

A photograph of two construction workers on a site. The worker in the foreground is wearing a grey hard hat with an orange chin strap, a yellow safety vest over an orange t-shirt, and grey pants. He is using a red power tool on a concrete slab. The worker in the background is wearing a red hard hat, a yellow safety vest over a grey t-shirt, and dark pants. He is walking towards the right. The site has wooden formwork, rebar, and orange traffic barrels. A red pickup truck is parked in the background.

# WEBINAR SERIES #29

The ABC's of the Small Business Initiative  
Presented by: Illinois Tollway Diversity Department

April 19, 2021



Illinois Tollway  
**DIVERSITY**

*Driving Economic Opportunities*

# BUILDING FOR SUCCESS

# WEBINAR SERIES

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## Housekeeping

**All attendees will be muted**

**Please submit questions via the “chat box” function**

- Please provide name & company along with question

**Today’s presentation will be recorded and posted online at later date**

**Please fill out survey following the presentation**

# WEBINAR SERIES

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## Commitment to Diversity

**Tollway's Diversity Department is a driving force for increasing economic opportunities in the diverse communities we serve**

- Tollway programs and initiatives provide small, diverse and veteran businesses and individuals with opportunities to grow and succeed

**Tollway Diversity's renewed focus**

- Increased training and education opportunities
- PSB review process
- Outreach to broader small/DBE/veteran companies
- Recruiting new firms
- Innovative ideas to create new contracting and employment opportunities



**BUILDING FOR SUCCESS**

# WEBINAR SERIES

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## **TODAY'S TOPIC:** **The ABC's of the Small Business Initiative**



# Illinois Tollway **DIVERSITY**

*Driving Economic Opportunities*

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*The ABC's of the Small Business Initiative*

*Presented by the Illinois Tollway Department of Diversity and Strategic Development*

*April 19, 2021*

# SBI OVERVIEW

## 1. What is the goal of the Small Business Initiative (SBI)?

The Illinois Tollway Small Business Initiative is intended to increase opportunities for small construction companies to participate on Tollway construction contracts.

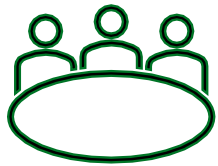
Again, SBI contracting opportunities are for Tollway construction work, not professional services/consulting opportunities or goods and services opportunities.



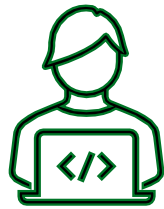
# SBI REQUIREMENTS

## 2. What are the requirements to participate in the Tollway SBI?

**There are two requirements to participate as a prime or subcontractor on a Tollway SBI contract.**



First, must be a registered small business with the State of Illinois through the Illinois Procurement Gateway (IPG)



Then, you must register in the SBI through the Tollway's B2GNow portal



Prime contractors should be registered in both IPG and SBI at time of bid



Subcontractors must also be registered in SBI before they can perform any work

# RECENT SBI UPDATES

## 3. There have been some recent changes to the SBI enrollment process, can you summarize them?

- ✓ SBI enrollment is electronic via B2GNow (no more paper enrollments)
- ✓ JVs must complete pre-assessment form before applying for SBI application
- ✓ NAICS codes are required as part of SBI enrollment process
- ✓ IPG verification no longer required as part of enrollment application



# SBI ENROLLMENT

## 4. If I am a registered small business with the state why do I also have to enroll in the Tollway SBI?

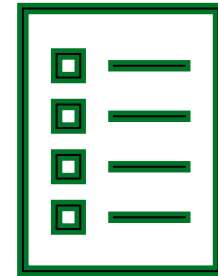
All Tollway SBI projects are covered by a Rolling Owner Controlled Insurance Program (ROCIP) which requires all firms enroll in the Tollway SBI in order to provide general liability insurance coverage.



# SBI ENROLLMENT

## 5. What registrations/certifications do I need to have to qualify for enrollment in the Tollway's SBI?

- ✓ To qualify for SBI enrollment the contractor must be registered as a small business with the state of Illinois.
- ✓ Being certified as D/M/WBE or SBA 8(a) only does not qualify you for SBI Certification.



# IPG – VENDOR REGISTRATION

**Vendor Information** CLOSE WINDOW Print

**Business & Contact Information**

BUSINESS NAME	<b>Vendor Name listed</b>
CONTACT PERSON	First Last name
ADDRESS	1234 Street Chicago, IL 60600 <a href="#">Map This Address</a>
PHONE	708-123-4567
FAX	708-123-5678
EMAIL	<a href="mailto:vendor@company.com">vendor@company.com</a>
WEBSITE	<a href="http://www.companywebsite.com">http://www.companywebsite.com</a>
SYSTEM VENDOR NUMBER	2129121
NEXT RENEWAL	5/8/2022

**Classifications**

SMALL BUSINESS SET-ASIDE PROGRAM (SBSP) REGISTERED	Yes
REGISTERING AS A	Prime & Subcontractor



# SBI BID SUBMISSION COMMON MISTAKES

## 3. I am submitting a bid for an SBI contract. Is there anything I should pay particular attention to in my submittal?



### Review the Construction Bid Checklist in Volume I

- This document provides a three-page list of all **required** documents to be submitted for responsiveness

