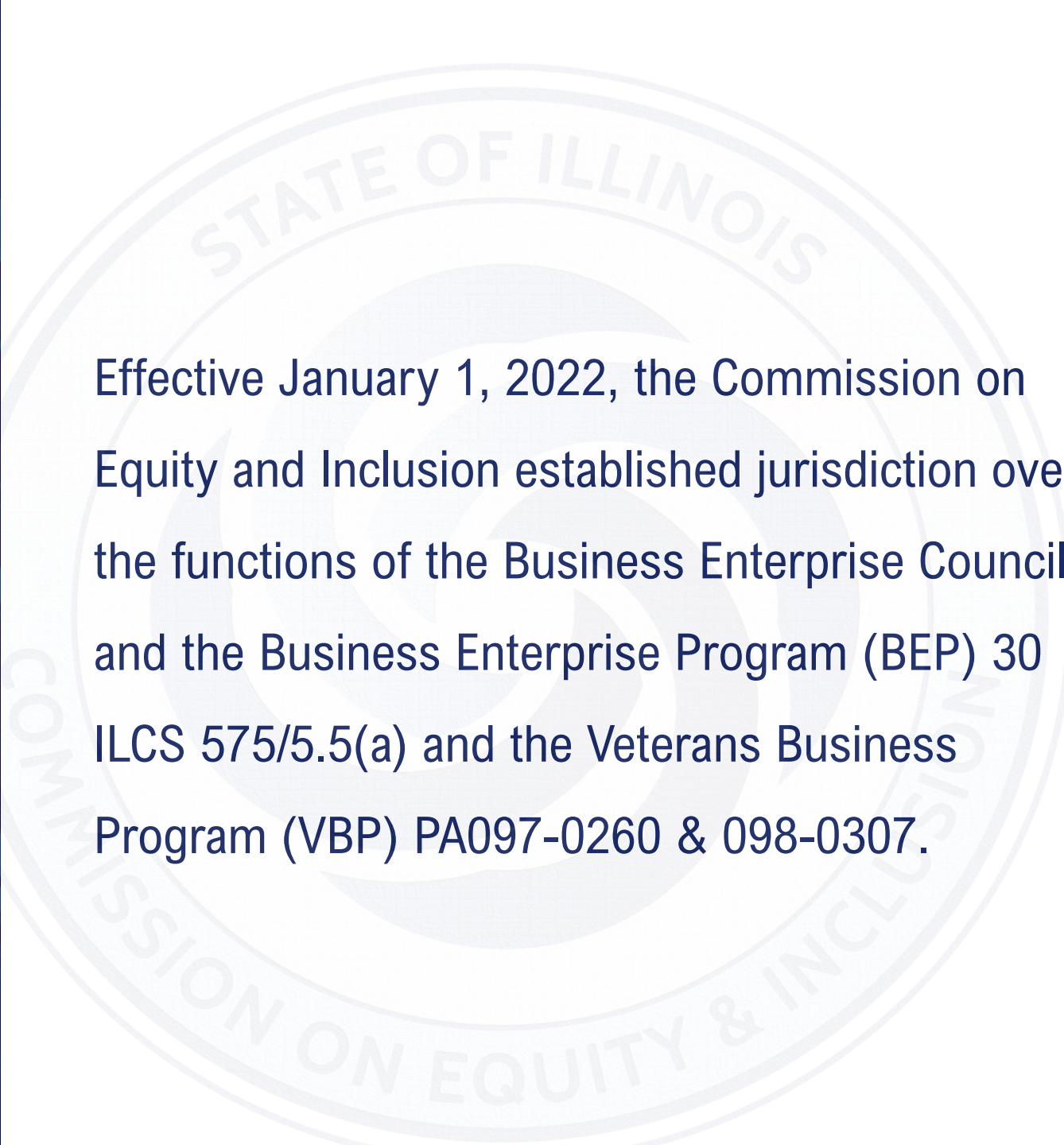
Commission on Equity and Inclusion



Johnny Rodriguez Outreach Manager



Business Enterprise Program & Veterans Business Program



Effective January 1, 2022, the Commission on Equity and Inclusion established jurisdiction over the functions of the Business Enterprise Council and the Business Enterprise Program (BEP) 30 ILCS 575/5.5(a) and the Veterans Business Program (VBP) PA097-0260 & 098-0307.

Business Enterprise Program

Certification Unit Responsibilities

- Responsible for the certification of BEP and VBP vendors.
- Maintaining a list of certified BEP and VBP vendors.
- Renewing Certification of BEP and VBP vendors.
- Conducts site visits to applicants and certified businesses to verify the continuing validity of business information.

BEP Program Certifications Offered

- Full Certification
- Recognition BE BEP
- Fast Track

**All applications are subject to an annual confirmation of eligibility.*

Becoming a Certified Business Enterprise Program Vendor

Requirements for Full Certification:

- The business is at least 51% owned and controlled by a minority, woman, or person with a disability.
- The owner is a citizen or lawful resident of the United States.
- Business annual gross sales are \$150 Million and under.

