



**CHIEF PROCUREMENT OFFICE**  
Fred Hahn, Capital Development Board

## **Notice 2014.04**

### **Capital Development Board**

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**To:** Jim Underwood, Executive Director, Capital Development Board

**From:** Fredrick Hahn, CPO, Capital Development Board

**Date:** June 5, 2014

**Subject:** Illinois Procurement Gateway (Vendor Portal)

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Effective Immediately.

The Chief Procurement Offices are strongly committed to making state procurement easier and more accessible for vendors. Section 15-35 of the Illinois Procurement Code authorizes the Chief Procurement Officers to launch and operate a vendor portal. The vendor portal, called the Illinois Procurement Gateway (IPG), is a substantial effort at remaking how vendors respond to solicitations. The IPG minimizes the amount of paperwork that vendors must provide with each solicitation response, standardizes the State's review of vendor disclosures, and provides the public with greater transparency into companies interested in obtaining state contracts.

Launching the IPG is accompanied by a number of corollary and ancillary procurement system enhancements. A description of each enhancement and their timeline for implementation follows.

#### **Illinois Procurement Gateway (IPG)**

- The website for the IPG is <https://ipg.vendorreg.com>. On May 12, 2014, registration in the IPG became available. Beginning June 4, 2014, agencies must use the IPG database when searching for vendors qualified in the Small Business Set-Aside Program, in addition to the Sell2Illinois database.
- Agency personnel requesting access to the password protected sections of the IPG must complete the IPG Request for Access form at <http://www2.illinois.gov/cpo/general/Pages/AccessRequestForms.aspx>. A copy of the form is also included with this e-mail.
- Beginning July 1, 2014, agencies must begin accepting bids and offers that contain IPG registration numbers as a substitute for corresponding disclosures and certifications in paper form.
- Agency personnel questions regarding the IPG should be directed to the agency's State Purchasing Officer.
- CDB should begin to notify its vendor community, including subcontractors and consultants, of the Illinois Procurement Gateway, encouraging registration and of the opportunity to submit bids/offers after July 1, 2014 that are based on the IPG registration.

#### **Solicitation Templates (Front Ends and 255 Forms)**

- Beginning July 1, 2014, agencies must publish solicitations for bids or offers that allow vendors to choose to use their IPG registration numbers; vendors responding to solicitations may use a valid IPG



## **Notice 2014.11**

### **General Services**

registration number and a completed FORMS B in lieu of the corresponding paperwork. Or, vendors may continue submitting bids or offers using the standard paper-based documents.

#### **NIGP Codes**

- The NIGP Code is a standard taxonomy used by the majority of state government purchasing departments.
- Vendors registering in the Illinois Procurement Gateway will identify the goods and services that they sell using 5-digit NIGP Codes.

#### **Illinois Procurement Bulletin (IPB)**

- As of June 2, 2014, agencies and vendors seeking assistance with the IPB may contact [webmaster@purchase.state.il.us](mailto:webmaster@purchase.state.il.us) or 1-217-299-0634.

If there are any questions regarding this notice, please contact the Chief Procurement Office at (217) 558-2210.

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#### **Attachment**

IPG Request for Access Form