



Pat Quinn, Governor

# Business Enterprise Program



[www.sell2.illinois.gov](http://www.sell2.illinois.gov)

# How you can sell to the State

**How to find opportunities**





# How to access your business opportunities

**Visit [www.Sell2.illinois.gov](http://www.Sell2.illinois.gov)**

- **Register your business**
- **Join special programs**
- **View contracting opportunities**
- **Enroll as user of Illinois Procurement Bulletin**
  - **Electronic posting**
  - **Contains all notices, calls for bid, and contract awards**
  - **Sends you email alerts whenever we need what you sell**



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Home

Small & Diverse  
Businesses

Contract Opportunities

Registration

Laws & Regulations

Frequently Asked  
Questions (FAQs)

Events

State Links

Search Illinois

Go

[Search Tips]



## We want to do business with you!

The State of Illinois buys everything from food to trucks to office furniture to consulting services. Since we run social service facilities, office buildings, garages, state parks and more, the State needs virtually everything consumers and businesses need. **So chances are we buy what you sell.**

We've recently made many improvements to our procurement process, so doing business with Illinois is now easier than ever.

**The State purchases more than \$10 billion worth of products and services each year. Are you competing for this business?**



## Important New Ethics Information for Vendors

On April 3, 2009, Governor Quinn issued [Executive Order 9 \(2009\)](#), which rescinded Executive Order 3 (2008), dealing with certain political contributions to officeholders other than the officeholder responsible for the contract and certain registration requirements. [PUBLIC ACT 095-0971](#), also addressing campaign contributions and registration, which was passed by the Illinois legislature on September 25, 2008 and contains the registration and reporting requirements for certain State vendors and bidders, as well as limitations on campaign contributions by these entities and the affiliates, is still in effect.


## How to Sell to Illinois

- [Register to do business with the State](#)
- [View contract opportunities](#)
- [Join special programs for small and diverse businesses](#)

## Additional Resources

- Learn about resources to help you [start or manage a business](#).
- [Sell 2 Illinois Brochure - English Version \[PDF, 3.5MB\]](#)
- [Sell 2 Illinois Brochure - Spanish Version \[PDF, 3.5MB\]](#)

# View current and upcoming opportunities



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Home

Small & Diverse Businesses

Contract Opportunities

Registration

Laws & Regulations

Frequently Asked Questions (FAQs)

Events

State Links

Search Illinois

Go


[Search Tips]

State of Illinois BUSINESS PORTAL

ILLINOIS DEPARTMENT OF Central Management Services



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## Contract Opportunities

### Make the State of Illinois your next customer

- Find [current contract opportunities](#).
- Find [upcoming contract opportunities](#).
- [Register your business to sell to Illinois](#).
- [Contact State purchasing experts](#)  - Visit Illinois Procurement Bulletin/Reference Library.
- Call 1-866-ILL-BUYS for additional information or e-mail [webmaster@purchase.state.il.us](mailto:webmaster@purchase.state.il.us)
- The principles of competitive bidding and economical procurements are applicable to all purchases and contracts by or for a State agency, according to the [Illinois Procurement Code \[PDF, 2.51MB\]](#) .
- The Department of [Central Management Services](#) helps State of Illinois agencies buy supplies and services. For information on construction and education procurement:
  - [Illinois Department of Transportation \(IDOT\)](#)
  - [Illinois Capital Development Board \(CDB\)](#)
  - [Higher Education Procurement Bulletin](#)



 Documents are provided in PDF format, to view documents you will need Adobe's free [Acrobat Reader](#).

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## Registration



- Home
- IllinoisBID
- **Registration**
- FAQ
- IllinoisSOURCE
- Master Contracts
- Reference Library
- Other Links
- Contact Us

### Registration

New Users  
[Register](#)

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

[User Manual](#)

**New users**  
[Registration](#)



**User Profile**  
[Forgot your password?](#)  
[Forgot your username?](#)  
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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.

#### [Bidder's Application Form \(BAF\)](#)

Vendors **may** pre-qualify by completing the BAF form. NOTE: Pre-qualification is **not** a requirement in order to do business with the State of Illinois. It does however make agencies aware of what supplies or services you can provide.

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The Small Business Set-Aside Program allows for the Chief Procurement Officer of the State of Illinois to allocate a fair portion of construction, supply, and service contracts for award to small businesses in Illinois. Legislation effective January 1, 2005 increases annual sales limits for wholesale and retail businesses so that more companies can be considered small businesses when competing for state contracts.

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The Illinois Business Enterprise Program for Minorities, Females, and Persons with Disabilities (BEP) promotes the economic development of businesses owned by minorities, females, and persons with disabilities.

#### [Out-of-State Vendors](#)

Out-of-State vendors **must** contact the Illinois Secretary of State (217/782-1834) regarding a certificate of authority to do business in Illinois.



