

Illinois Chief Procurement Office for General Services

**Promoting Public Trust and Integrity in
State Government by Maximizing the Value of
Procurements through
Transparency, Accountability, and Fair Competition**

October 2011

Welcome

WELCOME to the Chief Procurement Office for General Services.

- The State's Chief Procurement Office consists of four independent Chief Procurement Officers (CPO). Each is appointed by the Executive Ethics Commission and confirmed by the Senate. The four CPOs are:
 - Chief Procurement Officer for the Department of Transportation
 - Chief Procurement Officer for the Capital Development Board
 - Chief Procurement Officer for Institutions of Higher Education
 - Chief Procurement Officer for General Services
- Each Chief Procurement Officer appoints State Purchasing Officers (SPO) that are located within the respective State's agencies and universities that they serve. All SPOs have received national procurement accreditation.
- Under authority of the Illinois Procurement Code, "the Chief Procurement Officers shall exercise all procurement authority under this Code. The State Purchasing Officers appointed under this Code shall exercise procurement authority at the direction of their respective Chief Procurement Officer." 30 ILCS 500/10-5.

Procurement Values

- The Chief Procurement Office for General Services oversees more than \$7 billion of procurements each year for the State of Illinois. The following values guide every transaction.
- Procurements made by the State are **transparent, accountable**, and in the best interest of the State.
- **Fair competition** for contracts amongst vendors is pursued whenever possible. A competitive bid process is used and an award is made to either the lowest-cost responsible and responsive bidder or the responsible offeror whose proposal is determined to be the most advantageous to the State.
- **Preferences** have been established to promote business and employment opportunities with small business, businesses owned by veterans, minorities, women, and persons with disabilities, and a few other categories.
- The Chief Procurement Officers, State Purchasing Officers, and State's purchasing professionals have the highest ethical standards and act in a manner that maintains the integrity and **public trust** of State government.

Public procurement can be challenging. To ensure fair competition and transparency to the public, the State has many requirements for the State agency and the vendor community. Paying close attention to detail and meeting the requirements is mandatory to be successful!



Chief Procurement Office

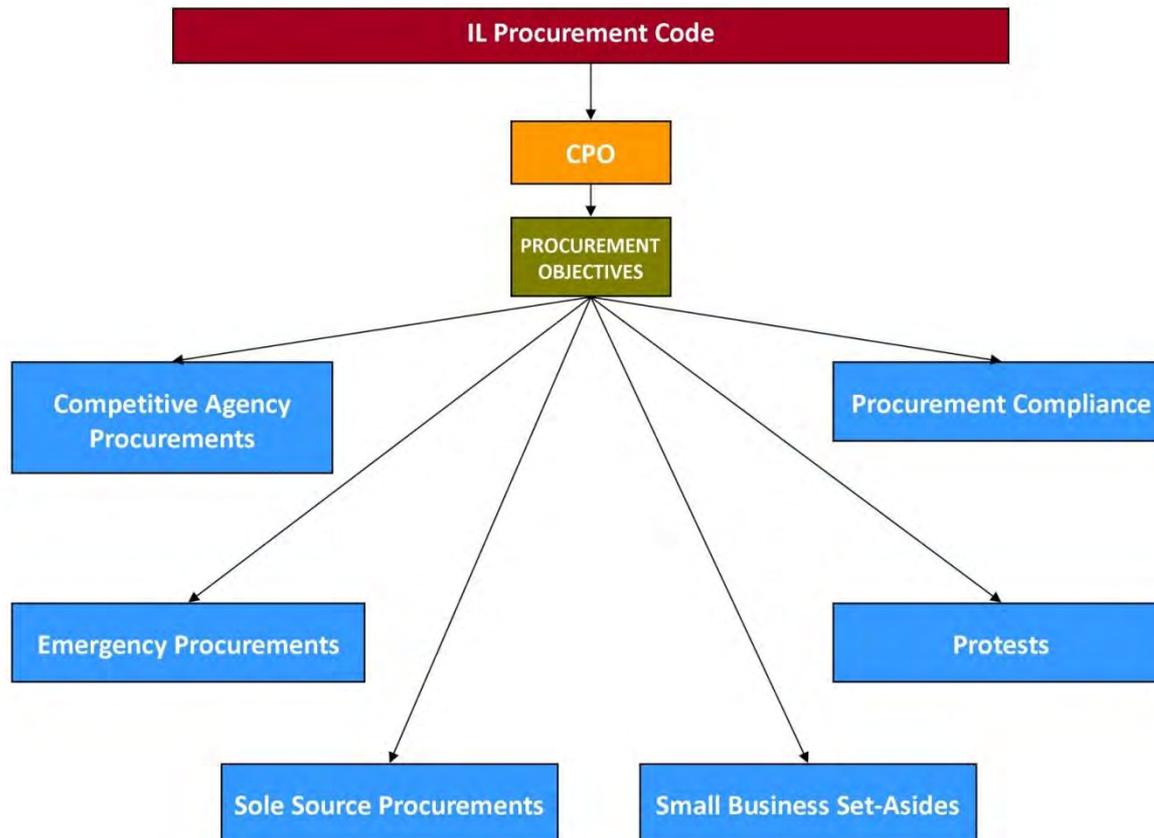
The Chief Procurement Office (CPO) helps State agencies and small businesses understand and put together the entire procurement puzzle, from solicitation to award.

