

Illinois Procurement Gateway (IPG)



CHIEF PROCUREMENT OFFICE
Ellen H. Daley, General Services

Illinois Procurement Gateway (IPG)

- ▶ The IPG is an online vendor portal used for gathering business information from vendors who wish to conduct business with Illinois' State agencies and universities.
- ▶ The IPG is managed by the four independent Chief Procurement Officers (CPOs) who exercise procurement authority for the state agencies and universities.
- ▶ There is no cost to vendors to register in the IPG.
- ▶ Reduces Paperwork
- ▶ Reduces Disqualification



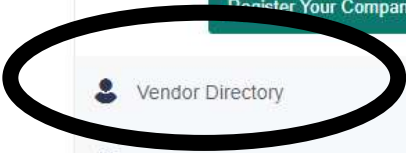
User Name [Retrieve User Name](#)

Password [Reset Password](#)

[Login](#)

[New to the Portal?](#)

[Register Your Company](#)



[Vendor Directory](#)

[Events](#)

[State Employee Login](#)

Contact IPG

217-782-1270 eec.ipg@illinois.gov



- ▶ Vendor Directory allows you to search the database without having to log in to the website
- ▶ Verify your registration
- ▶ Verify registration of other companies
- ▶ Search for Subcontractors

IFG Illinois Procurement Gateway

STATE OF ILLINOIS

User Name [Retrieve User Name](#)

User Name

Password [Reset Password](#)

Password

Login

New to the Portal?

Vendor Directory

Vendor Directory

Events

State Employee Login

SEARCHABLE ITEMS*:

BUSINESS NAME

NIGP CODE

CONTACT NAME

ADDRESS

SBSP
REGISTRATION

PRIME OR
SUBCONTRACTOR

*This is the only information that will be displayed if others search for your profile. No confidential information will be viewable



User Name

[Retrieve User Name](#)

Password

[Reset Password](#)

 [New to the Portal?](#)

 [Vendor Directory](#)

 [Events](#)

 [State Employee Login](#)





User Name

[Retrieve User Name](#)

Password

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[Login](#)

 **New to the Portal?**

[Register Your Company](#)

 [Vendor Directory](#)

 [Events](#)

 [State Employee Login](#)



Things you'll need

- ▶ Tax ID (FEIN) or Social Security Number for Sole Proprietors
- ▶ Most recent tax return
- ▶ Board of Elections registration number (if applicable)
- ▶ IDHR (Illinois Department of Human Resources) number (if applicable)
- ▶ Secretary of State registration number (if applicable)
- ▶ Name of all parent businesses and their percent ownership
- ▶ Name of all owners (people) and their percent ownership
- ▶ List of applicable NIGP codes (searchable from within form)

The registration process with the State of Illinois involves 2 steps:

- Step 1: Create an Account to setup a User Name and password.
- Step 2: Log in to your account to complete and submit your Illinois Vendor Registration.

Please fill in the information below. The process to create a User Name and password for your account takes only a couple of minutes and all information can be updated at any time. Once you create an account you will be automatically directed to the start of the Illinois Vendor Registration form.

Important Note: Having an account does not mean you are registered. It means you have a User Name and password. To assure you are registered in the Illinois Procurement Gateway, please click on [Registered Vendor Directory](#) and search for your Business Name. **If your company does not appear in the search results, then you are not registered as a vendor in the Illinois Procurement Gateway and need to complete an Illinois Vendor Registration.**

If you already have an Account, but you have forgotten the User Name or Password, you can retrieve your User Name and reset your Password [here](#). If you have questions, you can check with [Customer Service](#) before creating a User Name and Password.

Overview

Corporate Headquarters

Contacts & Users

I'm not a robot

Register Reset

This step creates a profile on IPG only, this is NOT the full vendor registration.

IPG Procurement Gateway

Dashboard

New Registration in Process

There is currently no new registration in process. [Click twice to start a new registration.](#)

[Start New Registration](#)

Notifications [See More](#)

Registration Confirmation - IPG Supplier Diversity Portal

Dear IPG Test 2, Thank you for registering your company with the new Supplier Diversity Portal. Please update your company profile in the portal (and ...)

5/11/2024 2:55 PM

Support [SUPPORT](#)

Looking for Support? We are here to Help You!

- Email us at (scd.ipg@mda.gov)
- Submit Questions through Support Form
- Call us at **217-763-1270**
- Read Manuals & Watch Trainings in the Help Center

The screenshot displays the IPG Supplier Diversity Portal dashboard. The top navigation bar includes the IPG logo, the state seal, and user information for 'IPG Test 2'. The left sidebar contains menu items for Dashboard, New Registration, Registration History, and Support. The main content area is divided into three sections: 'New Registration in Process', 'Notifications', and 'Support'. The 'New Registration in Process' section features a red progress bar and a red status box indicating 'Incomplete, Pending Submission'. The 'Notifications' section shows a recent message about registration confirmation. The 'Support' section provides contact information for assistance.