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## Enrollment



- Home
- IllinoisBID
- **Registration**
- FAQ
- IllinoisSOURCE
- Master Contracts
- Reference Library
- Other Links
- Contact Us

### Registration

**New Users**  
[Register](#)

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

[User Manual](#)

### Illinois Procurement Bulletin Site Registration

#### Step 1

● - Required Fields

The fields labeled as required must be filled in to complete this transaction.

#### Username Information

Your username will be comprised of your first name + middle initial (if entered) + last name.  
(Example, Mary A Smith or Bob Jones)

- **First Name:**
- **Middle Name/Initial:**
- **Last Name:**

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- Home
- IllinoisBID
- Registration**
- FAQ
- IllinoisSOURCE
- Master Contracts
- Reference Library
- Other Links
- Contact Us



## Registration

### New Users

[Register](#)

### User Profile

[Forgot Password](#)

[Forgot Username](#)

[Update Profile](#)

### User Manual

### General Information/Disclaimer

**General Information:** This site is the Illinois Procurement Bulletin for procurements of supplies and services by executive branch agencies under the jurisdiction of the Department of Central Management Services as a Chief Procurement Officer. This Bulletin contains all notices (solicitations and awards) published to meet the requirements of the Illinois Procurement Code [30 ILCS 500].

For information regarding procurement opportunities related to construction, or by universities, constitutional officers other than the Governor, the Legislative and Judicial branches, you must contact the appropriate Chief Procurement Officer for the type of procurement in question. You can "link" to the Higher Education, Construction, or Transportation Illinois Procurement Bulletins by clicking on the "Other Links" button located in the top banner of this screen.

Access to this Bulletin is free. NOTE: You need only to enroll if you wish to be able to download the solicitation attachments (IFB, RFP, RFI, etc.). You must also enroll if you wish to receive automatic email notifications. You can enroll as a User by completing this on-line registration form. Upon enrolling you will receive a User ID and a Password. When you "log" into this site using your User ID and Password, you will be able to download all procurement notices and attachments currently published in this Bulletin. The notices will also identify for you a contact person should you have questions regarding a specific notice.

**Disclaimer:** This Bulletin is set up to issue e-mail notices for any procurement activity in your area of commerce, as identified by you once you enroll and "profile" e.g., select Class Code(s). The e-mail notice is a helpful tool but it is not a substitute for your personal review of the official published notices. E-mail failures will not be considered as valid grounds for protest(s).

[Continue](#)

[Back](#)



Start | Contacts - Microsoft Outl... | Revised Recogniton Wor... | POWERPOINT DOC | Microsoft PowerPoint - [... | Illinois Procurement ...

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Go Links >>



- [Home](#)
- [IllinoisBID](#)
- [Registration](#)
- [FAQ](#)
- [IllinoisSOURCE](#)
- [Master Contracts](#)
- [Reference Library](#)
- [Other Links](#)
- [Contact Us](#)



## Registration

### New Users

[Register](#)

### User Profile

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

### User Manual

## Illinois Procurement Bulletin Site Registration Step 2

- Required Fields

The fields labeled as required must be filled in to complete this transaction.

### Contact Information:

This information is **confidential** and is used only in the event that the IPB administration needs to contact you.

- First Name:
- Middle Name/Initial:
- Last Name:
- Company Name:
- Address 1:
- Address 2:
- Address 3:
- City:
- Country:
- State:  \*State required only for United States
- Province/Region/Other:  \*Required only when country is other than United States.
- Zip/Postal Code:
- Email Address:
- Phone Number:
- Toll Free Number:
- Fax Number:

### General Registration Information


This section determines your Illinois Procurement Bulletin registration password.



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[Home](#) [IllinoisBID](#) [Registration](#) [FAQ](#) [IllinoisSOURCE](#)  
[Master Contracts](#) [Reference Library](#) [Other Links](#) [Contact Us](#)

**Registration**

[New Users](#)  
[Register](#)

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

[User Manual](#)

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**General Registration Information**

This section determines your Illinois Procurement Bulletin registration password.

**Warning:** The password will be case-sensitive when you log into the system.

● Password:  (minimum of 8 characters).

● Confirm Password:

**Subscription Information:**

To receive e-mail notifications, you must "profile" i.e, select the Class Code(s) that best describes the commodities and/or services that you provide. You will only receive e-mail notifications under the code(s) and the types of notifications selected here.

