



If you are a Vendor ...

Trying to navigate the procurement process can be a little like driving in a big city for the first time. What lane do I get in? Which exit do I take? Will the big truck let me in? And just when you start to think your destination is right around the corner, there's a roadblock and you have to take a detour. Aghh! Don't give up! The following information will help you navigate the road to successful bidding.



Much like learning to drive, let's start with the rules of the road. There are specific requirements related to how State procurements are required to be conducted. A review of the [Illinois Procurement Code](#) is a good place for vendors to begin their research. The Illinois Procurement Code governs all state procurement, whether for state agencies or public universities. You can find the Code here: <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=532&ChapterID=7>.

The Illinois Procurement Code is the basis for the Standard Procurement Rules promulgated by each of the four independent Chief Procurement Officers. In addition to the Illinois Procurement Code, the [Standard Procurement Rules](#) provide guidance for the way procurements are conducted by and for the State agencies and public universities.

Each CPO has Standard Procurement Rules which can be found here: <http://www.ilga.gov/commission/jcar/admincode/044/044parts.html>.

Additional specific information and guidance related to State procurements can be found on the web pages of the respective Chief Procurement Officers. The four CPOs and their websites are:

- ◆ [CPO for Capital Development Board](#) – procurements for building construction and construction-related services (<http://www.illinois.gov/cpo/cdb/Pages/default.aspx>)
- ◆ [CPO for Department of Transportation](#) – procurements for road construction and construction-related services (<http://www.illinois.gov/cpo/dot/Pages/default.aspx>)
- ◆ [CPO for Public Institutions of Higher Education](#) – procurements for the needs of public institutions of higher education (<http://www.illinois.gov/cpo/HigherEd/Pages/default.aspx>)
- ◆ [CPO for General Services](#) – procurements for the needs of state agencies (<http://www.illinois.gov/cpo/general/Pages/default.aspx>)

Now that we've covered the rules of the road, let's talk about some of the requirements for doing business with State agencies and universities.



All vendors who wish to bid on Illinois public contracts must:

1. Be a legal entity authorized to do business in Illinois. Vendors may qualify to submit bids or proposals only if they are a legal entity authorized to do business in Illinois **prior to** submitting the bid, offer or proposal. This applies to both in-state and out-of-state firms.

A Vendor must be:

- a legal entity
- registered to conduct business in Illinois
- in good standing with the Illinois Secretary of State

For information on authorization to conduct business in Illinois, please contact the Illinois Secretary of State's Department of Business Services or your home county clerk.

Secretary of State – Department of Business Services <http://www.cyberdriveillinois.com/>

For certified copies and copy requests for corporations, please call 217-782-6875.

For certified copies and copy requests for LLCs, LPs and LLPs, please call 217-524-8008.

In-State Firms

Corporations (Corp); Limited Liability Companies (LLC); Limited Partnerships (LP); Limited Liability Limited Partnerships (LLLP) - Please contact the [Illinois Secretary of State](#) for further information.

Sole Proprietorships - If the firm's name is the same as the sole proprietor's name, nothing is required.

Out-of-State Firms

All Out-of-State Firms - A foreign vendor is defined as any vendor who has not incorporated within the State of Illinois. [A Guide for Qualifying Foreign Corporations](#), published by the Secretary of State, will answer your questions on how to qualify your Corporation/LLC to do business in Illinois. The Guide can be found here: http://www.cyberdriveillinois.com/publications/pdf_publications/c216.pdf.

Please direct your questions to the [Illinois Secretary of State](#):

[Springfield office:](#)

Michael J. Howlett Bldg.
501 S. Second St., Rm. 350
Springfield, IL 62756
217-782-6961
Hours: Mon.-Fri., 8 a.m.-4:30 p.m.

[Chicago office:](#)

69 W. Washington St., Ste. 1240
Chicago, IL 60602
312-793-3380
Hours: Mon.-Fri., 8 a.m.-5:00 p.m.

2. Register with the Illinois State Board of Elections and obtain a certificate confirming your registration (this applies if you do \$50,000 worth of business annually, including the business you do with all state of Illinois agencies and universities and the value of any current project that you are bidding).

For additional information regarding State Board of Elections registration, please contact one of the following:

Springfield Office
2329 S. MacArthur Blvd.
Springfield, IL 62704
Phone: 217-782-4141
Fax: 217-782-5959
Office Hours:
Monday-Friday 8:00 am - 4:30 p.m.

Chicago Office
100 W. Randolph, Suite 14-100
Chicago, IL 60601
Phone: 312-814-6440
Fax: 312-814-6485
Office Hours:
Monday-Friday 8:30 am -5:00 p.m.

To register with the State Board of Elections, please visit its website for specific information on the registration process: <https://BEREP.elections.il.gov>.

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.**

You must register if any of these conditions apply:

- A. You are submitting a bid or proposal exceeding \$50,000 on any State agency or public university solicitation;
- B. The bid or proposal you are submitting is less than \$50,000 but the annual total value of all of your contracts and offers with all State agencies and public universities (including all current State contracts, the bid or proposal you are submitting, any other pending offers, and offers you previously submitted this year where you were not awarded a contract) exceeds \$50,000;

OR

- C. You are registering in the Illinois Procurement Gateway regardless of the value of any contracts, bids or offers.

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.