IPG Illinois Procurement Gateway

Dashboard | Dashboard

New Registration in Process

Incomplete, Pending Submission

[Go to New Registration in Process](#)

- Supplier IPG Test 2
- Status **Incomplete, Pending Submission**
- Submit Date
- Review Date
- Unread Messages 0

Notifications [See More](#)

Registration Confirmation - IPG Supplier Diversity Portal

Dear IPG Test 2, Thank you for registering your company with the new Supplier Diversity Portal. Please update your company profile in the portal (and ...)

6/3/2024 2:00 PM

Support [SUPPORT](#)

Looking for Support? We are here to Help You!

- Email us at swc.ipg@illinois.gov
- Submit Questions through Support Tickets
- Call us at **217-782-1270**
- Read Manuals & Watch Trainings in the Help Center

General Information

IFC Gateway

Home - General Information

All questions marked with * are mandatory for submission.

Overview

Business Name *

DBA Name *

Tax ID Type *

Federal Employer ID Number *

Corporate Headquarters

Country *

Company Address 1 *

Address 2

City *

County

State *

Zip/Postal Code * Zip +4

Company Website *

- Dashboard
- New Registration
 - General Information
 - NEOP information
 - Ownership information
 - Form A. Business Information
 - Form B. Additional Information
 - Form C. Small Business Set-Aside Program
 - Form D. Department of Human Rights (DHR)
 - Form E. Authorized to do Business in Illinois
 - Form F. Certifications
 - Form G. Board of Directors (BOC)
 - Form H. Item Disclosure
 - Form I. Financial Disclosure & Conflicts of Interest
 - Summary & Submit
- Registration History
- Support

STARS Register Yourself

NIGP Codes

- ▶ Codes developed by NIGP to categorize goods and services.
- ▶ Consist of a Class code and a Class Item code
- ▶ For this application there is no requirement to certify in any particular code. Select as many or as few codes as you feel apply to your organization
- ▶ Solicitations select the NIGP codes that apply to them. Solicitations with the same codes that you are registered in will trigger a notification to you via email.

How to select your NIGP codes

Selecting "Add New" will bring up an empty field at the bottom of the page.
If you start typing in a number or word a list of options will pop up for you to select from

The screenshot displays the 'NIGP Codes' interface. At the top left, the text 'NIGP Codes' is visible. On the right side of the header, there is a 'Browse Codes' button with a minus sign. Below the header, a blue 'Add New' button is circled in red. The main area is split into two panels. The left panel shows a search input field with '390' entered, and a dropdown list of suggestions including: 380 - 10 - Butter (See 390-56 for Margarine), 390 - 02 - Aquatic Invertebrates (Octopus; Squid; Anemones; Sea Cucumbers), 390 - 05 - Casings; Meat; All Types, 390 - 07 - Cheese, 390 - 15 - Dips; Food, 390 - 21 - Eggs; Fresh, 390 - 28 - Fruits; Fresh, 390 - 29 - Fruits; Fresh; Organic, 390 - 33 - Hors d'oeuvres; meat trays; vegetable trays; dessert trays; etc; for meetings and, 390 - 35 - Ice, and 390 - 42 - Ice; Dry. The right panel shows a search input field with 'Car' entered, and a dropdown list of suggestions including: 005 - 63 - Grinding and Polishing Compounds: Carborundum; Diamond; etc; (For Valve Grinding), 037 - 23 - Cards; Greeting and Gift (Including Recycled Types), 037 - 25 - Carnival and Fair Equipment; Accessories and Supplies, 040 - 02 - Animal Carriers, 040 - 03 - Animal Care Supplies (Collars; Clothing; Leashes; Litter Boxes; etc;), 050 - 80 - Sculpturing Equipment and Supplies: Carving Boards; Casting Materials; Modeling Cl, 052 - 88 - Wood Carvings and Woodcuts, 055 - 08 - Automobile Top Carriers, 055 - 13 - Car Seats for infants, 060 - 47 - Fuel System: Carburetors and Kits; Fuel Pumps; Tanks and Caps; etc;, and 065 - 07 - Bodies and Parts; Passenger Cars.

How to select your NIGP codes

Selecting "Browse Codes" will bring up a list of Class Codes and their descriptions

| | Code Type | Code | Code Description |
|---|-----------|------|---|
| + | NIGP | 001 | Business Enterprise Program |
| + | NIGP | 005 | ABRASIVES - All |
| + | NIGP | 010 | ACOUSTICAL TILE; INSULATING MATERIALS; AND SUPPLIES - All |
| + | NIGP | 015 | ADDRESSING; COPYING; MIMEOGRAPHY - All |
| + | NIGP | 019 | AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS; - All |
| + | NIGP | 020 | AGRICULTURAL EQUIPMENT; IMPLEMENTS; AND ACCESSORIES - All |

Hitting the + will add just this Class code.

You will need to register in the Class Items code as well.