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Receive email notifications for:

General Notifications:  Both  Solicitations Only  Notices Only  None

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List by:  ? Help

Search for:

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5084 Air Compressors	200 Media Buys Radio/TV Services
3585 Air Conditioning; Heating & Ventilating Equipment Parts & Accessories	250 Advertising, Misc. Services
S120 Air Conditioning; Heating; & Ventilating Services Services	300 Newspaper Publishing Services
S110 Aircraft Maintenance & Repair Services	400 Radio Broadcasting Services
5088 Aircrafts and Parts	500 Recording Studio Services

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# Illinois Procurement Bulletin

[www.purchase.state.il.us](http://www.purchase.state.il.us)

Illinois  
Procurement  
Bulletin

- Home
- IllinoisBID
- **Registration**
- FAQ
- IllinoisSOURCE
- Master Contracts
- Reference Library
- Other Links
- Contact Us



## Registration

**Thank you A A for your interest in the Illinois Procurement Bulletin.**

**Please read this page to learn how to complete your registration!**

You will receive an e-mail notification requesting you to confirm your e-mail address. To complete your registration, click on the link provided in the e-mail notification. Please be sure to follow the instructions for confirming your registration. **Your registration will not be activated until you have completed the confirmation process as outlined in the e-mail.**

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

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 **webmaster@purchase.state.il.us** ✕  
Illinois Procurement Bulletin New Registration Confirmation  
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Your request to register on the Illinois Procurement

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[Register](#)

## User Profile

[Forgot Password](#)

[Forgot Username](#)

[Update Profile](#)

## User Manual

# Illinois Procurement Bulletin

www.purchase.state.il.us

Illinois  
Procurement  
Bulletin

[Home](#) [IllinoisBID](#) [Registration](#) [FAQ](#) [IllinoisSOURCE](#)  
[Master Contracts](#) [Reference Library](#) [Other Links](#) [Contact Us](#)



## IllinoisBID

Solicitations: **Open by Date**

Sort by: [Date](#) [Agency](#) [Class Code](#) [Category](#)

Does not include Small Business Set-Asides (Select: Open SBSA)

Search

Page: - 1 -

Reference #	Title	Due Date
<a href="#">22016924</a>	RFI - Strategic Management and Resource Technology Department Operation	07/31/2009
<a href="#">22016176</a>	Lottery Gaming Systems RFP	07/01/2009
<a href="#">22016856</a>	CMS - 6287 - REQUEST FOR INFORMATION FOR LEASED SPACE - DHS - ROCK ISLAND	06/09/2009
<a href="#">22017005</a>	Food Services for Resident Meals	06/09/2009
<a href="#">22016960</a>	LaSalle-Pharmacy Services	06/05/2009
<a href="#">224203</a>	PSD MATTRES TICKING, COTTON FOR CENTRALIA - REBID	06/05/2009
<a href="#">22016854</a>	CMS - 6284 - REQUEST FOR INFORMATION FOR LEASED SPACE - DOC - SUBURBAN COOK CTY	06/04/2009
<a href="#">22016855</a>	CMS - 6285 - REQUEST FOR INFORMATION FOR LEASED SPACE - DHS - MURPHYSBORO	06/04/2009
<a href="#">224071</a>	PSD LENS BLANKS OPTICAL - REBID FOR DIXON CORRECTIONAL INDUSTRIES	06/04/2009
<a href="#">224212</a>	PSD PORTABLE DIGITAL IMAGING EQUIP FOR IL. STATE POLICE IN SPRINGFIELD	06/04/2009
<a href="#">22016712</a>	CFS Medicaid Certification Services	06/03/2009
<a href="#">22017009</a>	SBE: Hearing Officer for Certificate Suspension, Revocations and Appeals	06/03/2009
<a href="#">22017032</a>	FY10 - Chicago Read Mental Health Center Laundry Services	06/03/2009
<a href="#">224218</a>	PSD BURNER, NATURAL GAS-19,120 MBH INPUT	06/03/2009
<a href="#">22016768</a>	Fire Alarm Testing, Maintenance & Repair at the Thompson Center	06/02/2009
<a href="#">22016963</a>	CMS Statewide Wireless Services Master	06/02/2009
<a href="#">22016859</a>	Statewide Security Guard Services	06/02/2009
<a href="#">224160</a>	PSD HIV TEST KITS - BRAND NAME ONLY FOR DEPT. OF PUBLIC HEALTH- SPFLD.	06/02/2009
<a href="#">224214</a>	PSD FURNITURE PARTS - STACKING CHAIRS/ FOLDING TABLES - ICI	06/02/2009
<a href="#">22016712</a>	CFS Medical Disposal	06/01/2009

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Illinois  
Procurement  
Bulletin

[Home](#) [IllinoisBID](#) [Registration](#) [FAQ](#) [IllinoisSOURCE](#)  
[Master Contracts](#) [Reference Library](#) [Other Links](#) [Contact Us](#)



## IllinoisBID

Search

### Solicitations

[Open](#)  
[Open SBSA](#)  
[Open BEP](#)  
[Closed \(150  
days\)](#)

