

ILLINOIS TOLLWAY

Doing Business with the Illinois Tollway *Goods and Services*

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PROCUREMENT – GOODS AND SERVICES

350+ contracts valued at more than \$1.1 billion

Joint Committee on Administrative Rules (JCAR)

Under JCAR, non-construction supplies and services are procured:

- **“Goods”** – Commodities such as rock salt, roadway materials, vehicles, office supplies and software licenses
- **“Services”** – Include procurements for temporary staffing services, IT consulting services and repair services

Procurement Approaches

- **Invitation for Bid (IFB)** – Awarded to lowest responsible and responsive bidder
- **Request for Proposal (RFP)** – Awarded to vendor that provides the overall best value and includes technical criteria in addition to price
- **RFP Professional and Artistic (RFP P&A)** – Qualified by education, experience and technical ability
- **Small Purchase – Request for Quote (RFQ)** – Procurements less than small purchase threshold (\$104,100)



SMALL BUSINESS SET-ASIDE PROGRAM

How does the program work?

- Over 600 product and service categories at any dollar amount (CPO Notice #2018.01)
- Procurements less than small purchase threshold (currently \$104,100) – most products or services qualify
- Any other procurement the Chief Procurement Office deems appropriate to set aside

What is a “Small Business”?

- One that is independently owned and operated, headquartered in Illinois, and meets the required size status and the following sales limitations:
 - No WHOLESALE business can exceed \$13 million in annual sales
 - No RETAIL business can exceed \$8 million in annual sales and receipts
 - No CONSTRUCTION business can exceed \$14 million in annual sales and receipts
 - No MANUFACTURING business can employ more than 250 persons

Firms are listed in the small business database on the Illinois Procurement Gateway (IPG)

- Annual registration in IPG along with submittal of the company’s annual report is required.



ILLINOIS PROCUREMENT GATEWAY (IPG)

- Centralized repository for standard submittal forms (also known as Forms B):
 - Financial Disclosure and Conflict of Interest Forms
 - Standard Certification Forms, i.e. vendor certifies that it is a legal entity, certifies it is not barred from having a contract, etc.
- Vendor must have an approved registration at the time of bid
- Even with approved registration, Forms B must still be completed and submitted with each bid or proposal
- Registration interfaces to BidBuy registration - one way
- The website can be found at: <https://ipg.vendorreg.com>
- Login is required for detailed information; however, without logging in, one can still see some items like small business registrations.



BIDBUY

BidBuy is the State of Illinois' e-Procurement System, utilized by the agencies under the Chief Procurement Officer of General Services.

- The Tollway is required to utilize BidBuy for all procurements
- Currently, the Tollway is only accepting electronic bids through BidBuy. Paper bids and bids via fax or email are not accepted.
- Procurement opportunities and awards are listed for the Public to view on the BidBuy website (no login is required)
- Bidders must register in BidBuy to submit Bids to the Tollway

ILLINOIS TOLLWAY.COM > DOING BUSINESS

- Listing of Goods and Services Contracts
- Goods and Services Buying Plan
- As-read Solicitation Results

The screenshot shows the 'Doing Business' page on the Illinois Tollway website. The page features a navigation menu, the Illinois Tollway logo, and a search bar. The main content area is titled 'Goods And Services' and includes a brief overview of procurement rules, links to 'Frequently Asked Questions' and 'Related Links', and a photograph of a warehouse. A dark blue footer section titled 'How Can We Help You?' contains three columns of links: 'SOLICITATION AND PLANNING' (Current Goods and Services Solicitations, Good and Services Buying Plan), 'RESULTS AND REPORTING' (Bid Results), and 'AWARD AND ORDERS' (Award Notifications and Related Links, Individual Award Information, Orders Against CMS-Led Procurements).



