



**Capital  
Development  
Board**  
Building a Better Illinois



# **Illinois Capital Development Board**

# Thank You to Our Sponsor



*Illinois State Representative*  
**NORMA HERNANDEZ**  
*77th District*



**BENSENVILLE**  
GATEWAY TO OPPORTUNITY





Doing business with  
the State of Illinois  
and the  
Capital Development  
Board

EXECUTIVE DIRECTOR  
**JIM**  
**UNDERWOOD**



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# Agency Information



**Capital  
Development  
Board**

Building a Better Illinois

- CDB has supported the State of Illinois since 1972
- Oversees construction for:
  - Correctional centers
  - College and university buildings
  - Mental health hospitals
  - State parks
- Responsible for over 8,770 state-owned buildings
- 141 Full-time employees

# Board Information

## Seven Member Bi-Partisan Board

- Appointed by Governor / confirmed by Illinois Senate
- Serve four-year unpaid terms
- Charged with selecting Executive Director
- Board approves design selections, proceed orders and change orders

# Agency Mission

- Efficiently manage the vertical construction projects and capital planning in Illinois for State Agencies and Higher Education Institutions
- Ensure that quality capital projects are delivered on schedule and on budget
- Provide a fair and inclusive environment to support diversity efforts in the design and construction industries



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# e-Builder Industry Training Sessions

## Architectural and Engineering Firms - Qualification-Based Selection Submissions

- TBD – upcoming dates will be posted on the CDB website

## Construction Contractors - Construction Bidding

- TBD – upcoming dates will be posted on the CDB website

# Rebuild Illinois Capital Plan Update



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# Rebuild Illinois Capital Program

## Rebuild Illinois Capital Plan - \$45B

Currently in 4th year rollout of 6-year plan.

**\$2.3** billion for public higher education deferred maintenance, programmatic projects and grants.

**\$3.1** billion for state facility deferred maintenance and improvement projects.

**\$1.1** billion to support new state facility construction projects and large-scale renovations for programmatic improvements.

**\$750** million for grants to support healthcare, early childhood education and innovation projects around the State.

# Rebuild Illinois Capital Program



# Capital Planning/QBS



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Qualification  
Based Selections  
(QBS)

CDB ADMINISTRATOR OF  
CAPITAL PLANNING/QBS,  
**BRENT LANCE**

# A/E Selection Process

Legislature Approves Project

GOMB Releases Funds

Qualification Based Selection

Full QBS

Other Selection Methods

CDB Advertises  
Project in PSB

Small Contract

Emergency

Best Interest

A/E's Submit  
Qualifications for  
Project

CDB Staff Pre-Screens  
Submittals

A/E Selection Committee  
Ranks 3 Firms in Order of  
Preference

CDB's Board Approves  
Committee  
Recommendations

# Professional Services Bulletin (PSB)



## BULLETIN SCHEDULE (except otherwise noted)

Submittals for projects appearing in this Professional Services Bulletin are due by **11:30 a.m., August 5, 2020.**

The projects from this bulletin are scheduled to be presented at the October 13, 2020, Board Meeting.

**NOTICE TO RECIPIENTS:** Please read carefully and follow all rules and instructions in this document.

**REMINDER:** You can access the 255 Form (Revised July 8, 2019) in the reference library section of the CDB website. Use only this version of the form for submittal.

Posted to website July 15, 2020

Board Meeting results can be found on the CDB website October 14, 2020.

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

## PROFESSIONAL SERVICES BULLETIN

Volume 268

July 2020

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# FY23 Selections

## Selection Committee

96 selections were completed  
in FY23.

- 60 firms were selected.
- 61 of the projects have had participation goals applied.
- MBE/WBE/VBE/PBE firms were selected as Primes for 40 of the 96 projects.

# Other Selections

## QBS Exempt Selections

Small Contracts (under \$25k), Best Interest of the State, and Emergency Selections are exempt from the specific requirements of the QBS Act.