### Notices

[Open](#)  
[Closed \(150  
days\)](#)

[Search Archived  
Notices](#)

[User Manual](#)

### Solicitations: Open by Agency

Sort by: [Date](#) [Agency](#) [Class Code](#) [Category](#)

Does not include Small Business Set-Asides (Select: Open SBSA)

[+ Expand](#) [- Collapse](#)

Page: - 1 -

Reference #	Title	Due Date
▶	AGO - Attorney Generals Office	
▶	AGR - Agriculture	
▶	CEO - Commerce and Economic Opportunity	
▶	CFS - Children and Family Services	
▶	CMS - Central Management Services	
▶	DHS - Human Services	
▶	DNR - Natural Resources	
▶	DOC - Corrections	
▶	DOT - Transportation	
▶	DPH - Public Health	
▶	DVA - Veterans Affairs	
▶	HFS - Healthcare and Family Services	
▶	ICC - Illinois Commerce Commission	
▶	IFA - Illinois Finance Authority	
▶	ISC - Illinois Student Assistance Commission	
▶	PPB - Procurement Policy Board	
▶	PRT	
▶	PSD	
▶	REV - Revenue	
▶	SBE - State Board of Education	
▶	SCO - Comptrollers Office	
▶	SOS - Secretary of State	
▶	THA - Toll Highway Authority	

[+ Expand](#) [- Collapse](#)

Page: - 1 -

# Illinois Procurement Bulletin

[www.purchase.state.il.us](http://www.purchase.state.il.us)

Illinois  
Procurement  
Bulletin

[Home](#) [IllinoisBID](#) [Registration](#) [FAQ](#) [IllinoisSOURCE](#)  
[Master Contracts](#) [Reference Library](#) [Other Links](#) [Contact Us](#)



IllinoisBID

Search

Solicitations

[Open](#)  
[Open SBSA](#)  
[Open BEP](#)  
[Closed \(150 days\)](#)

Notices

[Open](#)  
[Closed \(150 days\)](#)

[Search Archived Notices](#)

[User Manual](#)

## Small Business Set-Asides: Open by Date

Sort by: [Date](#) [Agency](#) [Class Code](#) [Category](#)

The following solicitation(s) are set aside exclusively for Illinois businesses that are registered in the Small Business Set-Aside Program (30 ILCS 500/45-45). For complete requirements and to qualify your business in the Small Business Set-Aside Program, visit [http://www.sell2.illinois.gov/bep/Set\\_Aside.htm](http://www.sell2.illinois.gov/bep/Set_Aside.htm) or contact the CMS Small Business Specialist at 866-ILL-BUYS, TDD 800-526-0844.

Page: - 1 -

Reference #	Title	Due Date
<a href="#">22016984</a>	Boss Island Exotic and Invasive Species Control	06/18/2009
<a href="#">22016990</a>	THA - Uninterrupted Power Source (UPS) Batteries	06/10/2009
<a href="#">22016986</a>	THA - Building Materials	06/10/2009
<a href="#">223989</a>	PSD SOAP MAKING COMPONENTS FOR ICI - ILLINOIS SMALL BUSINESS SET-ASIDE (SBSA)	06/05/2009
<a href="#">22017019</a>	Murray Developmental Center Bus Rental Services 39715	06/02/2009
<a href="#">22016991</a>	DOC Dixon Refrigeration Repair and Maintenance Services	06/01/2009
<a href="#">22016992</a>	DOC Dixon Air Conditioning Repair and Maintenance	06/01/2009
<a href="#">22016993</a>	DOC Dixon Absorption Unit Repair and Maintenance	06/01/2009
<a href="#">22017029</a>	DOC Taylerville Heating/AC/Refrigeration Repair and Maintenance	05/28/2009
<a href="#">22017011</a>	SBE - Translation Services	05/27/2009
<a href="#">22017012</a>	Free entertainment stage sound & PA system for 2009 IL State Fair	05/27/2009
<a href="#">22016891</a>	DHS Union County Offices Janitorial Service 39961	05/27/2009
<a href="#">22016833</a>	DOC Dixon Air Temperature Control Repair and Maintenance	05/22/2009
<a href="#">22016826</a>	FY10/DHS/EMHC/Steamfitter	05/22/2009
<a href="#">22016779</a>	FY10/DHS/EMHC/Hospital Sitter	05/22/2009
<a href="#">22016683</a>	Janitorial Services at L4136, IDES, 2 Smoketree Plaza, North Aurora	05/21/2009
<a href="#">22016686</a>	Janitorial Services at L5055, HFS, 2011 N. Knoxville Avenue, Peoria	05/21/2009
<a href="#">22016688</a>	Janitorial Services at L5055, HFS, 2011 N. Knoxville Avenue, Peoria	05/21/2009

