

For further information on vendor-owned business certification and general information, please visit www.illinois.gov/cms/business/sell2/pages/veteranownedbusinesses.aspx

Send Small & Diverse Business Application, Federal Taxpayer W-9 Form and required documentation to:

State of Illinois
Department of Central Management Services
Bureau of Strategic Sourcing
401 South Spring Street
William G. Stratton Building/Room 801
Springfield, IL 62706-0002

Mission Statement

The mission of the Illinois Department of Veterans' Affairs (IDVA) is to empower veterans and their families to thrive. We do this by assisting them in navigating the system of federal, state and local resources and benefits; by providing long-term health care for eligible veterans in our Veterans' Homes; and by partnering with other agencies and non-profits to help veterans address education, mental health, housing, employment, and other challenges.

Veterans who need DD214s or disability documentation, should contact the Illinois Department of Veterans' Affairs at 1-800-437-9824 or via www.veterans.illinois.gov



Illinois Department of
Veterans' Affairs

CMS
Illinois Department of
Central Management Services

Central Management Services
State of Illinois

Veterans Business Program
100 West Randolph Street, Suite 4-100
Chicago, IL 60601

Contact CMS at
(312) 814-4190 or email BEP.CMS@illinois.gov



State of Illinois
Department of Veterans' Affairs

VETERAN-OWNED BUSINESSES



VETERAN-OWNED BUSINESSES

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 businesses.



Who qualifies?

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

How do you register with the State of Illinois?

Step 1:

Register to receive procurement opportunities

Register to electronically receive email notifications and download postings from the Illinois Procurement Bulletin (IPB). Please visit the IPB Registration at www.purchase.state.il.us.



Benefits of IPB registration for employees include:

- Registering on the IPB to receive and download postings
- Identifying area(s) of commerce to receive emails on for their business by selecting specific commodity/service class code(s) for any procurement activity in their designated class code(s).
- Choosing the type of email postings by indicating either Both, Solicitation Only, Notices Only or None.

Employees will only receive email notifications under the class code(s) they designate and the types of notifications selected. The list of commodities classifications/services codes must be used to help identify the proper supply commodity/service codes to enter for #9 on Page 4 of the Business Application Form.

REQUIRED: Federal Taxpayer ID number - W-9 Form www.irs.gov/pub/irs-pdf/fw9.pdf

REQUIRED: If you have 15 or more employees, an Employers Report Form is to be submitted to the Illinois Department of Human Rights (IDHR; address for the agency on application form). NOTE: You must obtain an IDHR number prior to submitting a Small & Diverse Business Application Form if applicable to your company.

Step 2:

Apply for the Veterans Business Program

Complete the Veterans Business Program (VBP) Certification Application available at www2.illinois.gov/cms/business/sell2/Pages/VeteranownedBusinesses.aspx

Send completed application and required documentation to:

Veterans Business Program
100 West Randolph Street, Suite 4-100
Chicago, IL 60601



Apply for the Small and Diverse Business Programs (SBSP)

In addition to the Veterans Business Program, your small business may also qualify for the Small Business Set-Aside Program (SBSP). To apply for the SBSP, download application forms at www2.illinois.gov/cms/business/sell2/sbsp/Pages/Set_Aside.aspx