Procurement answers are only a click away at CPO@illinois.gov or find them anytime at:

www.purchase.state.il.us and www.sell2.illinois.gov



Under the IL Procurement Code, the CPO has jurisdiction to administer six key procurement responsibilities: (1) competitive procurements, (2) emergency purchases, (3) sole source purchases, (4) Small Business Set-Aside program, (5) Protests, and (6) procurement compliance.



6 Procurement Objectives

- Competitive Agency Procurements
 - To obtain the best price or value for the State and its taxpayers, the CPO requires fair competition for awards whenever possible.
 - The State uses Invitation for Bids (IFB) and Request for Proposals (RFP) to solicit competitive offers.
 - Available IFBs and RFPs may be seen on the Illinois Procurement Bulletin at www.purchase.state.il.us.
- Emergency Procurements
 - There are times when an immediate action is necessary to protect public health, welfare, or safety, or State property or critical services.
 - Because emergency purchases are an exception to competitive procurements, additional transparency and reporting requirements are mandated.

6 Procurement Objectives cont.

- Sole Source Procurements
 - There are times when only one economically feasible source exists for an item.
 - Because sole source purchases are an exception to competitive procurements, the CPO will hold a public hearing where the public is allowed to comment on the justification of the intention to make a sole source award.
- Small Business Set-Aside Program
 - The CPO has set-aside 64 procurement categories that the State must purchase from registered small businesses.
 - Additionally, the CPO has designated that all purchases of \$50,000 and less must be purchased from registered small businesses.
 - From July 1, 2010 to June 30, 2011, the State spent nearly \$114 million with registered small businesses as a result of this program.

6 Procurement Objectives cont.

- Protests

- The CPO has established procedures for an in-house hearing officer and legal team to receive and expeditiously resolve protests.

- Contact:

Chief Procurement Officer
Attn: Protest Review Office
401 S. Spring Street
Suite 518 Stratton Office Building
Springfield, IL 62706
Phone: (217) 558-2157
Facsimile: (217) 558-2164
Illinois Relay: (800) 526-0844

- Procurement Compliance

- The Executive Ethics Commission has appointed Procurement Compliance Monitors (PCM) to oversee and review the procurement process.
- The real-time auditing function of the PCM helps ensure that problems with a transaction may be identified early, communicated appropriately, and effectively resolved.

Small Business Set-Aside Program

PURPOSE OF THE SMALL BUSINESS SET-ASIDE PROGRAM (SBSP)

- Small businesses are a vital part of the State's economic production, the vast majority of employers, and a key to its well-being.
 - From July 1, 2010 to June 30, 2011, the State spent nearly \$114 million (out of more than \$7 billion) with registered small businesses as a result of this program.
 - There are nearly 6,000 small businesses registered in the SBSP.
 - There are approximately 1 million small businesses in Illinois.

SBSP PROCUREMENT OPPORTUNITIES

- To promote the SBSP preference, the CPO requires that:
 - the State must purchase items in 64 designated procurement categories from registered small businesses, regardless of the purchase amount. Attachment 1 – SMALL BUSINESS SET-ASIDE CATEGORIES
 - the State must purchase one-time commodity and services of \$50,000 and less from registered small businesses.

