



PROCUREMENT WITH THE CAPITAL DEVELOPMENT BOARD



Procurement Roadmap

Illinois Procurement Gateway

IDHR Bidder Eligibility Number

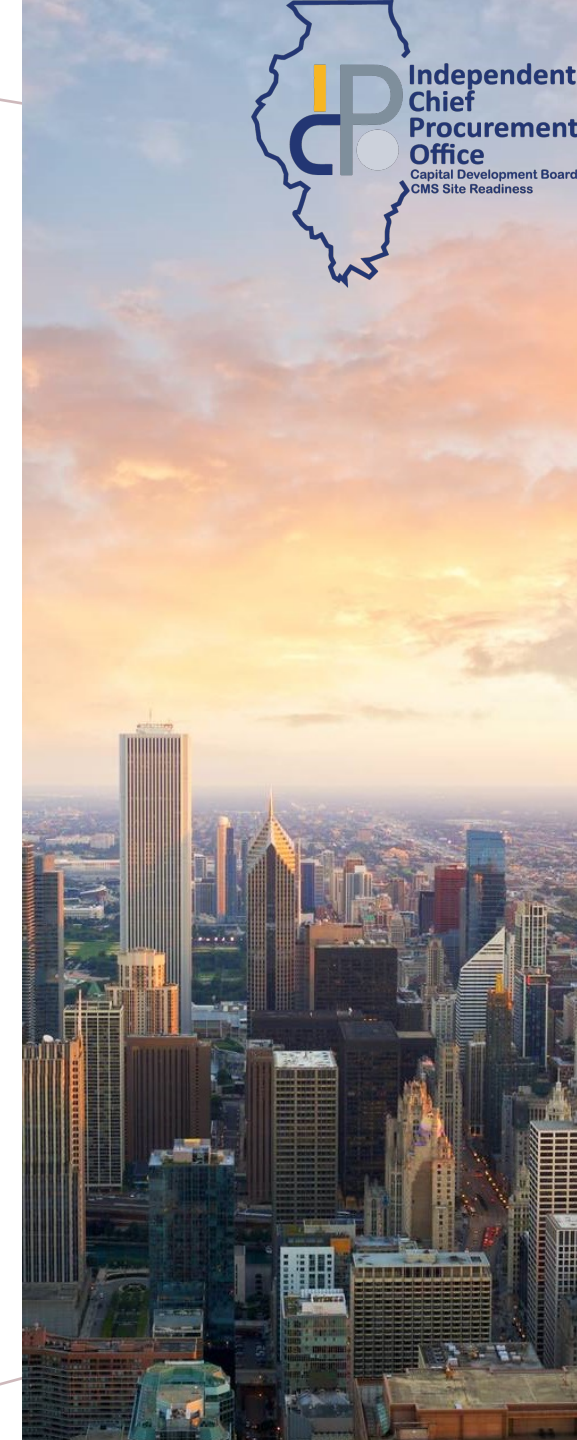
Secretary of State

Illinois State Board of Elections

Vendor Registration and Prequalification

Procurement Programs

Final Steps



WHY SIGN UP FOR IPG?

- **Simplify routine responsiveness checks.**

IPG registrations are pre-reviewed for completeness and accuracy, and IPG staff have already assisted vendors with the typical questions and mistakes vendors encounter.

- **Provide expert assistance on compliance.**

IPG staff review these registrations all day, every day – they're very helpful resources in assuring a registration is compliant with State law.

- **Streamline the procurement file.**

Vendor information is standardized and designed for rapid review, downloading, and printing.



•IPG Registration Link:

•<https://ipg.illinois.gov/InitialRegistration.aspx>

More Resources:

•<https://www.pathway2procurement.Illinois.gov>

WHAT IS PART OF THE IPG REGISTRATION?

An IPG Registration consists of a business profile, plus 9 forms:

Profile Basic business information, NIGP codes, etc.

Form A Vendor contact information, annual gross sales, etc.

Form B Survey answer: how did this vendor hear about the IPG?

Form C Certified Small Business information (if applicable)

Form D Department of Human Rights (IDHR) num. (775 ILCS 5/2)

Form E Secretary of State (SOS) registration (30 ILCS 500/20-43)

Form F State of Illinois standard certifications

Form G Board of Elections (BOE) registration (30 ILCS 500/20-160)

Form H Iran Certification (30 ILCS 500/50-36)

Form I Vendor financial disclosures (and parent co. if applicable)

You won't be asked to fill out Form C, Form D, Form E, and Form H on the application if you are registering only as a subcontractor.