3. Hold a current Illinois Department of Human Rights (IDHR) Bidder Eligibility Number.

All 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 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.

There is a \$75.00 (non-refundable) registration fee. Registration will be valid for five years from the date of issuance. If you wish to register multiple locations that all have the same FEIN as the corporate office, you must submit a completed PC-1 application for all Illinois locations to be eligible to bid on business with the State of Illinois. No additional fee is required.

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

If you are a...

Small business, Minority, Female, or Person with Disabilities-owned business, or Veteran or Service-disabled Veteran-owned business, the State has additional programs to promote business with these companies.

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.

Do I qualify as a small business?

1. Illinois business
2. Annual gross sales:
 - Wholesale - \$13,000,000 or less (effective 1/1/15)
 - Retail or Services - \$8,000,000 or less (effective 1/1/15)
 - Construction - \$14,000,000 or less (effective 1/1/15)
3. Manufacturing - 250 employees or less (remains the same for 1/1/15)

To register in the Small Business Set-Aside Program, go to the Illinois Procurement Gateway (IPG) at <https://ipg.vendorreg.com> and sign up as part of your IPG registration.

For more information, contact:

Scott McKinnery

Small Business State Purchasing Officer

EEC.smallbusiness@illinois.gov

Veteran Business Program (VBP)

Through the Veterans Business Program (VBP), state agencies and universities are encouraged to spend at least 3% of their procurement budgets with certified Veteran-owned and Service-Disabled Veteran-owned businesses.

Who qualifies?

Illinois businesses with annual gross sales under \$75 million that are 51% owned by qualified veterans or service-disabled veterans living in Illinois.

For more information on the Veteran Business Program, contact

Department of Central Management Services

Veteran Business Program (VBP)

100 W. Randolph, Suite 4-100

Chicago, IL 60601

1-312-814-4190

1-800-356-9206

BEP.CMS@illinois.gov

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.

Do you qualify for the BEP Program?

- 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

For more information contact:

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

By now you may be saying to yourself “I have all this information, but WHAT do I DO with it??”



1. Register on one or more volumes of the Illinois Procurement Bulletin.

Yes, there is more than one Bulletin. 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. The four volumes are:

- ◆ The CDB Bulletin – procurements for building construction and construction-related services (<http://www.illinois.gov/cdb/procurement/Pages/default.aspx>)
- ◆ The Illinois Transportation Bulletin – procurements for road construction and construction – related services (<http://www.idot.illinois.gov/doing-business/procurements/index>)
- ◆ The Public Higher Education Bulletin – procurements for the needs of public institutions of higher education (<http://www.procure.stateuniv.state.il.us>)
- ◆ The General Services Bulletin – procurements for the needs of state agencies (<http://www.purchase.state.il.us>)

2. Register on the Illinois Procurement Gateway (IPG).

The IPG is a web-based system that allows prospective vendors to provide disclosures, registrations, and other documentation needed to do business with a State agency or university in advance of any particular procurement. Upon satisfactory enrollment, vendors will receive a registration number that may be used in place of paper submission of required forms. Register at <https://ipg.vendorreg.com/>. Prior to beginning your registration, you'll want to make sure you have the following information handy:

- Federal Employee Identification Number (FEIN) or Social Security Number (SSN)
- Illinois Department of Human Rights (IDHR) Public Contract #
- Illinois State Board of Elections Registration Number
- Authorization to do Business in Illinois from the Illinois Secretary of State
- Letter of Approval if registered in any of these programs:
 - Illinois Business Enterprise Program
 - Illinois Veteran Small Business Program
 - Illinois Small Business Set-Aside Program
- Names of company owners
- Company financial information
- List of Board of Directors (if registering as a not-for-profit entity)

You are on your way! Just a couple more reminders before you go:



Procurement Communication Reporting Requirement - There are specific requirements set forth by the Illinois Procurement Code with regard to communications between State employees and potential vendors related to State procurements. The reporting requirements are for State employees and are set forth in Section 50-39 of the Code at [30 ILCS 500/50](#).

Political Contributions – There is a prohibition on political contributions found in Section 50-37 of the Illinois Procurement Code (30 ILCS 500/50-37). We encourage every vendor to be familiar with this section of the Code and to seek legal advice as to how this section affects your company. Please note, in most cases contributions to the Governor and Lieutenant Governor as well as all other declared candidates for those offices are prohibited. In addition, contributions made by entities and persons affiliated with your business are also prohibited. For more information about which entities and persons are considered “affiliated” with your business please see the Business Registration FAQ available on the State Board of Elections website at <http://www.elections.il.gov/InfoForBusinesses.aspx> or the Illinois Procurement Code at Section 50-37 (30 ILCS 500/50-37) which is available on the General Assembly’s website at <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=532&ChapterID=7>.

If you are unsure whether the prohibition on political contributions applies to your business, please refer to the Illinois Procurement Code at Section 50-37 available on the General Assembly's website at <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=532&ChapterID=7>.

Finally, please note if a vendor is found to violate this prohibition, all contracts between State agencies and that vendor are voidable. If a vendor violates this prohibition 3 or more times within a 36-month period, then all contracts between State agencies and that vendor are void.



For an electronic copy of this document, visit <http://www.illinois.gov/cpo/HigherEd/Pages/Vendor.aspx>.