REQUIRED DOCUMENTS FOR BID SUBMISSIONS GOODS AND SERVICES SOLICITATIONS

Bidders should refer to the specific solicitation documents for a complete listing of all documents required to be returned with their bid or proposal. Bidders must complete, sign, and upload all required documents with their Quote in BidBuy to be considered responsive. Below is a sample listing of typically-required documents:

- Contract
- Standard Certifications
- FORMS A or FORMS B
 - Bidder must have a valid IPG Registration Number to Submit FORMS B
- Letter of Intent (if applicable)
- BEP / VSB Utilization Plan (if applicable)
- Redacted copy of Bid (if applicable)
- Exceptions to Solicitation Contract Terms and Conditions (if applicable)
- References (if applicable)
- Bid or Performance bond (if applicable)

AVOID DISQUALIFICATION

- ❖ *Ensure to review solicitation documents completely and complete and return all required documents with the Bid/Offer submission in BidBuy*
- ❖ *Late Submittals are not accepted. Ensure to start your quote in BidBuy well in advance of the due date and time to allow time for troubleshooting*

AVOID COMMON MISTAKES

- ✓ **Read solicitations** in detail and include all required forms
- ✓ **Complete required Financial Disclosures and Conflicts of Interest forms, Standard Certifications, and TIN Page** (either Forms A or Forms B must be submitted)
- ✓ **Electronic bids still require a signed offer** along with applicable forms to be uploaded
- ✓ If solicitation contains a BEP and/or a Veteran goal, **a U-Plan and LOI must be submitted**
- ✓ **Get BEP/Veteran certified** and stay current (must certify on an annual basis)
- ✓ Remember – **bid opportunities are price competitive!**
- ✓ **Submit on time**





QUESTIONS?

- **Tollway-Specific Questions?**
 - Contact the Solicitation Contact for each individual solicitation.
- **BidBuy System-Specific Questions?**
 - BidBuy Vendor Help Desk
 - il.bidbuy@Illinois.gov
 - 866-455-2897

BUSINESS ENTERPRISE PROGRAM and VETERAN BUSINESS PROGRAM



State of Illinois
Department of Central Management Services

State of Illinois Business Enterprise Program for Minorities, Women, and Persons with Disabilities
Utilization Plan

Version 21.0

The following are applicable to Goods & Services:

Business Enterprise Program (BEP) goal

Veteran Owned Small Business Program (VSB) goal

Required Documentation:

- **Vendors must submit a Utilization Plan for each goal program**
 - Indicate how they are meeting goal or provide good faith efforts
 - Complete Letter of Intent for each vendor in the plan

Utilization Plan can be found at:

<https://www2.illinois.gov/cpo/general/Pages/SolicitationandContractTemplates.aspx>

Vendor search of certified firms found at:

<https://cms.diversitycompliance.com>



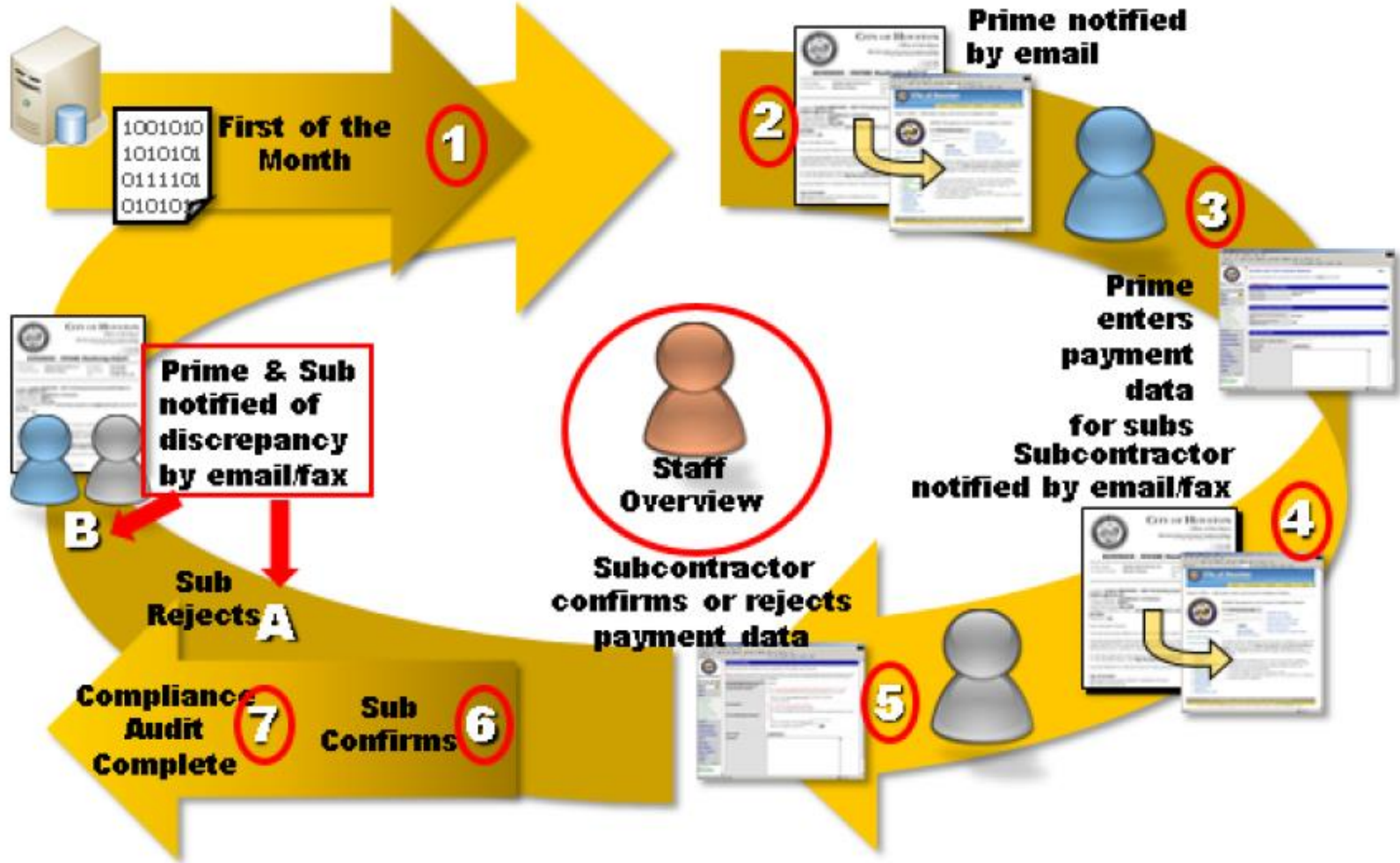
INTRODUCTION TO B2GNOW

The B2GNow is a web-based system that allows vendors to self-manage their contracts through simple web-based forms, which integrate seamlessly with the Tollway's database and reports. The system is accessible to all governments and their contractors; and includes the following key features:

- Track contracts
- Communicate with contractors by email and fax
- Contractors respond to information requests online by submitting data in standardized, electronic format
- Real-time assessment of contractor performance
- Automatic audit and verification notices
- Track certification applications from submission to completion
- Contact firms quickly using sophisticated outreach tools
- Search the online business directory with keyword and commodity code (NIGP, NAICS) search capabilities



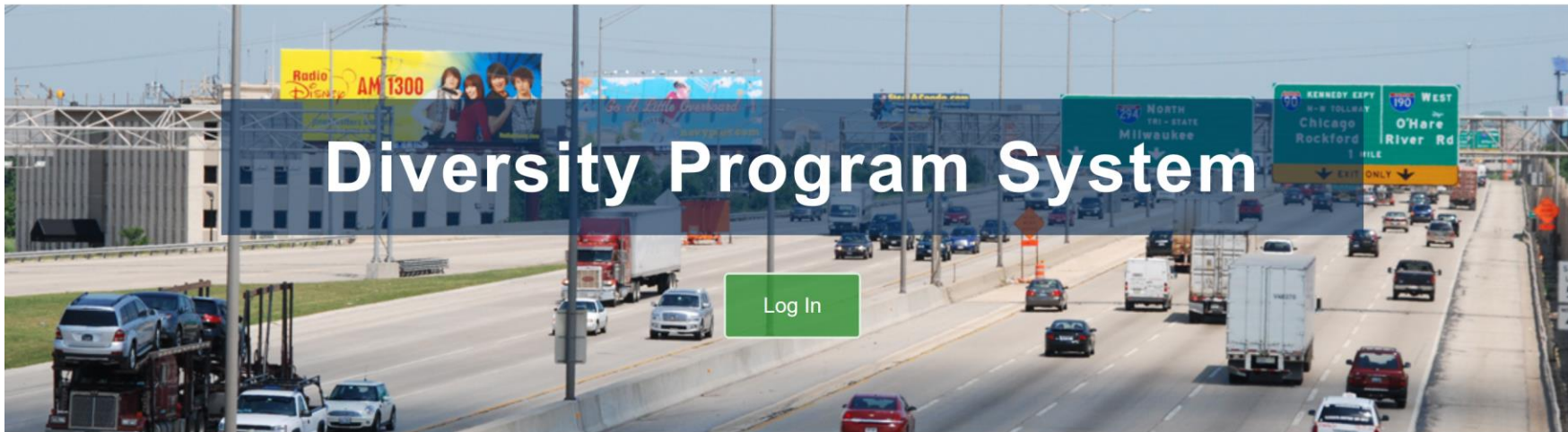
The Automated Compliance Audit Process:





[OUR MAIN SITE](#)

[CONTACT SUPPORT](#)



About the System

Learn more about this system and how it works today

- [Information for Vendors](#)
- [B2Gnow for Tollway Vendors](#)

System Training

Upcoming Events

View our upcoming events

[Events](#)

Outreach

Opportunities for vendor involvement

[View Outreach Opportunities](#)

Account Access

Lookup Vendor accounts or reset user passwords

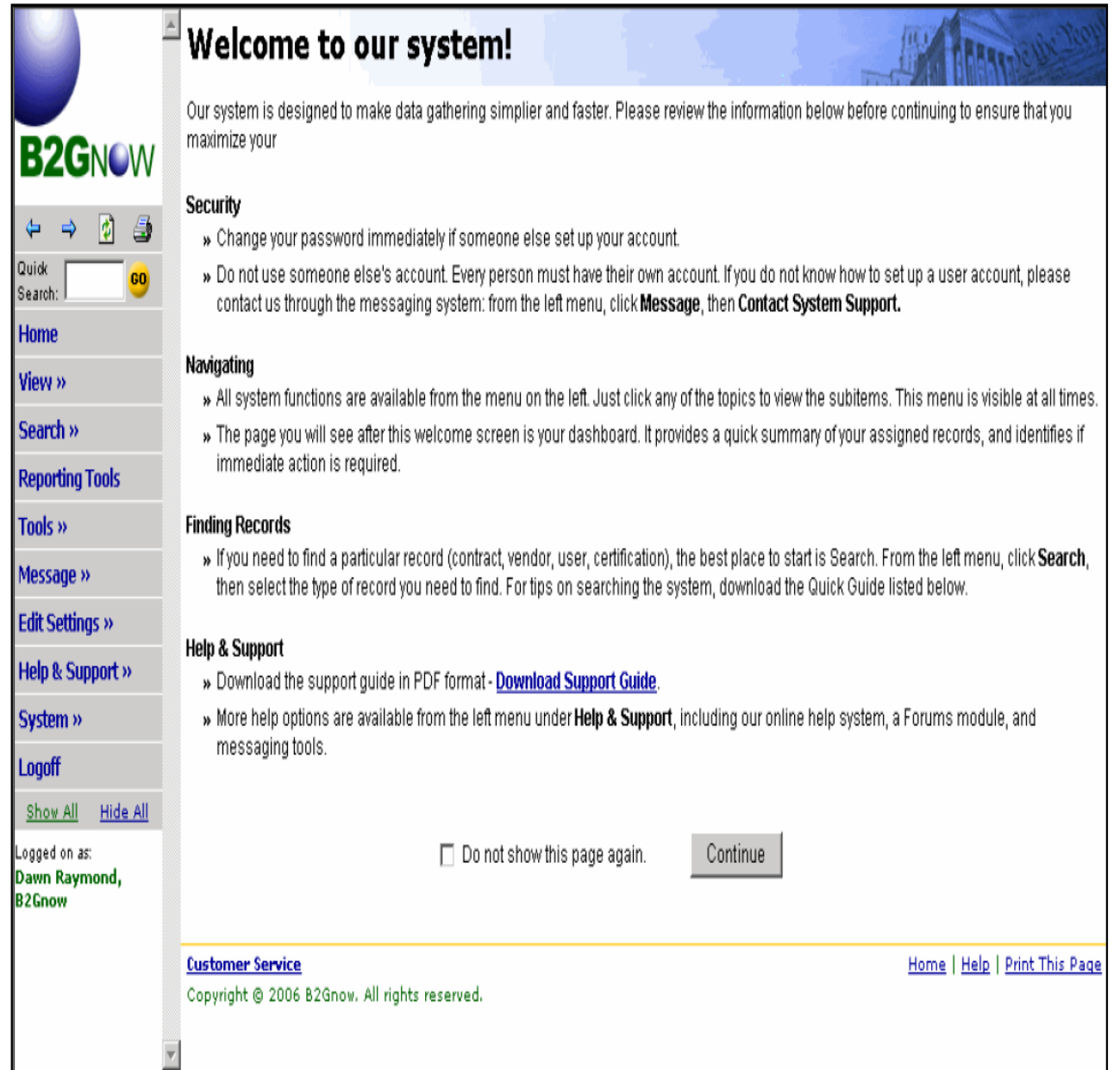
- [Account Lookup](#)
- [Forgot Password](#)