# Illinois Procurement Bulletin

[www.purchase.state.il.us](http://www.purchase.state.il.us)

Illinois  
Procurement  
Bulletin

[Home](#) [IllinoisBID](#) [Registration](#) [FAQ](#) [IllinoisSOURCE](#)  
[Master Contracts](#) [Reference Library](#) [Other Links](#) [Contact Us](#)



## IllinoisBID

Search

### Solicitations

[Open](#)  
[Open SBSA](#)  
[Open BEP](#)  
[Closed \(150  
days\)](#)

### Notices

[Open](#)  
[Closed \(150  
days\)](#)

[Search Archived  
Notices](#)

[User Manual](#)

BEP: Open by Date

Sort by: Date [Agency](#) [Class Code](#) [Category](#)

The following solicitation(s) contain requirements to implement the policy of the Business Enterprise Program (BEP) for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575.

Page:

Reference #	Title	Due Date
<a href="#">22016176</a>	Lottery Gaming Systems RFP	07/01/2009
<a href="#">22017005</a>	Food Services for Resident Meals	06/09/2009
<a href="#">22016963</a>	CMS Statewide Wireless Services Master	06/02/2009
<a href="#">22016859</a>	Statewide Security Guard Services	06/02/2009
<a href="#">22016838</a>	THA - Collection and Litigation Services	05/27/2009
<a href="#">22016720</a>	TIC Management RFP	05/21/2009
<a href="#">22016193</a>	Statewide Telecom Network Voice & Data Services Contract(s)	05/20/2009
<a href="#">22016758</a>	Maximum Allowable Cost RFP	05/18/2009
<a href="#">22016576</a>	THA - Fiber Optic Maintenance and Management	05/15/2009
<a href="#">22016458</a>	Early Intervention Credentialing Office 37066	05/15/2009
<a href="#">22016457</a>	Early Intervention Clearinghouse 37064	05/15/2009
<a href="#">22016459</a>	Early Intervention Monitoring 37067	05/15/2009
<a href="#">22016460</a>	Early Intervention Training 37069	05/15/2009

Page:

# Illinois Procurement Bulletin

www.purchase.state.il.us

Illinois  
Procurement  
Bulletin

[Home](#) [IllinoisBID](#) [Registration](#) [FAQ](#) [IllinoisSOURCE](#)  
[Master Contracts](#) [Reference Library](#) [Other Links](#) [Contact Us](#)



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Search

[All Archived Notices](#)

[IllinoisBID Open  
Notices](#)

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have been  
expired for at  
least 150 days.

Archived Notices: by Published Date

Sort by: [Date](#) [Agency](#) [Class Code](#) [Notice Type](#) [Category](#)

Page: - 1 - [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [>](#) [>>](#)

Reference #	Title	Notice Type	Published Date
<a href="#">221788</a>	PSD CONVENIENCE FOODS 08-2	Order	09/21/2007
<a href="#">221649</a>	PSD ICE REMOVAL COMPOUND IN BAGS 07-08	Contract	09/18/2007
<a href="#">221955</a>	PSD ANALYZER WET CHEMISTRY FOR EPA IN SPFLD	Order	09/18/2007
<a href="#">222028</a>	PRT 8,250,000 OF 4 ENVELOPES WHITE WOVE WINDOW.	Order	09/18/2007
<a href="#">4013364</a>	PSD RETREAD TIRES - DOV/TOLLWAY	Contract Renewal	09/18/2007
<a href="#">22013071</a>	Facade Inspection for James R Thompson Center & Michael A. Bilandic Building	Contract Award Notice	09/17/2007
<a href="#">22013162</a>	Targeted Intensive Prenatal Case Management / Healthy Start Evaluation	Contract Award Notice	09/17/2007
<a href="#">22013116</a>	SBE - Early Childhood Mental Health Consult and Train	Contract Award Notice	09/17/2007
<a href="#">22013114</a>	SBE- Early Childhood Statewide System Evaluation	Award to Other Than Lowest Responsible Bidder	09/17/2007
<a href="#">221433</a>	PSD UNIFORM PANT MATERIAL	Contract	09/17/2007
<a href="#">221798</a>	PSD BEDS, HOSPITAL, ELECTRIC	Order	09/17/2007
<a href="#">22013656</a>	DOC ICI Vandalia Veterinarian Services 2	Contract Award Notice	09/14/2007
<a href="#">221433</a>	PSD UNIFORM PANT MATERIAL	Contract	09/14/2007
<a href="#">221617</a>	PSD MICROFICHE, WET AND DRY SILVER FILM	Contract	09/14/2007
<a href="#">221622</a>	PSD RADIO EQUIPMENT - ANNUAL STATEWIDE DELIVERIES	Contract	09/14/2007
<a href="#">221717</a>	PSD COTTON BATTING FOR CENTRALIA	Contract	09/14/2007
<a href="#">221997</a>	PRT REBID - 600M 6-PART NCR TICKETS-BAR CODED & NUMBERED	Order	09/14/2007
<a href="#">4013321</a>	PSD CONVENIENCE FOODS FOR BUS	Contract Renewal	09/14/2007