# Diversity Contracting Unit (DCU)



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CDB Diversity  
Contracting Unit  
(DCU)  
Administrator

CDB FEP ADMINISTRATOR,

**JESSE  
MARTINEZ**

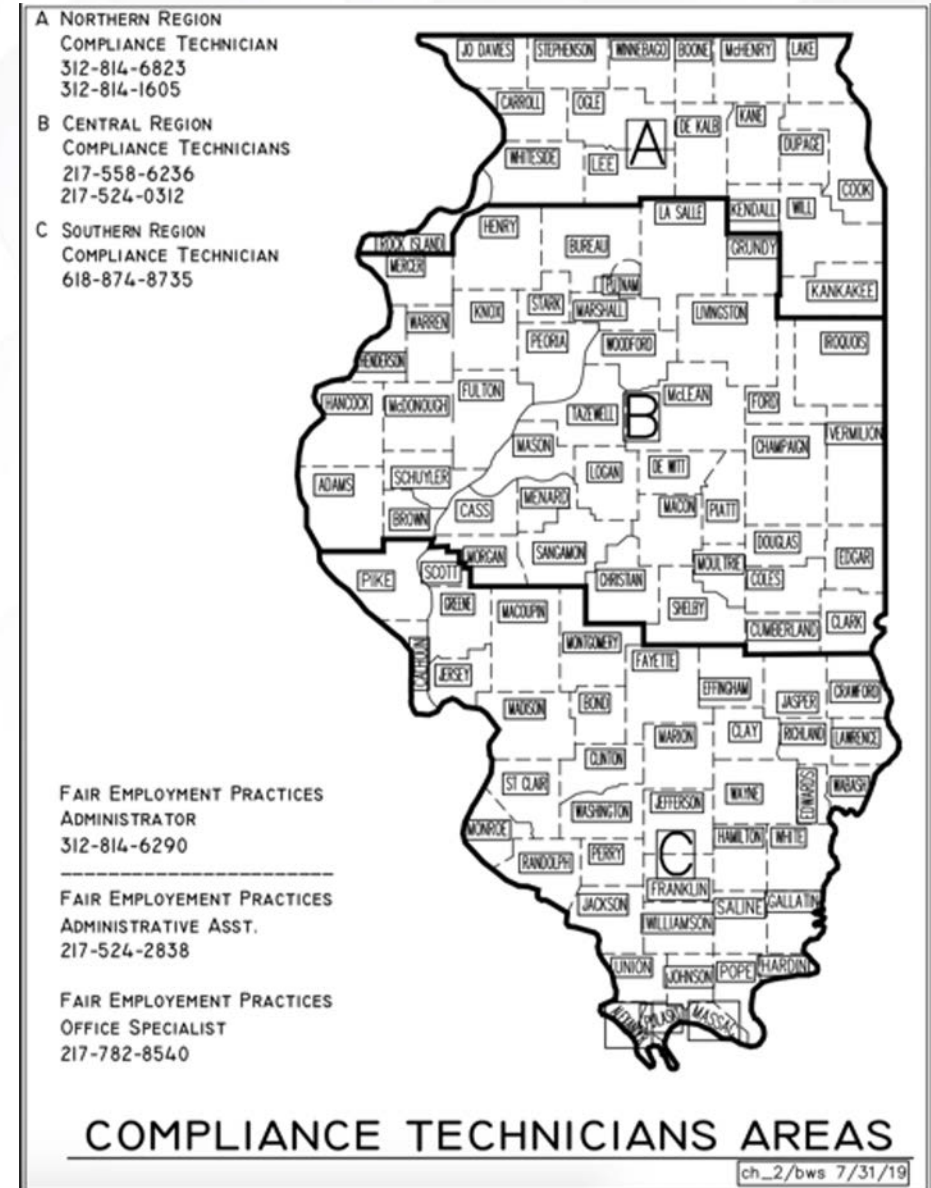
# FY23 Participation

22% overall diversity participation on total contract dollars awarded.

On projects where we can set goals, CDB reached 28% diversity participation.

# Goals

- Construction Projects over \$250K
- A/E Projects over \$1M



**CERTIFIED**

**PREQUALIFIED**

# Strategies to Partnering

Attend  
Outreach  
Meetings

Attend Pre-  
Bid Meetings

Network At  
CDB And  
Other Trade  
Events

Reaching Out  
To Other  
Firm's  
Outreaches

Let the Capital Development Board host outreach events between primes and MBE/WBE/PBE/VBE firms to partner with.

Please contact [jmoore@carmonastrategicsolutions.com](mailto:jmoore@carmonastrategicsolutions.com) for a one-on-one technical assistance.