State of Illinois Vendor



What The Vendor Sees

The very first screen you will see is our Welcome Page.



The screenshot shows the B2Gnow Welcome Page. On the left is a vertical navigation menu with the B2Gnow logo at the top. The menu items are: Home, View », Search », Reporting Tools, Tools », Message », Edit Settings », Help & Support », System », and Logoff. Below the menu are links for 'Show All' and 'Hide All', and a 'Logged on as:' section showing 'Dawn Raymond, B2Gnow'. The main content area has a blue header with the text 'Welcome to our system!'. Below the header is a paragraph: 'Our system is designed to make data gathering simpler and faster. Please review the information below before continuing to ensure that you maximize your'. There are three sections of instructions: 'Security' (change password, do not use others' accounts), 'Navigating' (use the left menu, go to dashboard), and 'Finding Records' (use Search, download Quick Guide). The 'Help & Support' section includes a link to 'Download Support Guide' and mentions an online help system and forums. At the bottom right of the main content area, there is a checkbox 'Do not show this page again.' and a 'Continue' button. The footer contains 'Customer Service', 'Home | Help | Print This Page', and 'Copyright © 2006 B2Gnow. All rights reserved.'

Welcome to our system!

Our system is designed to make data gathering simpler and faster. Please review the information below before continuing to ensure that you maximize your

Security

- » Change your password immediately if someone else set up your account.
- » Do not use someone else's account. Every person must have their own account. If you do not know how to set up a user account, please contact us through the messaging system: from the left menu, click **Message**, then **Contact System Support**.

Navigating

- » All system functions are available from the menu on the left. Just click any of the topics to view the subitems. This menu is visible at all times.
- » The page you will see after this welcome screen is your dashboard. It provides a quick summary of your assigned records, and identifies if immediate action is required.

Finding Records

- » If you need to find a particular record (contract, vendor, user, certification), the best place to start is Search. From the left menu, click **Search**, then select the type of record you need to find. For tips on searching the system, download the Quick Guide listed below.

Help & Support

- » Download the support guide in PDF format - [Download Support Guide](#).
- » More help options are available from the left menu under **Help & Support**, including our online help system, a Forums module, and messaging tools.

Do not show this page again. [Continue](#)

[Customer Service](#) [Home](#) | [Help](#) | [Print This Page](#)

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B2Gnow - Dashboard

After clicking Continue on the Welcome Page you will automatically be taken to your Dashboard. From this page, you can pretty much link to anywhere in the system. The Stat chart in the middle shows you a quick highlight of what is going on with your contracts. The items in RED are issues that need your immediate attention. To immediately address the issues in RED, simply click on the link and it will take you directly to the page where you need to go to resolve the issue.