Members of designated minority groups include Black or African American, Hispanic or Latino, Asian, American Indian, Native Hawaiian or other Pacific Islander.

Becoming a Certified Business Enterprise Program Vendor

General Requirements:

- The business is legally authorized to transact business in the State of Illinois with one of the following legal structures:
 - Sole proprietorship, Limited Liability Company (LLC), Corporation, Limited Liability Partnership (LLP), Limited Partnership (LP), General Partnership.
 - Not-for-profit organizations are ineligible.

Getting Started

Recognition Certification:

- Have a valid certificate from any of the following BE BEP partners:

- Metra
- Pace
- Chicago Transit Authority
- City of Chicago
- Cook County
- Illinois Department of Transportation

- Complete an online registration:

- No document needed
- Must be in good standing with the host agency
- 7 business days to process



Getting Started

Fast Track Certification:

- Have a valid certificate from any of the FastTrack partners:
 - Women's Business Development Center
 - Chicago Minority Supplier Development Council
 - Mid-States Minority Supplier Development Council
 - Complete an on-line application
- Documents needed:
 - Current certificate or certificate letter
 - Signed and notarized affidavit
- Processing time 7 business days





The Veterans Business Program

Becoming a Certified Veterans Business Program Vendor

Requirements for Veterans:

- The business owner has a valid DD-214
- Qualified veterans who are Illinois residents must hold 51% ownership and control.
- Business annual gross sales of \$150 million and under.
- The business home office in the State of Illinois.

Getting Started

Veterans Affairs Recognition Certification:

- Have a valid certificate from any of the following VBP partners:
 - U.S. Small Business Administration (VetCert)
 - City of Chicago
 - Cook County

Benefits of State Certification



Bidding on Contracts

You do not have to be certified with CEI BEP/VBP to bid on Contracts

- Anyone can bid on any State of Illinois contract. **Certification is not a requirement.**
- You must be registered in the [four Illinois Procurement Bulletin Boards](#) to receive bid notices.



More reasons to become certified?

- Our certification is accepted by other government agencies and private business



Pre-application Checklist

Accepted Documents

Personal

- Individual Income Tax
- Copies of W2 & 1099
- Eligibility to work documents
- Ethnicity documents
- Resume (Chronological)

Business

- Income Tax Return
- Bank signature card
- Proof of contributions
- License/ Permits/ Registration
- Proof of paid invoices

Why Are NIGP Code Important to Vendors?

- NIGP Codes are used for Vendor Registration Solicitation Purposes
- Five Digit Codes are utilized to identify:
 - The Class... is the first three digits.
 - The Class Item... the last two digits, provides a way to drill down to specific supplies or services under the class.
- Targeted Notification and Updates
- Increased Opportunities for BEP/VBP Vendor Selection
- Amplified Business Networking Opportunities