IDHR BIDDER ELIGIBILITY NUMBER

- Entities that wish to do business with any agency, board, or commission of the State of Illinois must register for an eligible bidder number through the Illinois Department of Human Rights (IDHR) by filing an Employer Report Form (PC-1) with the IDHR Public Contracts unit.
- All potential bidders or offerors must register if any one of the following applies:
- The business entity employs 15 or more persons at the time of application for a public contract;
- The business entity has employed 15 or more persons at any time during the 365-day period prior to the date of your applying for a public contract; or
- The business entity is directed to file by a contracting agency of the State of Illinois, any political subdivision, or a municipal corporation.
- Registration will be valid for five years from the date of issuance. For more information, contact the Public Contracts Unit.

**Public Contracts Unit
Illinois Department of Human Rights
100 West Randolph Street
Suite 10-100
Chicago, IL 60601
(312) 814-2431 (telephone)
(312) 814-2397 (facsimile)
IDHR.publiccontracts@illinois.gov**

SECRETARY OF STATE

Obtain a Certificate of Good Standing

You may purchase and immediately print a Certificate of Good Standing for a Corporation or LLC after satisfying all requirements of the relevant Illinois statutes. Payment may be made by Visa, Mastercard, Discover or American Express.

- \$25 for a Corporation and LLC
- \$5 for a Not-for-Profit Corporation

You also may purchase a Certificate of Good Standing by calling 217-782-6875. You also may submit your request in writing along with a \$25 fee payable by check to Illinois Secretary of State to:

Secretary of State Corporations Division
501 S. Second St., 3rd Fl.
Springfield, IL 62756

<https://www.ilsos.gov/departments/business-services/howdoi.html>





ILLINOIS STATE BOARD OF ELECTIONS

- Register with the Illinois State Board of Elections and obtain a certificate confirming your registration (this applies if you have aggregate bids, proposals or contracts that exceed \$50,000 annually, including the business you do with all State of Illinois agencies and universities and the value of any current solicitation(s) to which you are responding).
- This requirement to register applies to all vendors except for not-for-profit organizations and governmental entities. There are no exceptions for out-of-state or non-U.S. vendors.
- If you respond to a solicitation from any State agency or public university, you must be registered with the Board of Elections prior to the due date for submittal. There is no grace period allowing for registration with the Board of Elections after bid opening.
- Vendors have a continuing obligation to always keep the registration information up to date.
- To register with the State Board of Elections, please visit its website for specific information on the registration process: <https://BEREP.elections.il.gov>.



VENDOR REGISTRATION AND PREQUALIFICATION

- **Please note:** Registration and Prequalification are not the same.
- All vendors providing construction services or construction-related professional services must be prequalified prior to bidding or providing applications for selection.
- There are three types of prequalification applications. Please download the form(s) applicable to the services you wish to bid on:
- **Architect/Engineer**
(<https://cdb.illinois.gov/content/dam/soi/en/web/cdb/business/library/documents/AEprequal.doc>)
- **Contractor**
(<https://cdb.illinois.gov/content/dam/soi/en/web/cdb/business/library/documents/contractorprequal-4-2022.doc>)
- **Construction Manager/Program Manager**
(<https://cdb.illinois.gov/content/dam/soi/en/web/cdb/business/library/documents/cm-prequalification-form.docx>)
- These can also be found on
<https://cdb.illinois.gov/business/prequalification.html>
- For assistance with prequalification, please email CDB.VendorReg@Illinois.gov





VENDOR REGISTRATION AND PREQUALIFICATION *CONT.*

- **Subcontractor/Supplier:**
- To participate on any CDB project as a subcontractor, supplier, or in any capacity you must have a CDB REGISTRATION NUMBER.
- If you are currently or have been prequalified with CDB, your firm has been assigned a registration number; therefore, you do not need to register with CDB. If you are a subcontractor, material supplier, or a consultant (who is not required to be prequalified), you must register.
- **Please note: Prequalification and registration are not the same. If you are currently registered as a subcontractor but intend to submit a bid for a project as a prime contractor, or as a participant on a single prime project as a designated "protected subcontractor," then you must apply for prequalification approval.**
- To inquire about an existing registration number, send an email to **CDB.SubContractReg@illinois.gov**
- To apply for a new number, go to **Vendor Registration**
(<https://cdb.illinois.gov/content/dam/soi/en/web/cdb/business/library/documents/vendor-registration.pdf>)