Click on the Class code number to bring up a list of Class Items codes.

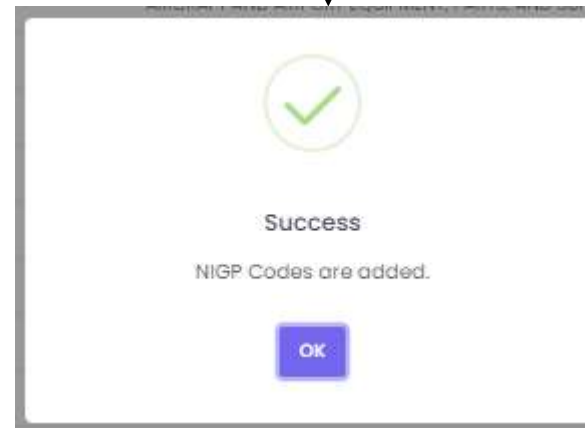
How to select your NIGP codes

NIGP Codes

←

| | Code Type | Code | Code Description |
|---|-----------|------|--|
| + | NIGP | 05 | Abrasive Equipment and Tools |
| + | NIGP | 14 | Abrasives; Coated; Cloth; Fiber; Sandpaper; etc; |
| + | NIGP | 21 | Abrasives; Sandblasting; Metal |
| + | NIGP | 28 | Abrasives; Sandblasting (Other than Metal) |
| + | NIGP | 42 | Abrasives; Solid; Wheels; Stones; etc; |
| + | NIGP | 56 | Abrasives; Tumbling (Wheel) |

Hit the + before each NIGP Class Item Code that applies to your organization.



How to select your NIGP codes

- ▶ Repeat the process until you have selected all the codes that apply to your organization.
- ▶ When done, you will have a list of codes with an option to Edit or Delete if needed.

| NIGP Code | Actions |
|---|---|
| * 005 - 05 - Abrasive Equipment and Tools | Edit Delete |
| * 005 - 14 - Abrasives; Coated; Cloth; Fiber; Sandpaper; etc; | Edit Delete |

Ownership Information

The screenshot shows a web application interface for 'Ownership Information'. At the top, there is a navigation bar with the STARS logo and user information. A left sidebar contains a menu with items like 'Dashboard', 'New Registration', and various forms. The main content area features a warning message: 'All questions marked with * are mandatory for submission'. Below this is a blue header for the 'Ownership Information' section. A dropdown menu for 'Company Type' is currently set to 'Select'. A green 'Save & Continue' button is positioned at the bottom of the form area.

Dashboard

New Registration

- General Information
- MSF Information
- Ownership Information
- Form A. Business Information
- Form B. Additional Information
- Form C. Small Business Set-Aside Program
- Form D. Department of Human Rights (DHR)
- Form E. Authorized to do Business in State
- Form F. Certifications
- Form G. Board of Directors (BOD)
- Form H. Non-Disclosure
- Form I. Financial Disclosure & Conflicts of Interest
- Summary & Submit

Registration History

Support

Ownership information | Home - Ownership Information

All questions marked with * are mandatory for submission

Ownership Information

Company Type *

Save & Continue

Ownership Information – Company Type

- ▶ B Corporation
- ▶ C Corporation
- ▶ Corporation
- ▶ Franchise
- ▶ Government
- ▶ Joint Venture
- ▶ Limited Joint Venture
- ▶ LLC
- ▶ LLP
- ▶ Non Profit
- ▶ Partnership
- ▶ PC
- ▶ PLLC
- ▶ RLLP
- ▶ S Corporation
- ▶ Sole Proprietorship
- ▶ Unknown

Form A. Business Information

Prime only: All forms A-F must be completed.
Prime & Subcontractor: All forms A-F must be completed.
Subcontractor only: This option is only available to users with IPG Registration number for direct contracts, tasks or proposals.
Note: This option may not be selected by Small Business Set-Aside program participants or applicants. You must select one of the above options to submit your registration.

1. Your business is registering as a*

Prime Prime & Subcontractor Subcontractor

Select ONE of the options above

2. Name of CEO/Business Owner*

3. Annual Sales/Gross Receipts*

Enter value (in USD) for most recently completed fiscal year.

4. When was your business established?*

Enter date in MM/DD/YYYY format. If day is unknown, add the first of the month, e.g. 01/01/2006.

5. In what ILLINOIS County(ies) are you conducting business?*

The business conducts business statewide.
 The business conducts business in one or more counties.
 The business is not currently conducting business in the state.

6. Contact Person for this Vendor Registration*

Enter first and last names.

Contact Person Title*

Contact Person Phone*

Contact Person Email*

A. Business Information

- ▶ Prime
- ▶ Prime and Subcontractor
- ▶ Subcontractor



Subcontractor only is not eligible to use IPG registration number for direct contracts, bids or proposals.