Registering for SBSP

11 STEPS TO PARTICIPATION IN SBSP

Illinois.gov | Pat Quinn, Governor | About CMS | Contact Us

Illinois Department of Central Management Services

CMS

Accountability. Efficiency. Service.

Employee Services | Services to Agencies | **Doing Business with Illinois** | Services to Local Government | Job Seekers

CMS ▶ Doing Business with Illinois ▶

SELL 2 ILLINOIS

We want to do business with you!

The State of Illinois purchases more than \$10 billion worth of products and services each year to run social service facilities, office buildings, garages, state parks and more.

Are you competing for this business?

Doing business with Illinois is now easier than ever! We can help you navigate our streamlined procurement process, and have special programs for small and diverse business enterprises to help you grow your revenues, enhance your credentials and build your business capacity.

Please use the menu on the right to learn more.

***** Important -- New Procurement Legislation *****
All State vendors and their attorneys should be aware of two recent Public Acts and are encouraged to read them in their entirety.

How to Sell to Illinois

[Register to do business with the State](#)

SELL 2 ILLINOIS

- Minority-, Women- and Persons with Disabilities-owned Businesses (BEP)
- Small Businesses**
- Veteran-owned Businesses
- Certify / Vendor Registration
- Vendor Payment Program
- Events
- Other Business Certification Resources

Client Services Feedback

- Step One:

Go to

www.Sell2.illinois.gov

- Step Two:
Click "Small Businesses"

Registering for SBSP

- Step Three: Click “Small Business Set-Aside Program (SBSP)”

The screenshot shows the Illinois Department of Central Management Services (CMS) website. The header includes the CMS logo and the tagline "Accountability. Efficiency. Service." Below the header is a navigation menu with categories: Employee Services, Services to Agencies, Doing Business with Illinois, and Services to Local Government. The "Doing Business with Illinois" category is expanded, showing sub-links for "Small Businesses" and "Small Business Set-Aside Program (SBSP)". A red arrow points from a cloud labeled "Step Three" to the "Small Business Set-Aside Program (SBSP)" link. The main content area features a yellow box with the title "Small Business Set-Aside Program (SBSP)" and a description: "The SBSP promotes the economic development of small Illinois businesses by setting aside millions of dollars worth of contracts exclusively for small businesses. The SBSP allows for the Chief Procurement Officer (CPO) of the State of Illinois to allocate a portion of contracts so that small Illinois businesses only can compete for them." Below this is a photo of a man in a suit and tie. Further down, there is text about legislation increasing the number of small Illinois firms eligible to compete for these contracts, and contact information for Scott McKinnery at (217) 558-3723. At the bottom, there are links for "How to do business with Illinois" and "Business Enterprise Program page". The footer contains links for "Privacy Statement", "Kids Privacy", "Web Accessibility", and "Agency Webmaster".

Once you arrive at the next page, you will see the question “Do you qualify?” towards the bottom of the page.

You must meet these criteria to participate in the SBSP.