B2Gnow

Quick Search: **GO**

Home
View »
Search »
Reporting Tools
Tools »
Message »
Edit Settings »
Help & Support »
System »
Logoff
[Show All](#) [Hide All](#)

Logged on as:
Dawn Raymond,
B2Gnow

My Contracts

Total active (business)	4
Active assigned to me	0
Audited	4
Soon to end (3 mo)	2

My Audits

	Last 3 months	Last 6 months	Last 12 months
Total Audits	2	2	8
Incomplete Audits »	2	2	3
Incomplete Audit Lines »	6	6	9
Audit Discrepancies	0	0	0

My Certifications

	Active	Pending	Expiring
Status	0	0	0

Dashboard

Configure **GO**

[Change Your Password](#)
[Edit Your Settings](#)
[List Users](#)
[Add New User](#)

[Business Info](#)
[Profile Setup](#)
[Account Preferences](#)
[Commodity Codes](#)

Frequently Used

[Change your password](#)
[Search for subcontractors](#)
[View all incomplete audits](#)
[View recent audit discrepancies](#)
[View all of my contracts](#)
[View my certifications Reporting](#)

Customer Service

System

[Help & Support](#)
[System Status Board](#)
[Site Map](#)
[File Download Area](#)

What's New

>>> Download the latest [Quick Guide](#) in PDF format.

Messaging

[Send a Message](#)
[Contact System Support](#)
[Report a Problem](#)
[Submit Feedback](#)

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Incomplete Audits

Prime Contractor Clicks Incomplete Audits

To **resort** click on column title. To **filter** click on the drop down menu. [Refresh Table](#)

Status	Audit Period	Contract Number & Title	Organization	Paid to Prime
Incomplete ▾	Apr-2015 ▾	All ▾	All ▾	
<u>Incomplete</u>	April 2015	Test Contract: Test Contract	Milwaukee Public Schools	Pending
<u>Incomplete</u>	April 2015	Pay Or Play Test Contract	City of Houston	Pending
<u>Incomplete</u>	April 2015	MKE 123: MKE Test	City of Milwaukee	Pending
<u>Incomplete</u>	April 2015	KP3333: Kaiser Training	Kaiser Permanente National Facilities Services	Pending
<u>Incomplete</u>	April 2015	JTA333: JTA Training Contract	Jacksonville Transportation Authority	<u>Not reported</u>
<u>Incomplete</u>	April 2015	123456789: JC- Test1000	Los Angeles County Metropolitan Transportation Authority	<u>Not reported</u>
<u>Incomplete</u>	April 2015	123-Training: Bridge Construction Project	City of Cleveland	<u>Not reported</u>



Reporting Subcontractor Payments

Prime Contractor Reports Subcontractor Payments

Audit Information	
Time Period	April 2015
Date & Time Posted	Local: 5/1/2015 6:01:37 AM CDT System: 5/1/2015 6:01:37 AM CDT

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As the **prime contractor** your responsibility is to report payments made to subcontractors.

Audit Actions	
Category	Action Required & Response Due Date
Prime Contractor	Report 3 subcontractor payments due by 5/31/2015 audit lock on 6/30/2015

Compliance Officer Information	
Contact Person	Milwaukee Conversion User
Organization	City of Milwaukee
User Number	30000038-003

Buyer/Project Manager Information	
Contact Person	Contract Administrator
Department	Milwaukee Default Buyer Department
User	10000996-001



Reporting Subcontractor Payments

Prime Contractor Submits All Sub Payments

Mark 3 Remaining Subcontractors as Zero

Mark Audit as Final

Submit ALL Incomplete Records

Report Error

Subcontractor Payments for April 2015										
	Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in April 2015	Confirmed by Sub	Total To April 2015	Contract Goal	Actual Percent
1	Sub Flooring, LLC Veronica Lopez sub@b2qnow.com P 602-325-9277 Ext. 250, F 602-325-9277	No	Sub 100%	MBE	Submit Response	Not Reported	--	\$2,200.00	5.792%	0.211%
1	Sub Trucking Company Jesse James jj@b2qnowuser.com P 602-325-9277, F 602-325-9277	No	Sub 100%	WBE	Submit Response	Not Reported	--	-\$1,300.00	5.525%	-0.125%
2	Sprinkles Car Wash Jane Sprinkles b2qnowtestvendor12@b2qnow.com P 602-325-9288, F 602-325-9288	No	Sub 100%	WBE	Submit Response	Not Reported	--	\$3,500.00	0.762%	0.336%