To register in the SBSP you must select Prime or Prime and Subcontractor



A. Business Information

- ▶ Name of CEO/Business Owner
- ▶ Annual Sale/Gross Receipts (most recent fiscal year)
- ▶ Year business was established
- ▶ What ILLINOIS County(ies) you conduct business in
 - ▶ Statewide
 - ▶ One or more counties
 - ▶ You will indicate all counties that apply
 - ▶ Not currently conducting business in the State
- ▶ Contact person for this Vendor Registration
- ▶ Contact person Title
- ▶ Contact person phone
- ▶ Contact person email

Form B. Additional Information

Dashboard

New Registration

- General Information
- NIGP Information
- Ownership Information
- Form A. Business Information
- Form B. Additional Information
- Form C. Small Business Set-Aside Program
- Form D. Department of Human Rights (DHR)
- Form E. Authorized to do Business in Illinois
- Form F. Certifications
- Form G. Board of Elections (BOE)
- Form H. Iran Disclosure
- Form I. Financial Disclosure & Conflicts of Interest
- Summary & Submit

Registration History

Support

Form B. Additional Information | Home > Form B. Additional Information

All questions marked with * are mandatory for submission

B. Additional Information

1. How did you learn about the Illinois Procurement Gateway? (Select ALL that apply)*

- Business Enterprise Program (BEP)/ Veterans Business Program (VBP)
- Chief Procurement Officer (CPO)
- Illinois Comptrollers Smart Business Illinois Program
- Internet/Facebook
- Marketing Brochure or Postcard
- Procurement Technical Assistance Center (PTAC)
- Small Business Administration (SBA)
- Small Business Development Center (SBDC)
- Small Business Set-Aside Program (SBSP)
- State Agency
- State University
- Veterans Affairs
- Trade Show or Seminar
- Other Government Agency
- Other

Form C. Small Business Set-Aside Program

IFG
Procurement Gateway

Home - Form C. Small Business Set-Aside Program

All questions marked with * are mandatory for submission.

C. Small Business Set-Aside Program

Legacy Supplier Section Book

A "small business" means one that is independently owned and operated, is not dominant in its field of operation and meets the required size status and sales limitations. A business is considered "not dominant in its field of operation" if it doesn't not exercise a controlling or major influence in a kind of activity in which the number of business concerns are primarily engaged. When computing the size of a bidder, annual sales and receipts of the bidder and all of its affiliates shall be included.

Limitations:

- (1) No wholesale business is a small business if its annual sales for its most recently completed fiscal year exceeds \$11,000,000;
- (2) No retail business or business selling services is a small business if its annual sales exceed \$3,000,000;
- (3) No construction business is a small business if its annual sales and receipts exceed \$14,000,000;
- (4) No manufacturing business is a small business if its employs more than 250 persons.

Businesses desiring to qualify under any combined categories must also submit a narrative detailing the dollar component of each category. For example, if you are both a wholesaler and retailer, the combined wholesale and retail annual sales for the latest year of tax filing shall not exceed \$11,000,000. The retail component shall not exceed \$3,000,000 and the wholesale component shall not exceed \$12,000,000.

If your business is new and has not filed Federal or State income taxes previously, a historical statement is required and shall include the following information: name of business, date business was established and /or date of incorporation, confirmation that your company is based in Illinois and total gross sales to date.

Even if total gross sales to date are zero, it must be mentioned in the statement. Manufacturers must also include the number of employees in the statement.

If your business is currently registered in the Small Business Set-Aside Program (SSAP) and wants to re-qualify, select the appropriate option below to download and attach an SSAP Re-Qualification Statement instead of providing a Federal Tax and State tax return or 991 (if you are a manufacturer).

1. Would you like to apply or requalify for the Small Business Set Aside Program*?

No

Yes - My business is already registered in this program and I would like to re-qualify

Yes - My business is NOT currently registered in this program and I would like to apply

Form C. Small Business Set-Aside Program

1. Would you like to apply or requalify for the Small Business Set Aside Program*

No

Yes - My business is already registered in this program and I would like to re-qualify

Yes - My business is NOT currently registered in this program and I would like to apply

SBSP Re-Qualification Statement*

Choose file

Browse

Upload

2022 sbbsp re-qualification statement.docx

File size should not exceed 28 MB.



Small Business Set-Aside Program Re-Qualification Statement

The Illinois Procurement Code (30 ILCS 500/45-45) requires businesses participating in the Small Business Set-Aside Program to meet certain criteria. Completion of this Re-Qualification Statement is one way to demonstrate compliance with the requirements. The Chief Procurement Office may request additional information at any time to verify your business' qualifications!

Illinois Procurement Code Annual Sales Criteria for Small Business – 30 ILCS 500/45-45

- No wholesale business is a small business if its annual sales and receipts exceed \$13,000,000. 30 ILCS 500/45-45 (b)(1).
- No retail business or business selling service is a small business if its annual sales and receipts exceed \$8,000,000. 30 ILCS 500/45-45 (b)(2).
- No manufacturing business is a small business if it employs more than 250 employees. 30 ILCS 500/45-45 (b)(3).
- No construction business is a small business if its annual sales and receipts exceed \$14,000,000. 30 ILCS 500/45-45 (b)(4).

