



2022
STATE OF ILLINOIS
**VENDOR
SUMMIT**


NIGP CODES

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Section 1: WHAT ARE NIGP CODES?

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What are NIGP Codes?

- NIGP Codes are the copyrighted property of the National Institute of Governmental Purchasing (NIGP)
- Descriptive Numeric System used for identifying products and services
- Used by the CPO-GS for vendor registration and solicitation purposes

What are NIGP Codes?

- NIGP Codes are the copyrighted property of the National Institute of Governmental Purchasing (NIGP)
- Descriptive Numeric System used by many states and other governmental entities for identifying products and services
- In Illinois, NIGP Codes are used by the Chief Procurement Officers for vendor registration and solicitation purposes
- Made up of five digits in two parts, the “class” and the “sub-class”
- The class is the first three digits and the sub-class is denoted by the last two digits and provides a way to drill down to specific supplies or services under the class

Examples of NIGP Codes

- Class 385 – Frozen Foods
 - 385-44 Entrees, Poultry
 - 385-54 Juices
 - 385-57 Pizzas
- Class 390 – Perishable Foods
 - 390-28 Fresh Fruits
 - 390-70 Fresh Seafood

Examples of NIGP Codes

- Class 918 – Consulting Services
 - 918-04 Accounting, Auditing, Budget Consulting
 - 918-18 Boiler Chemistry Consulting
 - 918-55 Geological Consulting
 - 918-69 Insurance Consulting
 - 918-74 Legal Consulting
 - 918-94 Traffic Consulting

Section 2: WHY ARE NIGP CODES IMPORTANT?

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NIGP Codes Are the Key to Opportunity

**Registering under the proper,
relevant Codes is essential to
doing business with the State**

- Small Business Set-Aside Program (SBSP)
- Business Enterprise for Minorities, Women, and Persons with Disabilities Act Participation (BEP) and Veteran Small Business Program (VSBP)
- BidBuy
- Illinois Procurement Gateway Registration (IPG)

Small Business Set-Aside Program (SBSP)

- CPO-GS Notice 2018.01 has a listing of NIGP Codes that are set-aside for Illinois small businesses qualified in the Small Business Set-Aside Program
- All procurements >\$1,000 in the designated categories are set-aside
- All procurements <\$100,000, regardless of NIGP Code, are set-aside
- Vendors certified in the SBSP are selected based on the NIGP that they are registered under

Business Enterprise for Minorities, Women, and Persons with Disabilities (BEP) and Veteran Small Business Program (VSBP)

- During registration for certification, prospective BEP and VSBP vendors add NIGP Codes to their profile under which they can perform a “Commercially Useful Function”
- “Commercially Useful Function” means responsibility for the execution of a distinct element of the work of the contract, which is carried out by actually performing, managing, and supervising the work involved, evidencing the responsibilities and risks of a business owner such as negotiating the terms of (sub)contracts, taking on a financial risk commensurate with the contract or its subcontract, responsibility for acquiring the appropriate lines of credit and/or loans, or fulfilling responsibilities as a joint venture partner as described in the joint venture agreement.
- For example, a vendor who provides Fresh Fruits would be profiled under NIGP Code 390-28 – It is unlikely that this vendor would add the NIGP Code (918-74) for Legal Consulting to their profile as they would not be able to perform a “Commercially Useful Function” under Legal Consulting.

Business Enterprise for Minorities, Women, and Persons with Disabilities (BEP) and Veteran Small Business Program (VSBP)

- BEP/VSBP Utilization Plans:
 - If self-fulfilling the BEP or VSBP Goal, the BEP/VSBP Certified Bidders must be certified in the NIGP Codes used to calculate the BEP/VSBP Goal
 - If serving as a subcontractor to a Prime Bidder, the BEP/VSBP Certified Bidders must be certified in the NIGP Codes used to calculate the BEP/VSBP Goal
- Solicitation documents indicate which NIGP Codes were used to calculate the BEP or VSBP Goals

BidBuy

- BidBuy is the eProcurement tool used by the Chief Procurement Officer for General Services
- State Agencies other than IDOT (Construction), CDB, and State Universities use BidBuy for all procurements >\$2,000
- Vendors are selected based on the NIGP Codes associated with the Line Items in BidBuy
 - SBSP
 - BEP/VSBP

- BEP/VSBP Registration Interfaces with BidBuy
 - When a Vendor registers in BidBuy, the interface checks the FEIN to see if the vendor is BEP/VSBP Certified
 - The following day, their BidBuy registration will indicate that they are BEP/VSBP Certified

Illinois Procurement Gateway (IPG) Registration

The IPG is an online vendor portal allowing vendors to submit required documentation electronically in advance of bidding instead of with their bids.

- IPG Registration Interfaces with BidBuy
 - Creates a “mini” registration which carries over the NIGP Codes from IPG – vendors will go into BidBuy and complete the BidBuy registration, including creating a log-in and password
 - SBSP Registration in IPG is carried over and once the BidBuy registration is complete, SBSP vendors are identified by their NIGP Codes
 - If the vendor updates their NIGP Codes in their IPG registration it will update BidBuy

Conclusion

- Registering under the proper, relevant NIGP Codes is essential to doing business with the State
- Small Business Set-Aside Program (SBSP)
- Business Enterprise for Minorities, Women, and Persons with Disabilities Act Participation (BEP) and Veteran Small Business Program (VSBP)
- BidBuy
- Illinois Procurement Gateway Registration (IPG)