RETURN WITH BID

ALTERNATE BID No. \_\_\_\_\_

| CDB Prequalification or<br>Registration Number Name of<br>MBE/WBE/PBE/VBE Firm<br>Address<br>City State Zip | Proposed<br>\$ Value of<br>Subcontract/Work | Telephone<br>Number | MBE/WBE/<br>PBE/VBE Designation and<br>Certifying Agency  | List Certified<br>Commodity Codes and<br>Category Related to<br>Work to be Performed | Scope of Work | CDB Use:<br>Verified<br>Renewal Date |
|---|---|---------------------|---|--|---------------|--------------------------------------|
|   |   |                     | <input type="checkbox"/> MBE <input type="checkbox"/> WBE<br><input type="checkbox"/> PBE <input type="checkbox"/> VBE<br><input type="checkbox"/> Certified by CEI |  |               |                                      |
|   |   |                     | <input type="checkbox"/> MBE <input type="checkbox"/> WBE<br><input type="checkbox"/> PBE <input type="checkbox"/> VBE<br><input type="checkbox"/> Certified by CEI |  |               |                                      |
|   |   |                     | <input type="checkbox"/> MBE <input type="checkbox"/> WBE<br><input type="checkbox"/> PBE <input type="checkbox"/> VBE<br><input type="checkbox"/> Certified by CEI |  |               |                                      |

ALTERNATE BID No. \_\_\_\_\_

| CDB Prequalification or<br>Registration Number Name of<br>MBE/WBE/PBE/VBE Firm<br>Address<br>City State Zip | Proposed<br>\$ Value of<br>Subcontract/Work | Telephone<br>Number | MBE/WBE/<br>PBE/VBE Designation and<br>Certifying Agency  | List Certified<br>Commodity Codes and<br>Category Related to<br>Work to be Performed | Scope of Work | CDB Use:<br>Verified<br>Renewal Date |
|---|---|---------------------|---|--|---------------|--------------------------------------|
|   |   |                     | <input type="checkbox"/> MBE <input type="checkbox"/> WBE<br><input type="checkbox"/> PBE <input type="checkbox"/> VBE<br><input type="checkbox"/> Certified by CEI |  |               |                                      |
|   |   |                     | <input type="checkbox"/> MBE <input type="checkbox"/> WBE<br><input type="checkbox"/> PBE <input type="checkbox"/> VBE<br><input type="checkbox"/> Certified by CEI |  |               |                                      |
|   |   |                     | <input type="checkbox"/> MBE <input type="checkbox"/> WBE<br><input type="checkbox"/> PBE <input type="checkbox"/> VBE<br><input type="checkbox"/> Certified by CEI |  |               |                                      |

# 4105

# Good Faith Effort

- Reasonable number of MBE/WBE/PBE/VBE
- Work selected
- Not imposing any conditions
- Engaged Fair Employment Practices
- Attended Capital Development Board pre-bid meetings
- Provided copies of all bid solicitation letters
- Mathematical errors

## GOOD FAITH EFFORT DOCUMENTATION CHECKLIST

When submitting a good faith effort response, the following documentation showing the bidder's action to rectify deficient goals for minority, women, persons with disabilities, and veteran-owned business enterprises (MBE/WBE/PBE/VBE) **must** include the following:

- 1) All information indicating why the specified goal cannot be met.
- 2) A list of all MBE/WBE/PBE/VBE firms the bidder has used in the current and prior fiscal years, if available. The fiscal year runs from July 1 until June 30.
- 3) A list of all certified MBE/WBE/PBE/VBE firms eligible to perform the work, if available. Only certified eligible firms identified by Central Management Services (CMS) will be accepted.
- 4) A clear determination that the number of certified MBE/WBE/PBE/VBE firms eligible to perform the work is insufficient to ensure adequate competition.
- 5) Demonstrated proof that the MBE/WBE/PBE/VBE firms' prices were excessive or unreasonable, if available.
- 6) A list of all MBE/WBE/PBE/VBE firms contacted, including documentation from those firms. Documentation shall include, when applicable:
  - a. A log of telephone contact including date and time of call, telephone number, name of person called, and the outcome of the call;
  - b. Copies of written or electronic email correspondence showing the date, postal or email address, name of person contacted, and subsequent correspondence that reflects the outcome.
- 7) Copies of all bid solicitation letters or electronic email correspondence to MBE/WBE/PBE/VBE firms. Letters shall contain, at a minimum:
  - a. Project title and location;
  - b. Classification of work items for which quotations are requested;
  - c. Date, time, and place quotations are due; and
  - d. Returnable acknowledgment of the solicitation.
- 8) All other evidence of good faith efforts made by the bidder to secure eligible MBE/WBE/PBE/VBE firms to meet the specified goal including documentation that demonstrates the following:
  - a. A reasonable number of MBE/WBE/PBE/VBE firms were contacted.
  - b. The work selected by the bidder for allocation to MBE/WBE/PBE/VBE firms was selected in order to increase the likelihood of achieving the specified goal.
  - c. The bidder negotiated, in good faith, with the potential MBE/WBE/PBE/VBE firms by not imposing any conditions which are not similarly imposed on all other subcontractors and suppliers, or by denying benefits ordinarily conferred on subcontractors or suppliers for the type of work for which bids were solicited, if available.
  - d. The MBE/WBE/PBE/VBE firms were not rejected as being unqualified without sound reasons based on a thorough investigation of their capabilities, if available.
  - e. The bidder engaged with Fair Employment Practices (FEP) staff for assistance in its efforts to achieve the specified participation.
  - f. The bidder attended the CDB pre-bid meeting for the project.
- 9) All actions taken to solicit MBE/WBE/PBE/VBE firms both pre-bid opening date and post-bid opening date.
- 10) A revised 00 41 05 Form if the MBE/WBE/PBE/VBE participation increases during the 10-day cure period.
- 11) Other relevant information in support of the waiver request.

FEP will consider all evidence of good faith efforts made by the bidder to secure eligible MBE/WBE/PBE/VBE firms to meet the specified goal, including, but not limited to, whether diligent efforts were made to identify and solicit eligible MBE/WBE/PBE/VBE businesses, the total number of exemptions granted during the current and prior fiscal years, and the performance of other bidders in satisfying the specified MBE/WBE/PBE/VBE participation goals. For example, when the apparent low successful bidder fails to commit to the contract goals, but other bidders commit to the goals, CDB will raise the question of whether, with additional efforts, the apparent successful bidder could have committed to the goal.



# 665

|                                      |   |
|--------------------------------------|---|
| Prime Firm Registration Number _____ | Subcontractor/Supplier Firm Registration Number _____   |
| CDB Project No.:                     | Subcontractor's/Supplier's Name _____   |
| CDB Contract #:                      | Official Address (Street) _____   |
| Project Title: _____                 | (City, State, Zip Code) _____   |
| Contractor's Name _____              | Area Code and Telephone _____   |
| Official Address (Street) _____      | Email Address _____   |
| (City, State, Zip Code) _____        | CMS Certified: <input type="checkbox"/> Yes <input type="checkbox"/> No Certification Expiration: _____ |
| Area Code and Telephone _____        | Check One: <input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier                     |

- I. Subcontractor/Supplier certifies that the proposed subcontract will be in the amount of \$ \_\_\_\_\_ for \_\_\_\_\_ (Commodity Codes) \_\_\_\_\_ work.
- II. This Subcontractor/Supplier has selected/designated the following certification for work on this project:
- A.  MBE Check one:  African American  Hispanic or Latino  Asian American  American Indian or Alaska Native  Native Hawaiian or other Pacific Islander
  - B.  WBE
  - C.  PBE or
  - D.  Veteran owned
- as defined in Section 2 of the Business Enterprise for Minorities, Women, and Persons with Disabilities Act (30 ILCS 575) and the Illinois Procurement Code (30 ILCS 500/45-57). See reverse side.
- III. **Subcontractor certifies that:**
- Yes  No It will perform a commercially useful function by performing, managing and supervising the work.
  - Yes  No It will perform at least \_\_\_\_\_ % of the work with its own workforce subject to the subcontract (30% minimum of total cost of contract).
  - Yes  No A portion of this work will be subcontracted to a lower tier, non-MBE/WBE/PBE/VBE firm. If yes, \$ \_\_\_\_\_ will be subcontracted to a lower tier firm.
  - Yes  No If a trucking company, \_\_\_\_\_ % of the subcontract will be performed with trucks it owns using drivers it employs.
- Supplier certifies that it:**
- Yes  No Is not an extra participant in this transaction through which funds are passed.
  - Yes  No Is a supplier regularly engaged in the sale of these products or is a manufacturer.
- IV. Subcontractor/Supplier certifies that the information included herein is true and correct, and that the Subcontractor/Supplier will **comply with the Standard Documents for Construction (and any current supplement), Article 00 43 39**. The subcontractor agrees, if Contractor is awarded the Project, to enter into the indicated subcontract. Subcontractor/Supplier agrees to immediately notify CDB of all changes to its MBE/WBE/PBE/VBE certification, which are known or should have been known, by the Subcontractor/Supplier. This includes expiration of the MBE/WBE/PBE/VBE certification.
- V. **A true copy of the signed subcontract or supply agreement shall be delivered to CDB in accordance with Article 00 51 40.2 of the Standard Documents for Construction (SDCs)**, and CDB shall be given complete and accurate information on all forms required to be submitted pursuant to the SDCs and all other documents requested by CDB regarding the actual work performed on the project and the payments under the subcontract.