When computing the size status of a bidder, annual sales and receipts of the bidder *and all of its affiliates* shall be included. Businesses desiring to qualify under more than one category (i.e. wholesale and retail) must also submit a notarized statement delineating the dollar component of each category.

\$ _____ 2022 or most recent year's Annual Gross Sales and Receipts

_____ Number of Employees (Manufacturing only)

I certify at the time of signing my business continues to meet the IL Procurement Code's annual sales criteria.

Illinois Administrative Rules Criteria for Small Business – 44 ILL. ADM. CODE 1.4545

- A small business is a business that is independently owned and operated and is not dominant in its field of operation. 44 ILL. ADM. CODE 1.4545(e)(1).
- A small business in Illinois is defined as an entity that meets the Sales Criteria above and is a sole proprietor whose primary residence is in Illinois *or* is a business incorporated or organized as a domestic corporation under the Business Corporation Act of 1983 [805 ILCS 5/1.80] or is a business organized as a domestic partnership under the Uniform Partnership Act of 1997 [805 ILCS 206], or a business organized as a domestic limited partnership under the Uniform Limited Partnership Act of 2001 [805 ILCS 215]. 44 ILL. ADM. CODE 1.4545(e)(2).
- A small business that is not dominant in its field of operations means the business does not exercise a controlling or major influence in a kind of business activity in which a number of business concerns are primarily engaged. 44 ILL. ADM. CODE 1.4545(e)(3).

I certify at the time of signing my business continues to meet the IL Administrative Rules Criteria.

Vendor understands and agrees that failure to provide true and accurate information on this or any other document submitted to the State may, in accordance with Illinois statutes and rules, result in suspension from doing business with the State, termination of contracts, and other sanctions.

Handwritten Signature & Printed Name

Business Name

Title

Date

Tax ID number/FEIN

Please attach this Re-Qualification Statement in the Illinois Procurement Gateway (<https://ipg.vendorreg.com/>) in your State of Illinois Vendor Registration form - C. Small Business Set-Aside Program.

Re-Qualification Statement:

<https://cpo-general.illinois.gov/sell-2-illinois.html>

Form C. Small Business Set-Aside Program

1. Would you like to apply or requalify for the Small Business Set Aside Program*

- No
- Yes - My business is already registered in this program and I would like to re-qualify
- Yes - My business is NOT currently registered in this program and I would like to apply

Business Category In the text field, identify your business' category by entering one or more of the following: Wholesale, Retail/Service, Construction, or Manufacturing.*

Wholesale Retail/Service Construction Manufacturing

Choose the applicable business categories

REQUIRED TAX DOCUMENTS: Upload a copy of the page(s) showing total annual gross sales for the company from your latest Federal income tax return, and the page showing an Illinois address from your most recent Illinois Income Tax Return. In addition, manufacturers are required to submit the latest year's Form IL-941 (Illinois Withholding Income Tax Return) showing the number of Forms W-2 and 1099 issued. If you have not filed federal or state income tax returns, upload the notarized statement described in the instructions at the very top of this form. Tax forms are also required for any parent entity(ies) and other affiliated businesses of the parent entity(ies).*

Choose file

Browse

Upload

File size should not exceed 28 MB.

Form D. Department of Human Rights

Illinois Government Gateway

Form D. Department of Human Rights (DHR) | Home - Form D. Department of Human Rights (DHR)

All questions marked with * are mandatory for submission.

D. Department of Human Rights (DHR)

[Legacy Supplier Section Docs](#)

If the vendor employed 10 or more full-time employees at any time during the past year, it should have a current Illinois Department of Human Rights (IDHR) Public Contract Number. Vendor should provide the total number of employees and then select the appropriate box that pertains to the business. If the vendor is required to register with IDHR, the vendor should enter the Public Contract Number and Expiration Date. If the vendor does not have an IDHR Public Contract Number, the Vendor may obtain an application form by Telephone Call the IDHR Public Contracts Unit at (312) 816-2421 between Monday and Friday, 8:00 AM - 5:00 PM Central Time. (TDD (312) 263-1879). Internet: You may download the form from the Department of Human Rights' website. Mail: Write to the Department of Human Rights, Public Contracts Unit, 100 West Randolph Street, Suite 10-100, Chicago, IL 60601.