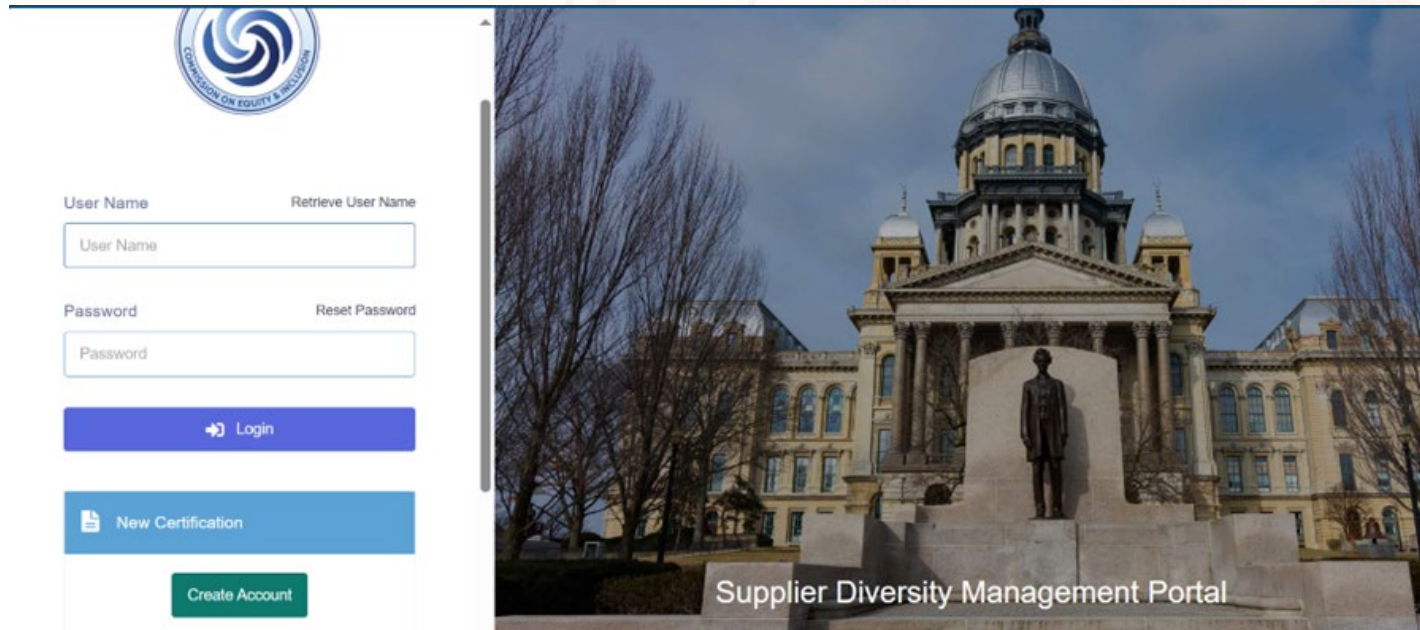
Examples of NIGP Codes

- Class 918 – Consulting Services
 - 918-04 Accounting, Auditing, Budget Consulting
 - 918-18 Boiler Chemistry Consulting
 - 918-55 Geological Consulting

Submitting Application

- Go to:

<https://supplierdiversitymanagementportal.Illinois.gov/home.aspx>

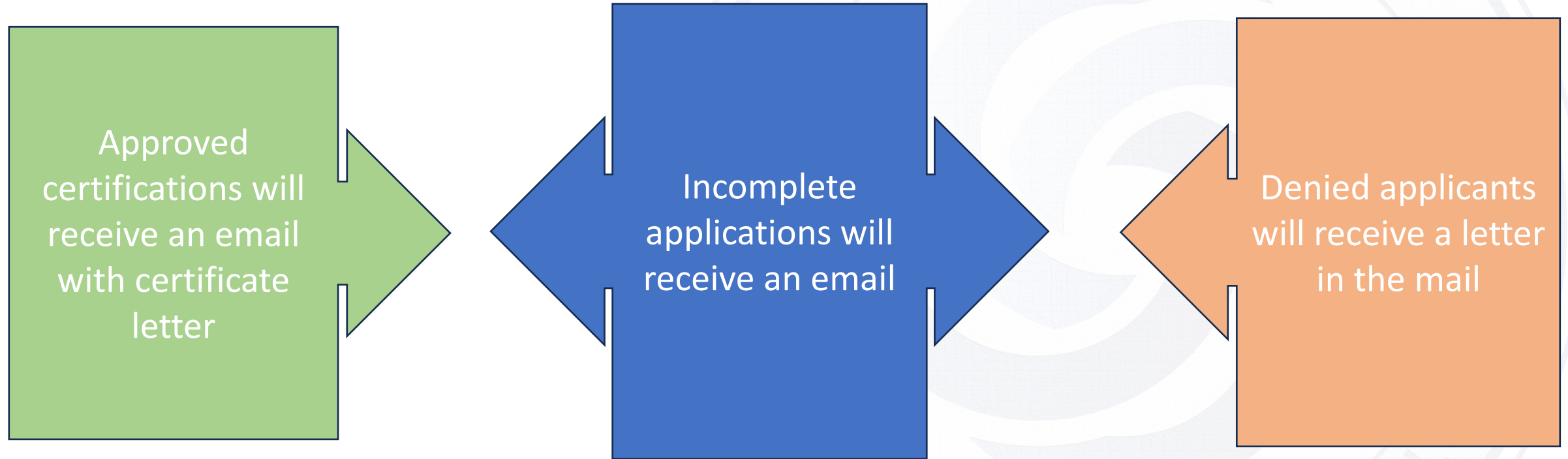


The screenshot displays the login interface of the Supplier Diversity Management Portal. On the left, there is a login form with the following elements:

- Logo:** The official seal of the Illinois Commission on Equity & Inclusion, featuring a stylized 'S' and 'I' within a circular border.
- User Name Section:** Includes a label 'User Name', a 'Retrieve User Name' link, and a text input field containing the placeholder 'User Name'.
- Password Section:** Includes a label 'Password', a 'Reset Password' link, and a text input field containing the placeholder 'Password'.
- Login Button:** A blue button with a right-pointing arrow icon and the text 'Login'.
- New Certification Button:** A light blue button with a document icon and the text 'New Certification'.
- Create Account Button:** A green button with the text 'Create Account'.

On the right side of the login form is a large photograph of the Illinois State Capitol building. In the foreground of the photo is a statue of a man in a suit. The text 'Supplier Diversity Management Portal' is overlaid at the bottom of the image.

Application in Process



Remember

Certification does not
guarantee a contract

Certification process can
take up to 60 days

All BEP services are free
for vendors

Missing documents or
incomplete information
may cause delays

Certified vendors are
encouraged to market
their services

Must be up to date with
Personal and Business
income tax

Contact Us

Website: cei.illinois.gov

Phone: 312 814-1054

Email: cei.bep@illinois.gov





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