Documents Required with the Bid			
Bidder should use this checklist to ensure that all required documents are completed and included with its bid.			
Required Documents	Reference Volume I	Comments and Important Information	Included with Bid
Forms A (22 pages) or Forms B (3 or more)	Section N	Financial Disclosures Forms A or Forms B must be submitted with the bid or the bid will be considered non-responsive.	<input checked="" type="checkbox"/>
Disadvantaged Business Enterprise <ul style="list-style-type: none"><li>DBE 2025-Utilization Plan</li><li>DBE 2025 (s)</li><li>DBE 2023 if needed</li></ul>	Section I #27 DBE Special Provision	Required for all solicitations with DBE goals. The DBE 2025 form should be submitted with the bid. See DBE Special Provision for additional information. If goal is 0% the forms are not required.	<input type="checkbox"/>
Veteran Small Business Participation and Utilization <ul style="list-style-type: none"><li>VOSB 2025-Utilization Plan</li><li>VOSB 2025 (s)</li><li>VOSB 2023 if needed</li></ul>	Section I #28 VOSB Special Provision	Required for all solicitations with Veteran goals. The VOSB 2025 form should be submitted with the bid. See Veterans Special Provision for additional information. If goal is 0% the form is not required.	<input type="checkbox"/>
Equal Employment Opportunity EEO 1256	Section I #29 & EEO Special Provision	Required for all solicitations with Equal Employment Opportunity goals. EEO 1256 is required at the time of bid submission.	<input type="checkbox"/>
Optional Bid Credit Incentive Program Certificates	Section I #30 Bid Credit Incentive Programs Special Provision	If Bid Credit is utilized, Bid Credit Certificates are required in bid submittal. See Bid Credit Incentive Programs Special Provision for additional information.	<input type="checkbox"/>

# SBI BID SUBMISSION COMMON MISTAKES

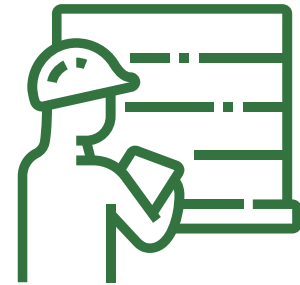
- ✓ Disclosures not submitted (Forms A or Forms B)
- ✓ DBE 2026
- ✓ VOSB 2026
- ✓ EEO 1256
- ✓ Bid Bond: Must be presented with seals and required signatures
- ✓ Pay Items: Complete ALL P-pages with unit price and unit totals
- ✓ Not registered as Small Business Set Aside or SBI
- ✓ Not IDOT or CDB prequalified if required
- ✓ Late submittals are not considered



# WAIVER PROCESS

## 6. If a prime vendor cannot identify a subcontractor registered with the SBI to perform a scope of work, is there a waiver request process?

A vendor may request a Small Business Exception as outlined in the SBI Special Provisions.



# SBI JOINT VENTURES

## 7. Can a contractor establish a joint venture (JV) with a non-SBI vendor?

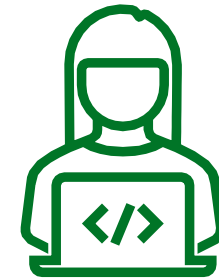
No. Each JV partner must be a registered small business and enrolled in the Tollway SBI; further, the combined gross annual revenue of all JV partners cannot exceed the state's \$14 million threshold.



# FINDING SBI CONTRACTORS

## 8. Where can I find a list of SBI registered contractors?

Registered SBI contractors can be found at <https://iltollway.diversitysoftware.com> .





# B2G – VENDOR DIRECTORY

illtollway.diversitysoftware.com

**Illinois Tollway DIVERSITY**

OUR MAIN SITE CONTACT SUPPORT

## Diversity Program System

Log In

**About the System**  
Learn more about this system and how it works today

- Information for Vendors
- B2Gnow for Tollway Vendors

**System Training**  
Learn how to fully utilize our system with a live trainer

- Training

**Vendor Registration**  
Search and/or join our database of registered vendors

- Apply for / Renew Registration
- Search Vendor Directory

**Account Access**  
Lookup Vendor accounts or reset user passwords

- Account Lookup
- Forgot Password

**State of Illinois Vendor Directories**

- Illinois Procurement Gateway (IPG) Registered Vendor Directory
- BEP and/or VBP Certification Directory

**Outreach**  
Opportunities for vendor involvement

- View Outreach Opportunities

**Upcoming Events**  
View our upcoming events

- Events

The Diversity Program System is powered by B2Gnow Software © Copyright 2021.

# SBI REGISTRATION STATUS

## 9. Who do I contact if I applied for registration in the SBI program and have not heard back?

Please contact Shavon Moore at [smmoore@getipass.com](mailto:smmoore@getipass.com).



# ASSISTANCE WITH SBI PROCESS

## 10. What if I need help completing the registration process with the state or the Tollway?

The Illinois Tollway Technical Assistance Program is designed to prepare emerging and established transportation-related construction firms to participate on highway and vertical construction contracts at no cost. Further information is available the Illinois Tollway website at [Technical Assistance Program](#).





THANK YOU