**NOTE: IT IS A CRIME UNDER THE LAWS OF THE STATE OF ILLINOIS TO OBTAIN A STATE CONTRACT BY MAKING FALSE STATEMENTS OR MISREPRESENTATIONS TO A STATE AGENCY.**

Respectfully submitted, signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_

By \_\_\_\_\_ Signature \_\_\_\_\_  
Title \_\_\_\_\_

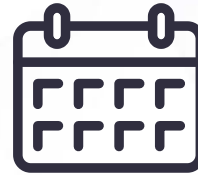
SIGNATURE REQUIRED



# Enforcement & Compliance



670 Subcontractor  
Add/Change Form



Contractor's Schedule  
of Values



Lien Waivers



Site Visits



CDB CONSTRUCTION  
ADMINISTRATOR  
**TIM PATRICK**



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# Delivery Methods





- 
- Multiple Prime
  - Single Trade
  - Single Prime
  - Design-Build
  - Construction Management
  - Design Assist
  - Small and Emergency Projects

# Multiple Prime

- An architect/engineer (A/E) is selected and works to develop the design drawings and a bid package for each applicable subdivision/trade of work (plumbing, heating, ventilation, electric, general, fire sprinkler) on the project.
- When the project is fully designed, each trade is put on the street for contractors to bid on separately.
- Contracts are awarded to the successful, responsible, and responsive low-bidder in each subdivision/trade of work.

# Single Prime with Protected Subs

- The protected subcontractor concept is unique in State Procurement Delivery.
- Project can be of various sizes of construction budgets in value to utilize this tool.
- Fosters strong teamwork
- Reduce change orders
- Limits claims
- Meets schedules



## LEED

### **(Leadership in Energy and Environmental Design)**

- This tool consists of a suite of rating systems for the design, construction and operation of high-performance green buildings, homes and neighborhoods
- The State of Illinois requires LEED certification for all new construction at CDB for facilities over 10,000 sq. feet
- LEED certification for renovation projects is required when the project is renovating over 40% of the replacement cost of the facility





Prequalification &  
Vendor Registration  
with CDB

CDB CONTRACTS  
ADMINISTRATOR  
**JOEL MEINTS**



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# Prequalification

Two types of designations vendors will encounter at CDB:



1. Prequalification – the process that CDB uses to verify that vendors meet requirements to be able to contract directly with the CDB. Some consultants, subconsultants also may need to be prequalified. Protected subcontractors clearly defined on the bidding form with the Single-Prime delivery method must also be prequalified
2. Vendor Registration – for subcontractors, A/E specialty consultants and material suppliers that do not wish to be prequalified and bid directly with CDB. Subcontractors are not required to be prequalified

Both Prequalification and Registration are active for three years

# Prequalification

- Firms must be prequalified the day PRIOR to bidding or providing submittals for selection
- Prequalification applications may take up to 45 days, vendors are urged to prequalify as soon as possible
- Starting January 1, 2023 Illinois Procurement Gateway (IPG) registration is required for all vendors that are renewing prequalification or a new vendor seeking prequalification.
- New firms must complete a CDB Training Seminar during the first year of prequalification. When offered, training opportunity can be found on the website under the Architect/Engineer or Contractor pages. Previously prequalified firms must also maintain a staff member who has attended the training.

