

2022
STATE OF ILLINOIS
**VENDOR
SUMMIT**

DOING BUSINESS WITH STATE AGENCIES

*Dave Littrell, Procurement Training Manager/Sr. SPO - Chief
Procurement Office – General Services*

Andrew Shackelford, SPO/Small Business Specialist

November 10, 2022




Chief Procurement Office for General Services Who Are We?





What We Do

- The Chief Procurement Officer for General Services (CPO) and her State Purchasing Officers promote the public's trust by ensuring that the State's procurements are conducted lawfully and ethically.
- [30 ILCS 500](#)
- [Title 44 Ill. Admin Code](#)



What will we learn today?

- Requirements for doing business with the State
- Illinois Procurement Gateway
- Small Business Set-Aside Program
- BidBuy
- Pathway to Procurement site

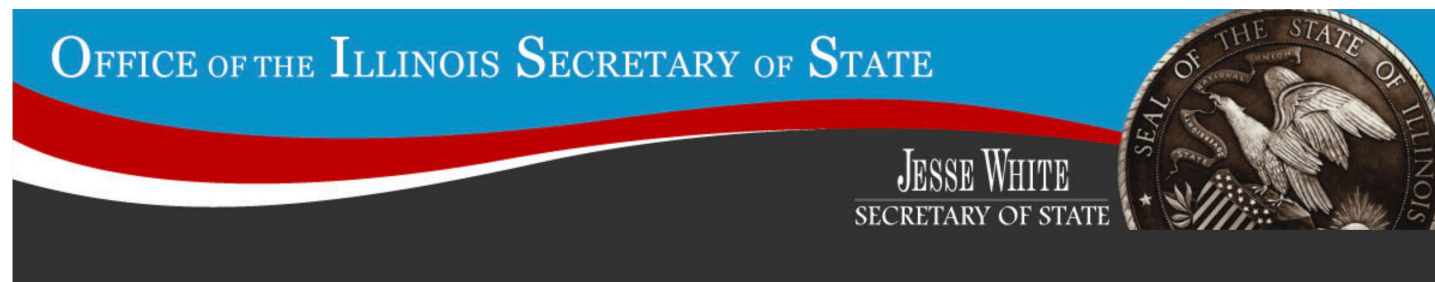
Registrations and Forms

Why?
**Procurement Code
requirements**

- Legal entity/authorized to transact business in Illinois
- Board of Elections
- Department of Human Rights
- Financial Disclosures and Conflicts of Interest
- Disclosure of business operations in Iran

Requirements to do business with the State - Secretary Of State

- The vendor must be a legal entity prior to submitting a bid, offer, or proposal and must be authorized to transact business or conduct affairs in Illinois prior to execution of the contract. [30 ILCS 500/20-43]
 - Not applicable to Sole Proprietors
- To register your business: <https://www.ilsos.gov/home.html>
 - Or other regulatory agency (if applicable)



Requirements to do business with the State - Illinois State Board of Elections

- Each business entity (i) whose aggregate bids and proposals on State contracts annually total more than \$50,000, (ii) whose aggregate bids and proposals on State contracts combined with the business entity's aggregate annual total value of State contracts exceed \$50,000, or (iii) whose contracts with State agencies, in the aggregate, annually total more than \$50,000 shall register with the State Board of Elections in accordance with Section 9-35 of the Election Code. [[30 ILCS 500/20-160\(a\)](#)]
- Political Contributions by the business, owners, or affiliates
 - Free registration, no renewals necessary - <https://www.elections.il.gov>
 - "Affiliated person" means (i) any person with any ownership interest or distributive share of the bidding or contracting business entity in excess of 7.5%, (ii) executive employees of the bidding or contracting business entity, and (iii) the spouse of any such persons.