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## Search for potential bid opportunities



### Procurement Opportunities Report for March 2007

**NOTE: This report represents potential State of Illinois procurements at varying stages of approval and development. Solicitations have not yet been posted to the Illinois Procurement Bulletin. Please contact the corresponding State Procurement Officer (listed below) for questions pertaining these opportunities.**

Requesting Agency	Procurement Approach	Project Title	State Procurement Officer Name and Phone (Contact for questions regarding report)	Potential Small Business Set Aside	Request ID	Code and Class
<b>Relevant Category: Commodities</b>						
AGR-Agriculture	IFB	2007 Electrical Supply List	Robert Rice (217) 559-1257	No	07-000000022864	5063 Electrical Supplies
CEO-Commerce and Economic Opportunity	IFB	Fulfillment Envelopes	Patrick Blair (217) 782-6074	No	06-000000016673	X011 PRINTING, Misc. Commercial
CEO-Commerce and Economic Opportunity	IFB	Specialty Print Shop Paper	Patrick Blair (217) 782-6074	No	07-000000021064	R113 Paper Products, Recycled
CMS-Central Management Services	IFB	Data Processing Furniture - Statewide	Thomas Gestak (217) 559-0780	No	06-000000009712	5021 Furniture
CMS-Central Management Services	IFB	DSO A-12.13 Renewal Envelopes	Thomas Gestak (217) 559-2586	No	07-000000019573	X070 PRINTING, Envelopes, blank & printed
CMS-Central Management Services	IFB	DSO A-7.6 Envelopes	Thomas Gestak (217) 559-2586	No	07-000000020016	X070 PRINTING, Envelopes, blank & printed
CMS-Central Management Services	IFB	CDL Study Guides	Thomas Gestak (217) 559-2586	No	07-000000020073	X011 PRINTING, Misc. Commercial
CMS-Central Management Services	IFB	Data Tape Cartridges SW- SBSA	Thomas Gestak (217) 559-2586	Yes	07-000000020449	E610 EOP, Other
CMS-Central Management Services	IFB	Safe Driver Renewal Sticker	Thomas Gestak (217) 559-2586	No	07-000000020939	X060 PRINTING, Decals, Labels, Tags, and Stickers

# Illinois Public Higher Education

<http://www.procure.stateuniv.state.il.us/>



## Illinois Public Higher Education Procurement Bulletin

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### ► VENDOR SERVICES

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### ► VENDOR ALERT

Public Act 095-0971 requires vendors who do \$50,000 worth of business annually with the State of Illinois, including the state universities,

- to register with the State Board of Elections,
- to submit a copy of their Registration Certificate to the Chief Procurement Officer for Higher Education by FAX to (217) 239-6788, and
- to submit a copy of their Registration Certificate with each response to a formal competitive solicitation.

For more information, refer to [Doing Business with Universities](#).

Search

Browse

Procurement Number:   Exact Match  Partial Match

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### ► BULLETIN INFO

[About the Bulletin](#)  
[Publication Schedule](#)  
[Participating Universities](#)  
[Doing Business with Universities](#)  
[Procurement Rules](#)

### ► ANNOUNCEMENTS

2008-2009 Bid Limits  
Small Purchase: \$50,000  
Construction: \$70,000  
Professional/Artistic: \$20,000  
[Procurement Policy Board](#)



# Business Enterprise Program

## Promotes economic growth for businesses owned by:

- Minorities
- Women
- Persons with Disabilities

## Criteria

- At least 51 percent owned and controlled by persons who are minority, female or designated as disabled
- Must be a United State citizen or resident alien
- Annual gross sales must be under \$31.4 million over a 3 year average



# Business Enterprise Program

## Benefits

### Increased contracting opportunities

- State agencies/universities are encouraged to spend at least 19% of procurement budgets with certified BEP companies
- Certain solicitations require BEP participation in the contract

### Certification is recognized by other entities

### Participation can enhance your competitiveness



# Business Enterprise Program

## Certification

- **Submit the BEP Schedule A Certification Affidavit**  
or
- **Provide proof of certification with:**
  - Illinois Department of Transportation (IDOT)
  - Chicago Minority Business Development Council (CMBDC)
  - Women's Business Development Center (WBDC)
  - Chicago Transit Authority (CTA)
  - City of Chicago
  - Cook County
  - METRA
  - PACE