# IPG



User Name Retrieve User Name

Password Reset Password

[➔ Login](#)

[New to the Portal?](#)

[Register Your Company](#)

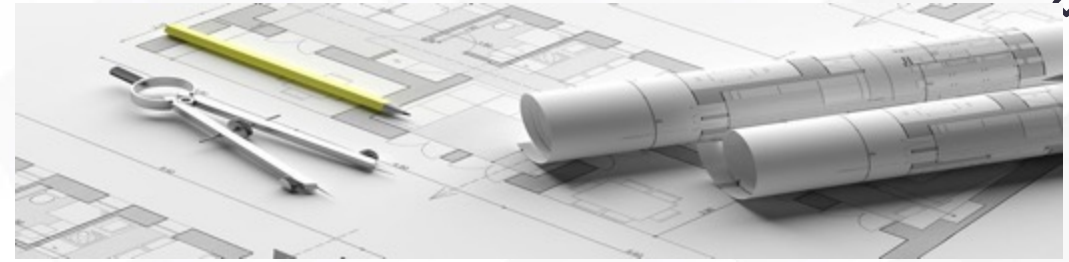
- The State of Illinois Chief Procurement Office has made available the Illinois Procurement Gateway (IPG).
- The IPG (<https://ipg.illinois.gov/>) is a streamlined, online process that allows those doing business with the state (including contractors, subcontractors, architects, engineers, and consultants) to enter, organize, and submit information, certification, and disclosure documents online in advance of a particular procurement.
- Not required for subcontractors but can speed up the process if they have contracts with a prime vendor that exceeds \$100,000.

# Prequalification's Application

Three different types:

- Architect/Engineer
- Contractor
- Construction Manager/  
Program Manager

# A/E



- The Illinois 30 ILCS 500 Procurement Code and Capital Development Board (CDB) rules require that professional design firms be prequalified.
- Illinois law requires corporations, partnerships and sole proprietorships practicing architecture, professional engineering, structural engineering or land surveying to be licensed with the Department of Professional Regulation (DPR)

# Contractor



Prime Contractor wishing to contract directly with the CDB



Subcontractors who are planning to perform work as a Protected Subcontractor as defined for the Single Prime Delivery method also are required to Prequalify

# Contractor

## Valid Illinois firm licenses:

- Plumbing
- Fire Sprinkler
- Roofing
- Asbestos Abatement
- Underground storage tank removal
- Lead abatement



# Construction Manager/Program Manager



CM/PM wishing to contract directly  
with the CDB

# Prequalification Application

Documentation associated with  
the application:

- Non-Residential Experience, Bonding Capacity, References
- State Board of Elections, Secretary of State, Financial Disclosure and Conflict of interest, licenses, and Department of Human Rights

# Joint Ventures

00 21 60 JOINT VENTURES .1 General. Two or more prequalified contractors may submit a bid as a Joint Venture. If a Joint Venture submits the lowest responsible and responsive bid, CDB will require disclosure of the contractual arrangement between the members of the Joint Venture prior to award. At a minimum, the Joint Venture documents shall identify the consent of surety and insurance underwriters to insure the joint venture in accordance with CDB requirements.

- Two or more vendors may combine to form a Joint Venture (JV).
  - All vendors in the JV must be pre-qualified with CDB.
  - One vendor in the JV must be willing to accept payment from Illinois Office of the Comptroller (IOC)
  - CDB will need a copy of the JV agreement
- If the vendors forming the JV are creating a new business entity (FEIN #)
  - New business entity will need to be pre-qualified
  - Payments can go to the new entity if they are pre-qualified and meet the requirements of IOC.

## Vendor Registration and Prequalification

CDB offers opportunities for firms to design, construct, and perform construction program management services on projects throughout the State of Illinois. Vendors must be prequalified prior to bidding or providing applications for selection. The processing of prequalification applications may take up to 45 days; therefore, firms are urged to prequalify now for upcoming projects associated with the Capital Bill.

### [IPG Mandatory with Prequalification](#)

**Please note: Prequalification and registration are not the same. If you are currently registered as a subcontractor but intend to submit a bid for a project as a prime contractor, or as a participant on a single prime project as a designated "protected subcontractor," then you must apply for prequalification approval.**

There are three types of prequalification applications. Please download the form(s) applicable to the services you wish to bid on.