1. Highest number of employees (including full and part time employees) at any time during the past year. *

2. Select the DHR Status of your Business *

My business had 10 or more employees at any time within the past year

My business is not required to have a DHR number because all of our employees are solely outside US

My business is not required to have a DHR Number because we had fewer than 10 employees at all times within the past year

Save & Continue

<https://dhr.illinois.gov/public-contracts/where-to-start.html>

Form E. Authorized to do Business in Illinois

Illinois State Government

ML IPG Test 2

STARS Supplier Diversity

Dashboard

New Registration

- General Information
- RFP Information
- Ownership Information
 - Form A. Business Information
 - Form B. Additional Information
 - Form C. Small Business Set-Aside Program
 - Form D. Department of Human Rights (DHR)
 - Form E. Authorized to do Business in Illinois
- Form F. Certifications
 - Form G. Board of Directors (BOE)
- Form H. Non-Disclosure
- Form I. Financial Disclosure & Conflicts of Interest
- Summary & Submit

Registration History

Support

Form E. Authorized to do Business in Illinois

Home - Form E. Authorized to do Business in Illinois

All questions marked with * are mandatory for submission!

E. Authorized to do Business in Illinois

1000y Supplier Session Docs

A vendor must be a duly constituted legal entity prior to submitting a bid or offer and must be authorized to transact business or conduct affairs in Illinois prior to executing a contract. Vendor should select the option that represents their business. If selection requests additional information, vendor should provide the explanation or apportion the documents with their registration.

For information on registering to conduct business in Illinois, please contact the Illinois Secretary of State's Department of Business Services or your home county clerk. Secretary of State - Department of Business Services. For certified copies and copy requests for corporations, please call 217-382-8876. For certified copies and copy requests for LLCs, LPs and LLPs, please call 217-324-9008.

Is your Business Registered and Authorized to do business in Illinois?*

- Yes - registered and in good standing with the Illinois Secretary of State
- No - not required to register with the Illinois Secretary of State - Sole Proprietor or General Partnership
- No - not required to register with the Illinois Secretary of State - Other

Save & Continue

Form F. Certifications

The screenshot shows a web application interface for Form F. Certifications. The top navigation bar includes the State of Illinois logo, a user profile icon, and the text "M, IPO Test 2". The left sidebar contains a menu with items like "Dashboard", "New Registration", "General Information", "MSP Information", "Ownership Information", "Form A. Business Information", "Form B. Additional Information", "Form C. Small Business Set-Aside Program", "Form D. Department of Human Rights (DHR)", "Form E. Authorized to do Business in Illinois", "Form F. Certifications", "Form G. Board of Elections (BOE)", "Form H. Iran Disclosure", "Form I. Financial Disclosure & Conflict of Interest", "Summary & Submit", "Registration History", and "Support".

The main content area is titled "Form F. Certifications" and "Home - Form F. Certifications". It features a warning icon and the text: "All questions marked with * are mandatory for submission". Below this is a blue header for "F. Certifications" with a button for "Legacy Supplier Section Data".

The main text explains that these certifications are required by law and will be incorporated into any contract. It lists consequences for non-compliance, such as voiding of contracts or suspension of payment. A warning icon is used to highlight that identifying a sanction or failing to identify one may result in other sanctions.

The form contains five numbered questions, each with radio button options for "Yes", "No", or "N/A".

1. Vendor certifies it is not prohibited by federal agencies pursuant to a United States Department of Homeland Security Binding Operational Directive due to cybersecurity risks. 30 ILCS 500/25-90* Yes No
2. This applies to individuals, sole proprietorships, general partnerships, and single member LLCs, but is not otherwise applicable. Vendor certifies he/she is not in default on an educational loan. 5 ILCS 385/3* Yes No N/A
3. Vendor certifies that it has reviewed and will comply with the Department of Employment Security Law (20 ILCS 1005/1009-47) as applicable* Yes No
4. Vendor certifies it has neither been convicted of bribing or attempting to bribe an Officer or Employee of the State of Illinois or any other State, nor made an admission of guilt of such conduct that is a matter of record. 30 ILCS 500/50-5* Yes No
5. If Vendor has been convicted of a felony, vendor certifies at least five years have passed since the date of completion of the sentence for such felony, unless no person held responsible by a prosecutor's office for the facts upon which the conviction was based continues to have any involvement with the business. Vendor further certifies that it is not barred from being awarded a contract. 30 ILCS 500/50-10* Yes No

Form G. Board of Elections

The screenshot shows the 'Form G. Board of Elections (BOE)' registration page on the Illinois Procurement Gateway. The left sidebar contains a navigation menu with the following items: Dashboard, New Registration (selected), General Information, NIGP Information, Ownership Information, Form A. Business Information, Form B. Additional Information, Form C. Small Business Set-Aside Program, Form D. Department of Human Rights (DHR), Form E. Authorized to do Business in Illinois, Form F. Certifications, Form G. Board of Elections (BOE) (selected), Form H. Item Disclosure, Form I. Financial Disclosure & Conflicts of Interest, Summary & Submit, Registration History, and Support.

At the top right of the page, there are utility icons for a menu, email, notifications, and a user profile labeled 'M. IPO Test 2'. The 'STARS' logo for Southern Illinois University is also present.