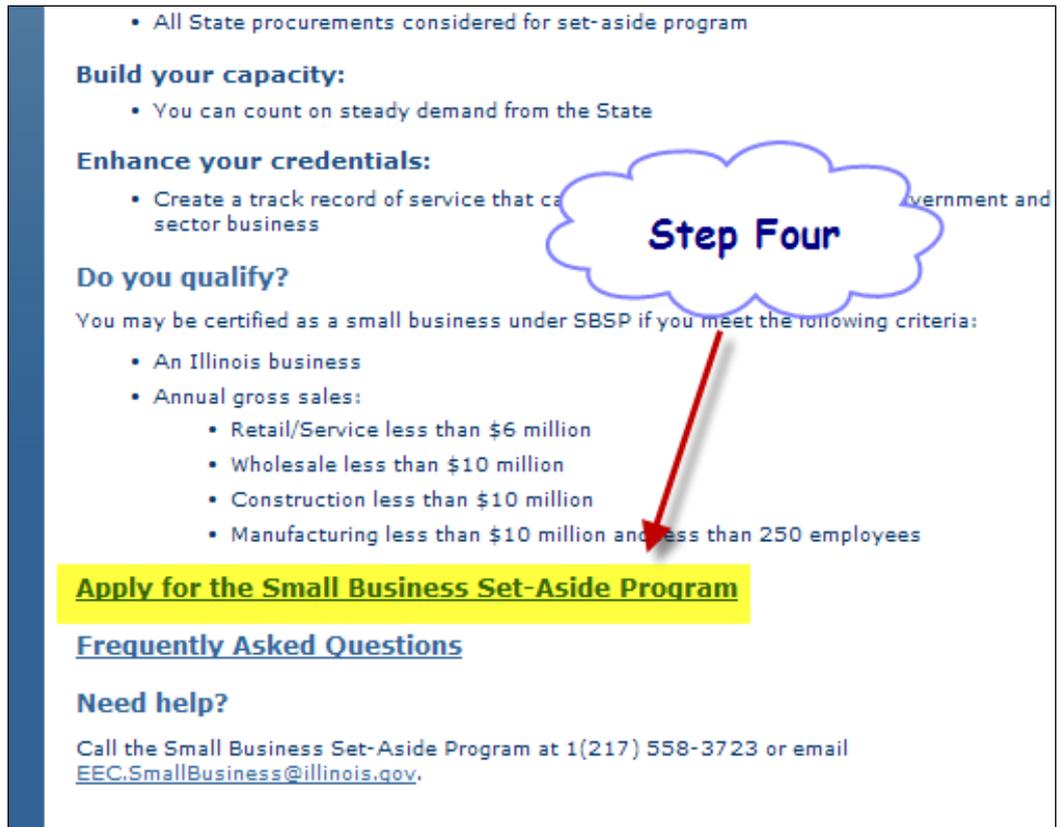
Registering for SBSP

- Step Four: Click “Apply for the Small Business Set-Aside Program”

You will arrive at a page titled “CERTIFY / VENDOR REGISTRATION”

On this page, you will see 3 steps.

- ‘Step 1: Register on the Illinois Procurement Bulletin’
- ‘Step 2: Apply for Small and Diverse Business Programs’
- ‘Step 3: Apply for certification with the Business Enterprise Program’



• All State procurements considered for set-aside program

Build your capacity:

- You can count on steady demand from the State

Enhance your credentials:

- Create a track record of service that can be used to market to government and sector business

Do you qualify?

You may be certified as a small business under SBSP if you meet the following criteria:

- An Illinois business
- Annual gross sales:
 - Retail/Service less than \$6 million
 - Wholesale less than \$10 million
 - Construction less than \$10 million
 - Manufacturing less than \$10 million and less than 250 employees

Apply for the Small Business Set-Aside Program

[Frequently Asked Questions](#)

Need help?

Call the Small Business Set-Aside Program at 1(217) 558-3723 or email EEC.SmallBusiness@illinois.gov.

Registering for SBSP

- Step Five: In a new window Click “Illinois Procurement Bulletin” under ‘Step 1: Register on the Illinois Procurement Bulletin (IPB)’

You will be re-directed to a new website that is located at www.purchase.state.il.us/...

This website is the location for the Illinois Procurement Bulletin, also referred to as the “Bulletin” or IPB.

The IPB logo will appear in the upper left corner of the screen.

CERTIFY / VENDOR REGISTRATION

Registering as a vendor with the State of Illinois is easy! Then if qualified, Certify for your specific State program:

Step 1: Register on the Illinois Procurement Bulletin (IPB) by e-mail and download documents

Step 2: Completion of the Small & Diverse Business Application (SDBA) form required if your business is eligible for the Small Business Set-Aside (SBSP) and/or the Business Enterprise Program (BEP).

Step 3: Complete additional forms and provide required documentation to be certified in the Business Enterprise Program

Step Five



Step 1: Register on the Illinois Procurement Bulletin (IPB)

Register to electronically receive email notifications and download postings from the Illinois Procurement Bulletin. Each employee of a company must individually register. Go to [Illinois Procurement Bulletin Registration](#).

- Employees of companies can individually register on the IPB to electronically (via email) receive and download postings.
- Employees of companies can identify area(s) of commerce for their business, by selecting specific commodity/service class code(s) to receive e-mail for any procurement activity in their designated class code(s).
- Employees of companies can chose the type of postings to receive by indicating either Both, Solicitation Only, Notices Only or None.
- Employees will only receive e-mail notifications under the class code(s) they designate and the types of notifications selected.