- [Architect/Engineer](#)
- [Contractor](#)
- [Construction Manager/Program Manager](#)

For assistance with prequalification, please email [CDB.VendorReg@Illinois.gov](mailto:CDB.VendorReg@Illinois.gov)

**Note: Email attachments larger than 25 MB will be automatically removed from incoming emails. CDB does not receive notification that attachments have been removed, so please verify file size before submitting.**

# Upcoming Bidding Opportunities In Your Area

## Current Solicitations:

**Project** [817-010-082](#)  
**Bid Date** Tuesday, February 06, 2024 11:00 AM  
**Description** Upgrade HVAC System-Science Building  
**City** Chicago  
**County** Cook  
**Trade** Ventilation- Remod & Rehab  
**Estimate** Less than \$2,000,000  
**Bid Type** Revised

**Project** [546-350-013](#)  
**Bid Date** Tuesday, February 06, 2024 11:00 AM  
**Description** Replace Civilian Vehicle Parking Area  
**City** Sycamore  
**County** DeKalb  
**Trade** General- Remod & Rehab  
**Estimate** Less than \$400,000  
**Bid Type** Revised

**Project** [810-070-019](#)  
**Bid Date** Tuesday, February 20, 2024 11:00 AM  
**Description** Replace Parking Lot, Roadways and Walkway-Morton  
Community College  
**City** Cicero  
**County** Cook  
**Trade** Electrical- Remod & Rehab  
**Estimate** Less than \$700,000  
**Bid Type** Revised

[Current Bid Opportunities](#)



# Upcoming Bidding Opportunities

## Future Solicitations:

| PROJECT NUMBER | DESCRIPTION                                | LOCATION NAME   | APPROXIMATE COST      | ESTIMATED BID DATE |
|----------------|--|---|-----------------------|--------------------|
| + 822-010-132  | Replace Roofing Systems - Swen Parson Hall | Northern Illinois University - DeKalb, DeKalb County - DeKalb | Less than \$5,000,000 | 2/6/2024           |
| + 120-230-139  | Demolish Buildings                         | Stateville Correctional Center - Joliet, Will County - Will   | Less than \$3,500,000 | 2/20/2024          |
| + 102-126-024  | Construct Buildings                        | Shabbona Lake State Park - DeKalb County - DeKalb             | Less than \$2,000,000 | 3/5/2024           |

[Future Bid Opportunities](#)





# Business Enterprise Program (BEP)

High level Certification Overview

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# Business Enterprise Program (BEP) Overview

## History

**Created in 1984** pursuant to the Business Enterprise for Minorities, Females, and Persons with Disabilities Program Act (30 ILCS 575), the BEP continues its efforts to drive procurement access for minority, female, and persons with disabilities owned businesses.

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## Vendor Pool

BEP is actively working to increase the number of vendors through partnerships with the **City of Chicago, Cook County** and various other recognition partners.

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## Value Proposition

**Membership matters.** Recognition is option reciprocal and can lead to other procurement opportunities. **BEP certification** is **FREE** and programming is tailored to support capacity building.

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## Recent News

As of January 1, 2022, the Business Enterprise Program transitioned to the **Commission on Equity and Inclusion (CEI)**.



# CERTIFICATION

## Vendor requirements

### MBE/WBE/WMBE/PBE

- At least **51%** owned and controlled\* by a minority, woman or person with disabilities.
- Owner is **U.S. Citizen** or **US foreign national**
- Annual Gross is **\$150 million and under**

\*Day-to-day control of business functions, decision-making, knowledge, etc.

### VOSB/SDVOSB

- Status **DD-214**
- Qualified veterans who are Illinois residents must hold 51%
- The business home office must be in the State of Illinois.
- Annual Gross is \$75 million and under



# BEP Program Eligibility

Businesses owned and controlled by individuals in the following eligible groups may submit applications for certification:

- 1) African American – a person having origins in any of the black racial groups in Africa.
- 2) Hispanic – a person of Spanish or Portuguese culture with origins in Mexico, South or Central American or the Caribbean (regardless of race).
- 3) American Indian or Alaskan Native – a person having origins in any of the original people of North America.
- 4) Asian American – a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands.
- 5) Female – a person who is a citizen or lawful, permanent resident of the United States, and who is of the female gender.
- 6) Person with a disability.