PROCUREMENT PROGRAMS

- Small Business Set-Aside Program (SBSP)
- Veteran Business Program (VBP)
- Illinois Business Enterprise Program (BEP)



SMALL BUSINESS SET-ASIDE PROGRAM (SBSP)

- State agencies and universities have a goal to buy not less than 10% of state contracts from Illinois small businesses. The SBSP helps agencies and universities meet that goal through the use of "set-asides". When a procurement is designated as a small business set-aside, only certified SBSP vendors are considered for award.
- Qualifications:
 1. Illinois business
 2. Annual gross sales:
 - Wholesale - \$13,000,000 or less
 - Retail or Services - \$8,000,000 or less
 - Construction - \$14,000,000 or less
 3. Manufacturing - 250 employees or less

- Contact Information:

Devon Travous
Small Business Specialist
401 S. Spring Street
Stratton Office Building Room 318
Springfield, IL 62706
217-720-6652
Devon.Travous@Illinois.gov

- Website:
<https://ipg.Illinois.gov>



VETERANS BUSINESS PROGRAM

- Through the Veterans Business Program (VBP), State agencies and universities are encouraged to spend at least 3% of their procurement budgets with verified Veteran-owned and Services-Disabled Veteran-owned businesses.
- Qualifications:
- Illinois businesses with annual gross sales under \$75 million that are 51% owned by veterans or service-disabled veterans living in Illinois.

- Contact Information:

Central Management Services
Veteran Business Program (VBP)

100 W. Randolph, Suite 4-100

Chicago, IL 60601-3218

1-312-814-4190

1-800-356-9206

BEP.CMS@illinois.gov

- Website:

<https://cei.illinois.gov/programs0/veterans-business-program.html>



ILLINOIS BUSINESS ENTERPRISE PROGRAM (BEP)

- The Business Enterprise Program promotes the economic development of small businesses owned by Minorities, Females, and Persons with Disabilities. State agencies and universities have a goal to buy at least 20% of goods and services from BEP-certified businesses.
- Qualifications:
 1. At least 51% owned and controlled by persons who are minority, female or disabled.
 2. Must be a United States citizen or resident alien.
 3. Annual gross sales of less than \$75 million.

- Contact Information:

Central Management Services
Veteran Business Program (VBP)
100 W. Randolph, Suite 4-100
Chicago, IL 60601-3218
1-312-814-4190
1-800-356-9206
BEP.CMS@illinois.gov

- Website:
<https://cei.illinois.gov/programs0/business-enterprise-program.html>

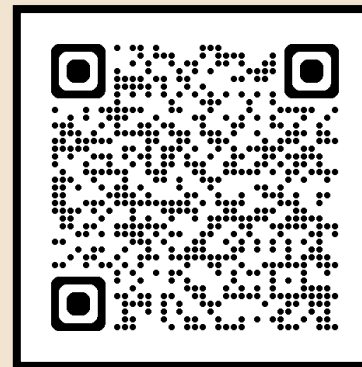


FINAL STEPS

- Register on one or more volumes of the Illinois Procurement Bulletin, and for CDB, if you are a Prime, begin the prequalification process. Each chief procurement officer publishes a volume of the Illinois Procurement Bulletin. While registration is not required to browse and view available opportunities, you will need to register on most of the volumes in order to download solicitations, receive updates and email notifications.
- For CDB, firms are required to prequalify prior to bidding or providing applications for selection. If you are interested in these procurement opportunities, it is highly recommended you begin the prequalification process now.
- CDB CPO:
 - <https://cdb.illinois.gov/procurement/bulletin.html>
- GS CPO:
 - <https://cpo-general.illinois.gov/procurement-opportunities.html>
- DOT CPO:
 - <https://idot.illinois.gov/doing-business/procurements.html>
- HE CPO:
 - <https://www.procure.stateuniv.state.il.us/>



QR CODE TO PRESENTATION



THANK YOU

Chief Procurement Office
Capital Development Board
401 South Spring Street
513 William G. Stratton Building
Springfield, Illinois 62706

Tel: 217-558-2156
CDB.CPO@illinois.gov
<https://cpo-cdb.illinois.gov>