The main content area features a blue header for 'G. Board of Elections (BOE)' with a 'Legacy Supplier Section Data' button on the right. Below the header, a warning icon and text state: 'All questions marked with * are mandatory for submission.' A large informational box contains the following text: 'If a vendor is an entity doing business for profit (i.e. sole proprietorship, partnership, corporation, limited liability company or partnership, or otherwise), and the vendor is registering in Section A, Question 1 as a prime contractor only or prime contractor and subcontractor, then it must be registered with the State Board of Elections to register in the Illinois Procurement Gateway. Contributions made by entities and persons affiliated with your business are prohibited from making political contributions to certain officeholders as well as declared candidates for those offices. For more information about which entities and persons are considered "affiliated" with your business please see the Business Registration FAQ available on the State Board of Elections website or in the Illinois Procurement Code which is available on the General Assembly's website. For additional information regarding State Board of Elections registration, please contact the following Springfield Office 2329 S. MacArthur Blvd. Springfield, IL 62704 Office Hours Monday-Friday 8:00 am - 4:30 pm Phone: 217-782-8841 Fax: 217-782-5856 Chicago Office 101 W. Randolph Suite M-800 Chicago, IL 60601 Office hours Monday-Friday 8:30 am - 5:00 pm. Phone: 312-891-8443 Fax: 312-891-8488. Vendor is under a continuing duty to update the registration as required by the "Election Code."'

The main question is: 'Is your business registered with the Board of Elections (BOE)?*'. The options are: Yes - I certify my business is registered with BOE, No - I certify my business is a non-profit or a governmental entity and therefore not required to register with BOE, and Not applicable - I selected "subcontractor only" in section A - Question 1.

A green 'Save & Continue' button is located at the bottom of the form.

<https://elections.il.gov>

Form H. Iran Disclosure

The screenshot shows a web application interface for "Form H. Iran Disclosure". The top navigation bar includes the "Texas Government Gateway" logo, a user profile icon, and a "STARS Supplier Diversity" logo. The main content area is titled "Form H. Iran Disclosure" and contains a warning message: "All questions marked with * are mandatory for submission". Below this is a blue header for "H. Iran Disclosure" with a "Legacy Supplier Section Back" button. The main text area contains a detailed disclosure question: "Each vendor must state whether the vendor or any of its corporate parents or subsidiaries, if there were business operations that involved contracts with or provision of supplies or services to the Government of Iran, companies in which the Government of Iran has any direct or indirect equity share, consortiums or projects commissioned by the Government of Iran and more than 10% of the company's revenues produced in or assets located in Iran involve oil-related activities or mineral extraction activities; less than 10% of the company's revenues produced in or assets located in Iran involve contracts with or provision of oil-related or mineral extraction products or services to the Government of Iran or a project or consortium created exclusively by that Government; and the company has failed to take substantial actions or the company has, on or after August 5, 1995, made an investment of \$20 million or more, or any combination of investments of at least \$20 million each that in the aggregate equals or exceeds \$20 million in any 12-month period that directly or significantly contributes to the enhancement of Iran's ability to develop petroleum resources of Iran. If marked 'yes', the vendor should disclose all in the print text box." Below the text is a question: "I, Do you or any of your corporate parents or subsidiaries have any business operations that must be disclosed?" with radio buttons for "Yes" and "No business operations to disclose". The "No" option is selected. At the bottom is a green "Save & Continue" button. The left sidebar contains a navigation menu with items: Dashboard, New Registration, General Information, NIGF Information, Ownership Information, Form A. Business Information, Form B. Additional Information, Form C. Small Business Set-Aside Program, Form D. Department of Human Rights (DHR), Form E. Authorized to do Business in Texas, Form F. Certifications, Form G. Board of Directors (BOE), Form H. Iran Disclosure (highlighted), Form I. Financial Disclosure & Conflicts of Interest, Summary & Submit, Registration History, and Support.

Form I. Financial Disclosures & Conflicts of Interest

I. Financial Disclosure & Conflicts of Interest Legacy Supplier Section Docs

Financial Disclosures and Conflicts of Interest information must be accurately completed and submitted by the prime contractor, any parent entity(ies) and any subcontractors. State agencies and universities will consider this information when evaluating individual solicitations or awarding contracts. The requirement of disclosure of financial interests and conflicts of interest is a continuing obligation. If circumstances change and the previously submitted information is no longer accurate, disclosing entities must provide an updated form; the attached Financial Disclosure and Conflicts of Interest form must be completed if your business is 100% owned by another entity, called a "parent." If there are several layers of 100% ownership parents, then a separate form for each 100% ownership parent is required.