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

Return to Audit Notice

Subcontractor Payment Information				
Subcontractor	Total Through January 2015	Payment for February 2015	Payment Date & Prompt Payment (within 7 days)	Payment Details & Comments
1 Sub Flooring, LLC	\$2,200.00	\$	<input type="text"/> <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	Payment Detail: <input type="text"/> Docs Comments: <input type="text"/>
1 Sub Trucking Company	\$2,200.00	\$	<input type="text"/> <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	Payment Detail: <input type="text"/> Docs Comments: <input type="text"/>
2 Sprinkles Car Wash	\$3,500.00	\$	<input type="text"/> <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	Payment Detail: <input type="text"/> Docs Comments: <input type="text"/>



Reporting Subcontractor Payments

Prime Contractor Submits Payments Individually

Subcontractor Payments for February 2010										
Subcontractor	Certified	Type	Inc. in Goal	Goal Type	Actions	Paid Amount in February 2010	Confirmed by Sub	Total To February 2010	Contract Goal	Actual Percent
Sub Flooring, LLC Veronica Laga kathy2@blonow.com P 607-334-9277 F 607-334-9277	Yes	Sub 100%	Yes	WBE	Submit Response	Not Reported	--	\$9,000.00	10.000%	4.865%
Sub System Construction Marko Kaplan vendor2@blonow.com P 607-334-9277 F 607-366-7788	Yes	Sub 100%	Yes	MBE	Submit Response	Not Reported	--	\$14,000.00	15.000%	7.568%

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

Audit Information	
Enter the audit amount for the designated time period. You can attached files or add comments, if necessary.	
Amount PAID for April 2015 *	\$ <input type="text"/> >> Do NOT enter invoice amount.
Payment Date *	<input type="text"/> >> Enter payment date if you made a payment for April 2015. >> If multiple payments were made, enter the date of the first payment.
Prompt Payment? *	>> Select a choice below if you made a payment for April 2015. <input type="radio"/> Yes - the subcontractor was paid within 7 days of payment from City of Milwaukee. <input type="radio"/> No - the subcontractor was not paid within 7 days of payment from . <input type="radio"/> N/A - we cannot determine if the subcontractor was paid promptly.
Payment Detail	Enter details of PAID check numbers (or ACH references) and amounts for April 2015. This information is optional but will speed up the confirmation process. Payment details are displayed to Sub Flooring, LLC. <input type="text"/>
Supporting Documents	<input type="button" value="Attach File"/>
Comments	Attached documents are not visible to Sub Flooring, LLC. (Optional) These comments are visible ONLY to your compliance officer. They are not visible to Sub Flooring, LLC. <input type="text"/>



Subcontractor Responds to Prime's Payment Amounts

* required entry

Audit Information	
Audit Time Period	April 2015

Previous Payment Information	
Total Through April 2015	\$10,600.00

Prime Information	
Prime Contractor	Prime Contracting, Inc.
Prime Vendor Number	20000279

Prime Payment Information	
Amount Paid TO Prime for April 2015	\$685,000.00 by City of Milwaukee to Prime Contracting, Inc.
Date Paid TO Prime	5/1/2015

Audit Information	
Amount Reported by the prime contractor for April 2015 as PAID to You	
	\$5,000.00
	Payment Detail Provided by Prime:
	Ck # 1256
	Inv # 789
	Date: April 2, 2015

Confirm Reported Amount? *

[Show all options and fields](#)

Correct - the amount reported by the prime contractor as PAID to us is correct (\$5,000.00).
 Incorrect - the amount reported by the prime contractor as PAID to us is not correct.

Final Payment? *

No - our work on this contract continues.
 Yes - this is our last payment for this contract.
 N/A - we have not begun work on this project or we have not been paid yet for our work.