Requirements to do business with the State - Illinois State Board of Elections

- IMPORTANT!
- Board of Elections registration must be completed by the time bid or offer is due
 - [44 Ill. Admin Code 1.5937\(c\)](#)
- Common reason vendors are deemed non-responsive



Requirements to do business with the State

Illinois Department of Human Rights

- IDHR Vendor Eligibility Number – required if you have 15 or more employees within a year
 - Required by time of award
- 5-year registration
- For more information, visit <https://dhr.illinois.gov/>



Requirements to do business with the State

Financial Disclosures and Conflicts of Interest

When are Financial Disclosures required?

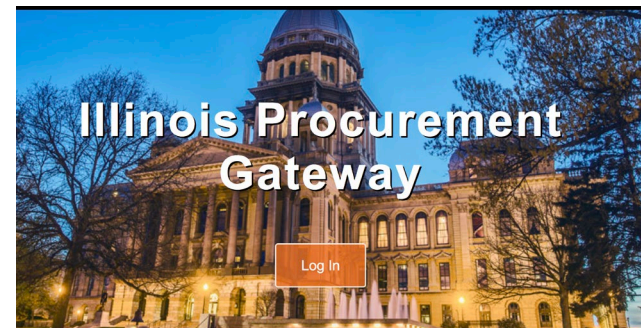
- All bids and offers from responsive bidders, offerors, vendors, or contractors with an annual value of more than \$50,000, and all submissions to a vendor portal, shall be accompanied by disclosure of the financial interests of the bidder, offeror, potential contractor, or contractor and each subcontractor to be used. [[30 ILCS 500/50-35](#)]
- *Please NOTE: beginning January 1, 2023, this will be raised to \$100,000*
- Vendors have a continuing obligation to update the disclosures in the event of changes.

STATE OF ILLINOIS
FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST

2022
STATE OF ILLINOIS
VENDOR
SUMMIT

How Can Vendors Pre-Register to do Business with the State?

- The State provides a vendor portal, the Illinois Procurement Gateway (IPG) - <https://ipg.vendorreg.com/>.
- The IPG is used to streamline vendor efforts to participate in state procurement by collecting vendor information in advance of a procurement. This allows the vendor to submit, and the state to review, that information in advance of a specific procurement, reducing time spent during the actual procurement process.
- Free registration – yearly renewal
- The IPG also contains the official list of vendors accepted into the Small Business Set-Aside Program.



Small Business Set-Aside Program (SBSP)

What is SBSP?

- It is a market set-aside for small businesses.
- All procurements (small purchases) between \$2,000 - \$100,000 are subject to the program.
- In addition, the Chief Procurement Officer for General Services has set-aside over 600 NIGP Codes that must be subject to small businesses.



Small Business Set-Aside Program (SBSP)

What Qualifies as a Small Business?

- A small business in Illinois is defined as a sole proprietor whose primary residence is in Illinois or is a business recognized by the Illinois Secretary of State as a domestic entity, headquartered in Illinois, and meets the thresholds below:
- Retail/service < \$8 million
- Wholesale < \$13 million
- Construction < \$14 million
- Manufacturing < Less than 250 employees



Small Business Set-Aside Program (SBSP)

- The program is only available to Illinois small businesses
- Small Purchase is the most common method of procurement
- Set-Aside Codes
- For more information, please visit <https://cpo-general.illinois.gov/sell-2-illinois.html>

How are vendors notified of procurement opportunities?

- BidBuy is the e-Procurement system used for CPO-GS procurements:
<https://www.bidbuy.illinois.gov>
- Allows vendors to receive notification of procurement opportunities and submit bids/offers/quotes electronically
- Increases efficiency and transparency of the procurement process
- Free to register – no renewals necessary
- Vendors must be registered in BidBuy in order to receive notifications and submit quotes



Pathway to Procurement site

- <https://www2.illinois.gov/cpo/PathwayToProcurement/Pages/default.aspx>
- Or search “Pathway to Procurement Illinois”
- Or QR Code:



Questions?

2022
STATE OF ILLINOIS
**VENDOR
SUMMIT**