# Application Types

Full  
Certification

- 6 No Change Affidavit

Recognition

FastTrack

BE BEP

## FULL CERTIFICATION – SAMPLE OF DOCUMENTS

- Affidavit of Certification
- Most Recent Income Tax Return for Firm and All Affiliates
- Most Recent U.S. Individual U.S. Federal Income Tax Returns for all Owners
- Bank Signature Card of Applicant Firm
- Copies of W-2 forms or 1099's for Past Three (3) Years for all Owners and Officials
- Evidence of Citizenship/Residency/US Passport/Legal Permanency for all Owners
- Evidence of ethnicity for all Owners
- Current chronological resumes for all Owners, Officers, Management Employees and Supervisors/Foremen
- Proof of Contribution(s) by all Owners for the start up of the firm. Or proof of how the firm was acquire.
- Cover Page and Executed Signature Page of past three completed Projects/Contracts, Purchase Orders and or Invoices verifying the performance of the requested service with proof of work completed and payment
- Licenses/permits/registration for the operations of the firm.

# No Change Application (NCA)

Annual review to ensure there has been no change in ownership, gross sales, control and day to day operations.

Complete an on-line application

- Documents needed
- Signed affidavit
- Current Federal Income taxes for the certified firm with all schedules and attachments including affiliates.
- Any professional licenses/permits/registration for the business operations
- Be in good standing with the Secretary of State.





# Application Types

Full  
Certification

- 6 No Change Affidavit

BE BEP

FastTrack

Recognition

All applications are subject to an Annual Confirmation of Eligibility according to JCAR Title 44 Part 30 Sec. 30.72

## BE BEP REQUIREMENTS

- Have a valid and current certificate from any of the BE BEP partners\*
- Complete an online registration
- Must be in good standing with the host agency
- No other documents needed.

The Illinois Commission on Equity & Inclusion has expanded its BE Enrolled in BEP (BE BEP) program to allow vendors certified by the Illinois Unified Certification Program (IL UCP) to become automatically enrolled as Certified BEP vendors.

\*Codes matched as closely to what issued by host agency only.

## BE BEP Agencies Partner's





# Application Types

|   |                    |                  |               |
|---|--------------------|------------------|---------------|
| <p>Full Certification</p> <ul style="list-style-type: none"><li>• 6 No Change Affidavit</li></ul> | <p>Recognition</p> | <p>FastTrack</p> | <p>BE BEP</p> |
|---|--------------------|------------------|---------------|

All applications are subject to an Annual Confirmation of Eligibility according to JCAR Title 44 Part 30 Sec. 30.72



# FastTrack Agencies Partner's

## Fast Track Certification

### Requirements:

Have a valid certificate from any of the Fast Track partners,\*  
Complete an on-line application

### Provide

- Current certificate or certification letter with NAICS codes
- Fast Track signed and notarized Affidavit
- Good Standing with Illinois Secretary of State
- Processing time about 7 days.



\*Out of State, must contact Chicago chapter for letter.



# Application Types

Full  
Certification

- 6 No Change Affidavit

BE BEP

FastTrack

Recognition

All applications are subject to an Annual Confirmation of Eligibility according to JCAR Title 44 Part 30 Sec. 30.72



Recognition Partners  
The Illinois Unified  
Certification Program DBE

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## Recognition Certification

# Recognition Agencies Partner's

### Requirement:

Have a valid certificate letter from any of the partners :

### Provide

- Complete an on-line application:
- Documents needed:
  - Current certificate or certificate letter.
  - Singed and notarized affidavit.
  - Current Business Income Taxes.
  - Any licenses related to the business
  - Processing time 30 business days.

Approved and recognized firms owned by Veterans and Disabled Veterans (VA)



Veteran approved  
by Cook County

# Starting the Application

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- Go to <https://ceibep.diversitysoftware.com>
- Click on Apply for BEP and/VEP Certification
  - Create an Account

# Resources

<https://www.aptac-us.org/>

<https://dceo.illinois.gov/businesshelp/smallbusinessassistance.html>

BEP Certification Virtual Office Hours: Sign up at  
<https://cei.illinois.gov/meetings-and-events.html>

# Q & A



Capital  
Development  
Board  
Building a Better Illinois