[Back to Top](#)

Registering for SBSP

- Step Six: Click “Registration”

You will answer questions on **four** successive pages and be required to submit contact information and item categories in which you wish to receive email notification of open solicitations.

You will receive bid notices via email so be sure to keep your email address current.

The last page says that you have received an email in the email address you provided; To complete registration, you must go to your email and click on the link provided.

Illinois Procurement Bulletin

Home IllinoisBID **Registration** FAQ IllinoisSOU
Master Contracts Reference Library Other Links Conta

Registration

New Users
[Register](#)

User Profile
[Forgot Password](#)
[Forgot Username](#)
[Update Profile](#)

[User Manual](#)

Welcome to the Illinois Procurement Bulletin!

Please take a few minutes to register on the Illinois Procurement Bulletin site. After registering, we will e-mail your username and password that will allow you to log in and receive email for new solicitations, addendums, and awards. If you have any questions, please contact the IPB Help Desk at Toll Free 1-888-ILL-BUYS (1-888-452-2759) or email [ipbhelp@ipb.state.il.us](#). If you only want to browse through the site, Thank you for your interest in the Illinois Procurement Bulletin.

For more information on the registration process, please read the [Frequently Asked Questions](#).

New users
Registration

User Profile
[Forgot your password?](#)
[Forgot your username?](#)
[Update your user profile](#)

Visit these **other links** for more information on how to do business with the State of Illinois.

[Illinois Department of Human Rights Form](#)
All vendors (in-state, out-of-state) if you have employed fifteen or more employees at any time during the 365-day period immediately preceding the publication of a solicitation in the Illinois Procurement Bulletin, you must have a current Public Contract Number from the Department of Human Rights or have proof of having submitted a completed application (IDHR Employers Report Form PC-1) for one **prior** to public bid opening date.

[Small Business Set-Aside Program](#)
The Small Business Set-Aside Program allows for the Chief Procurement Officer of the State of Illinois to

Registering for SBSP

- Step Seven: Return to the webpage at the right .

The next four steps will require you to print or open documents from this page, fill them out, and mail or email them back to the State.

Scroll down the page at the right to 'Step 2: Apply for Small And Diverse Business Programs.'

CERTIFY / VENDOR REGISTRATION

Registering as a vendor with the State of Illinois is easy! Then if qualified, Certify for your specific State program:

Step 1: [Register on the Illinois Procurement Bulletin \(IPB\) to receive bid notices by e-mail and download documents](#)

Step 2: Completion of the Small & Diverse Business Application Form is only required if your business is eligible for the Small Business Set-Aside (SBSP) and/or the Business Enterprise Program (BEP).

Step 3: Complete additional forms and provide required documentation to be certified in the Business Enterprise Program

Step 1: Register on the Illinois Procurement Bulletin (IPB)

Register to electronically receive email notifications and download postings from the Illinois Procurement Bulletin. Each employee of a company must individually register. Go to [Illinois Procurement Bulletin Registration](#).

- Employees of companies can individually register on the IPB to electronically (via email) receive and download postings.
- Employees of companies can identify area(s) of commerce for their business, by selecting specific commodity/service class code(s) to receive e-mail for any procurement activity in their designated class code(s).
- Employees of companies can chose the type of postings to receive by indicating either Both, Solicitation Only, Notices Only or None.
- Employees will only receive e-mail notifications under the class code(s) they designate and the types of notifications selected.

[Back to Top](#)

Registering for SBSP

- Steps 8 - 11: Click on each highlighted link. Fill out each document online or in hard copy printed form.

Step 2: Apply for Small and Diverse Business Programs

- Go to the [Small Business Set-Aside Program](#) for information and qualification requirements regarding this program.
- Go to the [Business Enterprise Program](#) for information and certification requirements regarding this program.

To apply for the Small Business Set-Aside Program (SBSP) and/or Business Enterprise Program (BEP) complete the following forms. You can participate in both programs if you meet each program's requirements.

