

IL PROCUREMENT GATEWAY TRAINING SCHEDULE DECEMBER 2014 – JANUARY 2015

The Chief Procurement Office is strongly committed to making state procurement easier for vendors. Launching the Illinois Procurement Gateway (IPG) vendor portal is a substantial effort at streamlining the procurement process. The IPG minimizes the amount of paperwork that vendors must provide with each solicitation, standardizes the State's review of vendor disclosures, and provides the public with more transparency. Visit the IPG here: <https://ipg.vendorreq.com>.

To assist vendors in navigating the IPG, both webinar and on-site training is offered. Attendance in a session is highly encouraged. Each session covers the same material but you may attend as many sessions as you like.

ON THE WEB

"Navigating the IL Procurement Gateway for Vendors" webinar – This interactive webinar covers topics including moving around the system, obtaining a User Name and password, completing disclosure questions and certifications, and learning about other required state registrations. The most common application mistakes are discussed.

DATES

Click on a link to register.

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|--|--------------------------|----------------------------|
| Session #1 https://attendee.gotowebinar.com/register/3953359291568385538 | December 16, 2014 | 10:00 AM – 11:30 AM |
| Session #2 https://attendee.gotowebinar.com/register/5100403906524785666 | December 30, 2014 | 10:00 AM – 11:30 AM |
| Session #3 https://attendee.gotowebinar.com/register/2033753826471516930 | January 6, 2015 | 10:00 AM – 11:30 AM |
| Session #4 https://attendee.gotowebinar.com/register/5524887962613798658 | January 13, 2015 | 10:00 AM – 11:30 AM |
| Session #5 https://attendee.gotowebinar.com/register/1048865186379567106 | January 20, 2015 | 10:00 AM – 11:30 AM |
| Session #6 https://attendee.gotowebinar.com/register/1615262108753972738 | January 27, 2015 | 10:00 AM – 11:30 AM |

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ON-SITE

"Navigating the IL Procurement Gateway for Vendors" on-site – This in-person, on-site session covers topics including moving around the system, obtaining a User Name and password, completing disclosure questions and certifications, and learning about other required state registrations. Assistance is provided to help vendors complete their IPG applications.

To register, email Sharon Clanton, Senior State Purchasing Officer, at Sharon.D.Clanton@illinois.gov.

Please note that these on-site sessions are **limited to 18 attendees at each session**.

DATES

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|-------------------|-------------|--|
| December 18, 2014 | Session #1 | 10:00 AM – 12 noon (registration closes 12/16) |
| | Session #2 | 1:00 PM – 3:00 PM (registration closes 12/16) |
| January 8, 2015 | Session #3 | 10:00 AM – 12 noon (registration closes 1/6) |
| | Session #4 | 1:00 PM – 3:00 PM (registration closes 1/6) |
| January 15, 2015 | Session #5 | 10:00 AM – 12 noon (registration closes 1/13) |
| | Session #6 | 1:00 PM – 3:00 PM (registration closes 1/13) |
| January 22, 2015 | Session #7 | 10:00 AM – 12 noon (registration closes 1/20) |
| | Session #8 | 1:00 PM – 3:00 PM (registration closes 1/20) |
| January 29, 2015 | Session #9 | 10:00 AM – 12 noon (registration closes 1/27) |
| | Session #10 | 1:00 PM – 3:00 PM (registration closes 1/27) |

LOCATION

University of Illinois at Chicago
Marshfield Ave Building
Rm. 308
809 S. Marshfield
Chicago IL 60612

Pay parking (\$12 or so per day) is available at Taylor and Paulina (enter from Paulina).

RECOMMENDATIONS

-Bring your laptop – Wi-Fi access will be available

-Bring the following information:

- Board of Elections registration number (if you don't have one, then we'll help you acquire one during the session)
- Department of Human Rights Public Contract Number (if applicable)
- Latest year Federal and State income tax return page showing total annual gross sales for your company and an Illinois address (if you are applying for the Small Business Set-Aside Program)