Is Prime Withholding Retainage? *

No
 Yes

Attach File(s)

Attach File

Public Comments

These comments are visible to the compliance officer and the prime contractor.



Vendor Payment Compliance

Action Items

- By the 25th of the month, all payment information for subcontractors must be entered and confirmed for the previous month in B2Gnow (this also includes zero values)
- If the contract value of a BEP/VSB Subcontractor is amended you will be required to submit revised utilization plan/form reflecting the change(s)
- Please note, if a Prime Contractor wishes to terminate a contract or decrease the contract value of a BEP/VSB Subcontractor, a request **MUST** be submitted on company letterhead detailing the reason for the change(s)



Vendor Payment Compliance

- Failure to enter and/or confirm payments monthly
- Missing Subcontractor profiles
- Discrepancies created as a result of incorrect payment entries
- Contract compliance schedule/form revisions not reported/reflected in the system
- Company profile/user contact information not updated

B2Gnow Training Classes & Videos

The system can be accessed at: <https://iltollway.diversitysoftware.com>. For assistance with using the B2Gnow system:

Training Classes

Help & Tools

- Support
 - Contact Customer Support
 - Report a Problem
- Training
 - Training Classes
 - Training Videos
- Printing
 - Print to Printer
 - Print to PDF

Locate the "Help & Tools" icon and an expanded list will appear. Select either "Training Classes" or "Training Videos"

Transactions: Event Management

Contracts | Contract Audits | Sub Requests | Section 3 Self-Certifications | Support | Messages

Events may be available to attend. Click the links in the Action column to view information and details of a particular event. You can adjust the filters and date range to expand or narrow the list. Click Reset Filters to return to the default filters.

Search [] New Event [] From: 3/7/2015 To: 5/13/2015 Go []

1 - 9 of 9 records displayed: Previous Page < Page [] > Next Page Records per page [20] Refresh List Reset Filters

Actions	Status	RSVP	Event	Event Date	Type	Coordinator
RSVP	Closed		Outreach Management and Event Management - Staff training	3/10/2015	Training	Jessica Van Wert
RSVP	Closed		Introduction to the System - Staff training	3/11/2015	Training	Jessica Van Wert
RSVP	Open, 27 space(s) left		Introduction to the System - Staff training	3/17/2015	Training	Jessica Van Wert
RSVP	Open, 15 space(s) left		Ad Hoc Reporting	3/19/2015	Training	Mark Wlodarczyk
RSVP	Open, 25 space(s) left		Outreach Management and Event Management - Staff training	4/7/2015	Training	Jessica Van Wert
RSVP	Open, 29 space(s) left		Introduction to the System - Staff training	4/8/2015	Training	Jessica Van Wert
RSVP	Open, 27 space(s) left		Contract Compliance Reporting - Vendor Training	4/14/2015	Training	Jessica Van Wert
RSVP	Open, 24 space(s) left		Ad Hoc Reporting	4/16/2015	Training	Mark Wlodarczyk
RSVP	Open, 28 space(s) left		Introduction to the System - Staff training	4/23/2015	Training	Jessica Van Wert

Tutorial Video Help

Welcome to the Online Video Tutorials. Below is a full list of available videos to help you with your training. Click on each link to view the video.

Videos for Vendor

- Getting Started
 - How to Log In
 - Password Lookup
 - Navigating the Dashboard
 - Viewing My Certifications
- Account Settings
 - Changing your Password
 - Updating your Information
 - Adding a User
 - Deleting a User
 - Adding a Commodity Code
 - Adding and Editing your Address
- Working with Contracts
 - Responding as a Prime Contractor
 - Responding as a Subcontractor
 - Requesting a Subcontractor
 - Changing the Contact on a Contract
- Getting Help
 - Accessing the Help System
 - Contacting Customer Support
 - Contacting your CCO
- Messaging
 - Emailing Another User
 - Viewing your Messages
 - Emailing Customer Support
- General Functions
 - Search the System
 - Reassigning User Roles
 - Looking Up a User
 - Leaving Feedback
 - Viewing my Certifications

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Training Videos





THANK YOU