- Required: [Small & Diverse Business Application Form \[PDF, 356KB\]](#)
 - This list of [commodities classifications/services codes](#) must be used will help you to identify the proper supplycommodity/service codes to enter for #9 on Page 4 of the Business Application Form.
 - REQUIRED: [Federal Taxpayer ID number - W-9 Form \[PDF, 72 KB\]](#)
 - REQUIRED if you are a Non-Illinois Business: [Certificate of Authority for Out-of-State Vendors \[PDF, 152KB\]](#) to be submitted to SOS address listed on form
 - REQUIRED if you have 15+ Employees: [Illinois Department of Human Rights \(IDHR\) Employers Report Form](#) to be submitted to IDHR address listed on form
- NOTE: You must obtain an IDHR number prior to submitting a Small & Diverse Business Application Form if applicable to your company.**

To apply for the Small Business Set-Aside Program (SBSP) and the Business Enterprise Program (BEP) send above required forms and the required documentation per the Small & Diverse Business Application Form to the following address. To apply for certification in the Business Enterprise Program (BEP) go to Step 3.

Step 8

Step 9

Step 10

Step 11

Registering for SBSP

- Step 12: Mail (email or postal service) the following completed documents.
 - Small and Diverse Business Application Form
 - Federal Taxpayer ID Number W-9 Form
 - Most recent Federal and State income tax returns (see the application for detailed instructions)

- Mailing Address:

Bureau of Strategic Sourcing
William G. Stratton Building / Room 801
Springfield, Illinois 62706-0002

- Email Address: scott.mckinnery@illinois.gov

- Questions?

Scott McKinnery
Small Business Specialist
217.558.3723

Certification in BEP

- The Business Enterprise Program (BEP) promotes the economic development of diverse businesses – those owned by minorities, women, and persons with disabilities. Last year, the State awarded nearly \$400 million to BEP certified companies.
- State agencies and universities are encouraged to spend at least 20% of their procurement budgets with certified BEP companies.
- A company may be certified as a diverse business under BEP if the following criteria is met:
 - At least 51 percent owned and controlled by persons who are minority, women or designated as disabled
 - Must be a United States citizen or resident alien
 - Annual gross sales of less than \$75 million

Certification in BEP

- Certification in BEP requires completing 'Step 3' referenced on slide 13 and found at: http://www2.illinois.gov/cms/business/sell2/Pages/Registration_Certification.aspx

Step 3: Apply for certification with the Business Enterprise Program

If you are a non-Illinois company, you may need to fill out an Application for Authority to Transact Business in Illinois (through the Illinois Secretary of State):

 [Application For Authority To Transact Business In Illinois \[PDF, 152KB\]](#)

If you are an Illinois company, depending on your current certification status, you may follow one of the below steps:

EITHER

Complete the  [BEP Full Certification Application \[PDF, 341KB\]](#), if you are not currently certified by one of the entities below.

To continue your annual BEP certification, complete the  [No Change Affidavit \(NCA\) Renewal Application \[PDF, 102KB\]](#)

OR

Complete the  [Recognition Certification Affidavit \[PDF, 246KB\]](#), **ONLY** if you are currently certified by one of the following entities:

- [Illinois Unified Certification Program \(IL UCP\) \(IDOT\)](#)
- [Chicago Minority Business Development Council \(CMBDC\)](#)
- [Womens Business Development Center \(WBDC\)](#)
- [City of Chicago](#)
- [Chicago Transportation Authority \(CTA\)](#)
- [METRA](#)
- [PACE](#)
- [Cook County](#)

Certification in BEP

- Application in BEP requires 4 steps:
 - Step 1: First time applicants for BEP must complete the same forms and go through the same registration process as those registering for the Small Business Set-Aside Program. Start at slide #11.
 - Step 2: Complete the “BEP Full Application” OR
 - Step 3: If already certified by the Illinois Unified Certification Program, Chicago Minority Business Development Council, Women's Business Development Center, City of Chicago, Chicago Transportation Authority, METRA, PACE, or Cook County, then complete the “Recognition Certification Affidavit.”

- Send certification forms to:

Business Enterprise Program
100 W. Randolph
Suite 4-100
Chicago, IL 60601-3218

- Questions?

(312) 814-4190 or (800) 356-9206
BEP.CMS@Illinois.gov

Contact Us

- Thank you for your interest in the Chief Procurement Office for General Services. We encourage you to learn more about doing business with the State of Illinois.
- If you have questions, comments, or recommendations, please contact us at:

Chief Procurement Office General Services
401 South Spring Street
712 Stratton Office Building
Springfield, Illinois 62706
(217) 558-2157
CPO@illinois.gov

www.purchase.state.il.us

www.Sell2.illinois.gov