CMS

# www.buyillinois.net



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## Buy Illinois Network

Message from the Governor:

Illinois consumers spend billions of dollars on goods and services every year. With an innovative and diversified economy, our state is home to high-performance companies producing high-quality goods and delivering top-notch services in every major industry sector. Even a small shift in consumer buying habits to purchase more goods and services from homegrown companies would boost the Illinois economy by hundreds of millions of dollars, resulting in the direct and indirect creation of thousands of jobs. That's why we launched the "Buy Illinois" initiative, a statewide series of regional trade fairs, procurement workshops and training programs designed to stimulate more in-state, business-to-business commerce and increase the self-sufficiency of the Illinois economy. The "Buy Illinois Network" is designed to continue this movement and build upon its success, helping businesses market their commercial products and services to potential customers across this great state.

Whether you are a business customer hoping to generate increased sales or a consumer looking to support Illinois businesses, I hope you enjoy discovering all of the fantastic products and services this site has to offer.



# Business Enterprise Program



Step 1

- Employer Report Form Illinois Department of Human Rights (IDHR) Application

Step 2

- Request for Taxpayer Identification Number (Form W-9)

Step 3

- Bidder's Application Form (BAF)

Step 4

- BEP Schedule A Certification Affidavit

# BEP Schedule A Certification Affidavit



## Schedule A Certification Checklist

### **BUSINESS ENTERPRISE PROGRAM**

#### **I. Attach the following documents:**

- APPLICATION MUST BE SIGNED BY AN AUTHORIZED OFFICER OF THE FIRM AND NOTARIZED (Schedule A #12,)
- Real Estate Agreement(s) Lease, Deeds to Property, or Tax Bill, Including Home-Based Businesses (Schedule A, #4)
- Current License(s) (All Applicable Business and Professional Licenses) (Schedule A #5)
- MBE/DBE/WBE/PBE or SBA 8A Certification(s) or Denial(s) or Statement of None (if applicable – Schedule A #10)
- Evidence of Citizenship/Residency/Legal Permanency for all Owners (Schedule A #2)
- Evidence of ethnicity (Per 49 CFR Part 23) for all Owners (Schedule A, #2)
- Documentation Limiting Ownership or Statement of non-applicability
- Contingent Agreements Affecting Management, Control or Rights of Any Stockholder (if applicable)
- Resumes (of Work History including Dates and Responsibilities) for all Owners, Officers, Management Employees and Supervisors/Foremen (Schedule A, #12)
- Title(s) of Automotive Equipment All Vehicles Used for Business Purposes or Leased Through the Business (if applicable)
- Equipment Lease Agreement(s) and/or Inventory of Equipment (Schedule A, #16)
- Bank Signature Cards and For Corporations, Bank Resolutions (Schedule A, #18D)
- Management Service Agreement(s) and or/Payroll Register( if applicable Schedule A # 18F)

- Equipment Lease Agreement(s) and/or Inventory of Equipment (Schedule A, #16)
- Bank Signature Cards and For Corporations, Bank Resolutions (Schedule A, #18D)
- Management Service Agreement(s) and or/Payroll Register( if applicable Schedule A # 18F)
- Proof of Contribution(s) by all Owners to Acquire Stock in Firm or Start-Up Capital (i.e., Cancelled Checks, Loan Agreements) (Schedule A, #16B)
- Financial Statements including Balance Sheet (Assets and Liabilities) for Past Three (3) Years (Schedule A, #2B)
- U.S. Federal & State Corporate Income Tax Return or (if None Exist), U.S. Individual Federal & State Income Tax Returns for all Owners (Including All Attachments) and Schedules for Past Three (3) Years (Schedule A, #2B, if less than 3 years then provide personal tax returns)
- Copies of W-2 forms or 1099's for Past Three (3) Years for all Owners and Officials (Schedule A, #2B, if less than 3 years provide appropriate number of years)
- Copies of All Loan Agreements and Line of Credit Agreements (if applicable, Schedule A, #19)  
Purchase Orders/Invoices (Schedule A, #21)
- Copies of All Bonding Letters (if applicable, Schedule A, #18G)
- Copies of All Union Agreements (if applicable, Schedule A, #8)

**For the following sections attached appropriate documents per your business type  
(Schedule A, #2)**

**II. CORPORATIONS must also include these documents:**

- Articles of Incorporation (front & back pages)
- Certificate of Incorporation – applicable only if before 2/15/02
- By-Laws of Corporation
- Copies of All Stock Certificates, Issued and Cancelled (Front and Back) and Stock Ledger
- Minutes of First Stockholder's Meeting and/or Corporation's Organizing Minutes
- Minutes of First Board of Director's Meeting
- Minutes of Stockholder's Meeting Where the Current Board Members Were Appointed (if applicable)
- Minutes of Board of Director's Meeting Where the Current Officers Were Appointed (if applicable)
- If Company is not incorporated in Illinois, you must obtain authorization to do business from the Secretary of State (go to: [www.cyberdriveillinois.com/services/home.html](http://www.cyberdriveillinois.com/services/home.html)) and click: Services for Business (Form BCA 13.15)

