

Apply for the Small Business Set Aside Program (SBSP)

In addition to the VBP your small business may also qualify for the SBSP. Every year, the Chief Procurement Office set aside millions of dollars' worth of contracts exclusively for small business. You may qualify as small business under the SBSP if you meet the following criteria: Illinois business, annual gross sales (Retail/Service less than \$8 million, Wholesale less than \$13 million, Construction less than \$14 million, Manufacturing less than 250 employee).

Apply at ipg.illinois.gov/home.aspx

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



State of Illinois Commission on Equity & Inclusion

Veterans Business Program
115 S. LaSalle Ave. 4N
Chicago, IL 60603

Contact CEI at
(312)814-4190 or (800)356-9206
email cei.equity.inclusion@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.

The two VBP categories are Veteran-owned Small Business (VOSB) and Service-disabled Veteran-owned Small Business (SDVOSB)

What are the benefit of certification?

VBP-certified vendors will be featured in CEI's public online directory ensuring visibility among State procurement professionals and potential prime vendors. Various municipalities and organizations recognize VBP certification. Best of all, certification is FREE!

Who qualifies?

The business owner is a qualified veteran, an Illinois resident and holds at least 51% ownership and control. The business owner has a valid DD214. The business home office is in the State of Illinois. The business gross sales are \$150 million and under. (As it relates to SDVOSB certification type, your disability must be related to your military service. If you disability occurred after your military service, was not recorded on your DD214, or was not recorded by the U.S. Department of Veteran Affairs, it does not count towards an SDVOSB certification)

How to Register with the State of Illinois?

We strongly recommend visiting and registering on the Illinois Procurement Gateway (IPG) at ipg.illinois.gov/home.aspx. The IPG is an online vendor portal that gathers business information from vendors who wish to conduct business with the State agencies and universities.

Register with each of the four State of Illinois procurement bulletins to see and receive notifications about potential contracting opportunities.



Please be advised that VBP certification does not automatically subscribe you to notifications regarding solicitations. Four Chief Procurement Officers (CPO) manage a distinct portfolio and provide unique opportunities. Each of the four CPO's publishes notice of the State's solicitations for their respective portfolios. Registering with the appropriate procurement bulleting corresponding to your NIGP codes is essential to stay informed about upcoming opportunities. Learn more about the chief procurement officers' bulletins and doing business with the State at pathways2procurement.illinois.gov.

CPO Procurement Sites

- Chief Procurement Officer of General Services (CPO-GS) cpo-general.illinois.gov.
- Chief Procurement Officer of Higher Education (CPO-HE) cpo-highered.illinois.gov.
- Chief Procurement Officer of Capital Development Board (CPO-CDB) cpo-cbd.illinois.gov.
- Chief Procurement Officer of Illinois Department of Transportation (CPO-IDOT) cpo-dot.illinois.gov.

REQUIRED: Register with the Illinois State Board of Elections. Berep.elections.il.gov/login.aspx

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.

NOTE: You must obtain an IDHR number prior to submitting a Small & Diverse Business Application Form if applicable to your company.

Step 1

Full VBP Certification

The full VBP certification type is for five years for qualifying businesses. The VBP certification unit typically takes 60 days to determine certification status after receiving a complete application, including all the required documentation from the vendor.

Please see the Certification Application Checklist for a list of required documentation. Visit cei.illinois.gov/vendor-resources/get-bep-certified.html



Recognition Certification

The recognition application process allows for seamless access and certification into the State of Illinois VBP. This application is designed to streamline the certification process while decreasing the wait time before participating in the state procurement opportunities. If you are already certified with one of the partner agencies you can submit a recognition application. VBP Partner Agencies: City of Chicago, Cook County, and U.S. Small Business Administration

Step 2

Apply for the Veterans Business Program

Businesses that want to become a VBP-certified vendor should visit CEI's Supplier Diversity Management Portal (SDMP) at supplierdiversity-managementportal.illinois.gov/home.aspx.

Contact CEI

Website: cei.illinois.gov

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