**III. LIMITED LIABILITY COMPANIES (LLC'S) must also include these documents:**

- Articles of Organization (front & back pages)
- Certificate of Organization - applicable only if before 2/15/02
- Operating Agreement

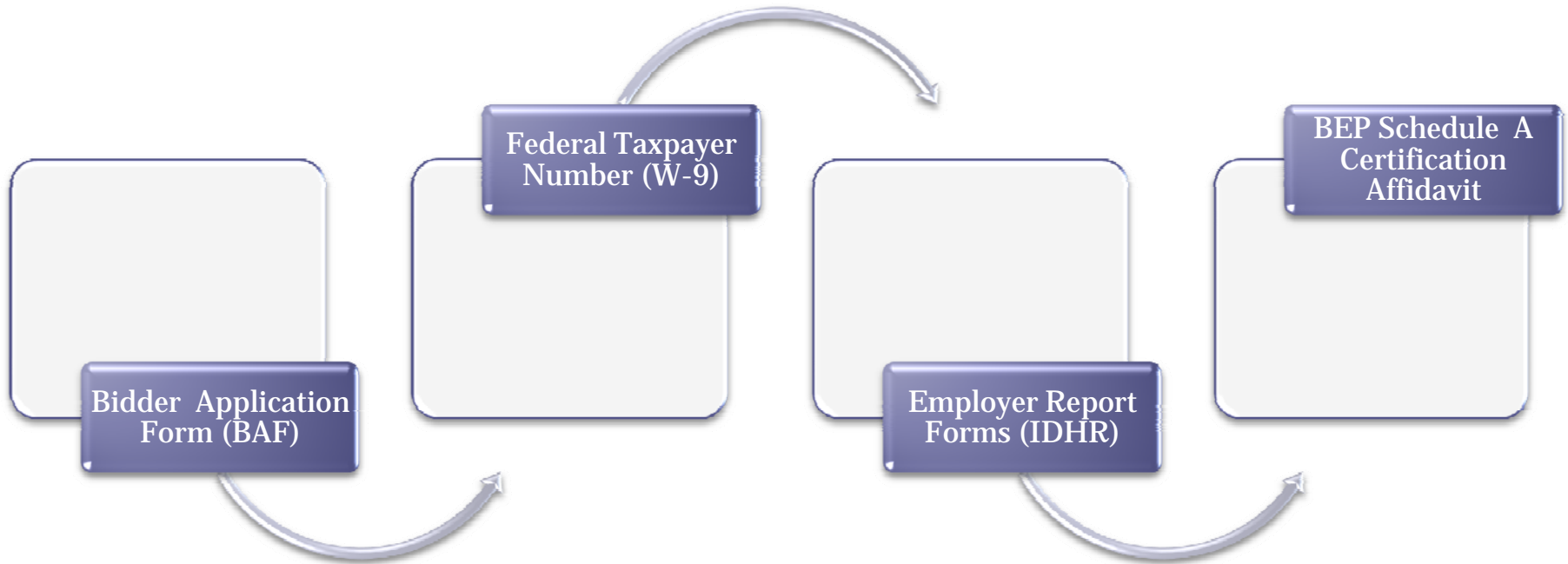
**IV. PARTNERSHIPS must also include these documents:**

- Partnership Agreement
- Assumed Name Certification or Certificate of Limited Partnership

**V. SOLE PROPRIETORSHIPS must also include:**

- Assumed Name Certification

# Required BEP Forms



All forms are accessible online at [www.sell2.illinois.gov](http://www.sell2.illinois.gov)

# What agencies use the BEP certification?



**Public Building  
Commission** of Chicago



CHICAGO  
PUBLIC  
SCHOOLS | **CPS**



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**CITY COLLEGES OF CHICAGO**

**CHANGE.**

CHICAGO HOUSING AUTHORITY



**chicago park district**

# Questions & Answers



# Recognition Forms

Bidder Application Form



Employer Report Form  
Illinois Department of Human Rights



W - 9



Copy of Certificate Letter



3 years of income tax both State and Federal

# Recognition Entities List

City Of Chicago

Cook County

METRA

PACE

Illinois Department of Transportation (IDOT)

Chicago Transportation Authority (CTA)

Women Business Development Council (WBDC)

Chicago Minority Business Development Council (CMBDC)

Q & A

Thank you