A. Identify the applicable entity type*

- Publicly Traded Entity
- Privately Held Entity with more than 100 shareholders
- Foreign Entity (non-U.S.)
- Sole Proprietorship (this does not include single-member LLCs or S-Corps)
- Not-for-profit entity
- Other Privately Held Entity (i.e. LLC/partnership/privately held corporation with 100 or fewer shareholders / or other entity type not clearly identified in another option)

B. Is there a parent entity that owns 100% of the Business?*

No Yes

C. Instrument of Ownership or Beneficial Interest*

- Corporate Stock (C-Corporation/S-Corporation/Professional Corporation/Service Corporation)
- Limited Liability Company Membership Agreement (Series LLC/Low-Profit Limited Liability Partnership)
- Partnership Agreement (General Partnership/Limited Partnership/Limited Liability Partnership/Limited Liability Limited Partnership)
- Trust Agreement (Beneficiary)
- Sole Proprietorship (this does not include single-member LLCs or S-Corps)
- Not-for-Profit
- Other

Navigation Sidebar:

- Dashboard
- New Registration
 - General Information
 - HIGP Information
 - Ownership Information
 - Form A. Business Information
 - Form B. Additional Information
 - Form C. Small Business Set-Aside Program
 - Form D. Department of Human Rights (DHR)
 - Form E. Authorized to do Business in Illinois
 - Form F. Certifications
 - Form G. Board of Elections (BOE)
 - Form H. Iron Disclosure
 - Form I. Financial Disclosure & Conflicts of Interest
 - Summary & Submit
- Registration History
- Support

I. Financial Disclosure and Conflicts of Interest

- ▶ Is there a parent entity that owns 100% of the business?
 - ▶ Yes
 - ▶ Download “ipg parent financial disclosures and conflicts of interest form”
 - ▶ Fill out completely with information pertaining to the parent entity
 - ▶ Upload completed version here
 - ▶ No

I. Financial Disclosure and Conflicts of Interest

- ▶ Instrument of ownership or beneficial interest
 - ▶ Corporate Stock (C Corp, S Corp, Professional Corp, Service Corp)
 - ▶ Limited Liability Company membership agreement (Series LLC, Low profit limited liability partnership)
 - ▶ Partnership agreement (general partnership, limited partnership, limited liability partnership)
 - ▶ Trust agreement (beneficiary)
 - ▶ Sole Proprietorship (not single member LLC or S Corp)
 - ▶ Not-for-profit
 - ▶ Other
 - ▶ describe

I. Financial Disclosure and Conflicts of Interest

- ▶ Is there any individual or entity who meets any of the following thresholds: (a) owns more than 5% of the business, (b) holds ownership share of the business valued in excess of \$123,420.00 (c) is entitled to more than 5% of the business' distributive income, or (d) is entitled to more than \$123,420.00 of the business' distributive income
 - ▶ Yes - the information is publicly available on a website (skip questions 5-8 and 11-20)
 - ▶ List website address
 - ▶ Yes - the information is publicly available as a document (skip questions 5-8 and 11-20)
 - ▶ Federal 10K, 20F, 40F, or equivalent (attach document)
 - ▶ Yes - the information is not publicly available
 - ▶ List individuals
 - ▶ Yes - Sole Proprietor
 - ▶ Enter owners first and last names
 - ▶ No - there are no individuals or entities that meet any of these thresholds
 - ▶ Not applicable - not for profit entity

I. Financial Disclosure and Conflicts of Interest

2. Please certify that the following statement is true: all individuals or entities that hold an ownership interest in the business of greater than 5% or valued greater than \$123,420.00 have been disclosed in question 1. *

3. Please certify that the following statement is true: all individuals or entities that were entitled to receive distributive income in an amount greater than \$123,420.00 or greater than 5% of the total distributive income of the business have been disclosed in question 1. *

4. Disclosure of Board of Directors for Not-for-Profit Entities *

I. Financial Disclosure and Conflicts of Interest

► Questions 5-8 (skip if indicated above)

5. For the individuals disclosed above in question 1 and for sole proprietors, are any of them a person who holds an elective office in the state of Illinois or holds a seat in the general assembly, or are they the spouse or minor child of such person? *

6. For the individuals disclosed above in question 1 and for sole proprietors, are any of them appointed to or employed in any offices or agencies of state government and receive compensation for such employment in excess of 60% (\$123,420.00) of the salary of the governor, or are any of them the spouse or minor child of such person? *

7. For the individuals disclosed above in question 1 and for sole proprietors, are any of them an officer or employee of the capital development board or the Illinois toll highway authority, or are any of them the spouse or minor child of such person? *

8. For the individuals disclosed above in question 1 and for sole proprietors, are any of them appointed as a member of a board, commission, authority, or task force authorized or created by state law or by executive order of the governor, or are they the spouse or an immediate family member who currently resides or resided with such person within the last 12 months? *

I. Financial Disclosure and Conflicts of Interest

9. If any question in 5-8 above is answered yes, please answer the following: Do any of the individuals identified, their spouse, or minor child receive from the entity more than 7.5% of the entity's total distributable income or an amount of distributable income in excess of the salary of the Governor (\$205,700.00)?*

10. If any question in 5-8 above is answered yes, please answer the following: Is there a combined interest of any individual identified along with their spouse or minor child of more than 15% in the aggregate of the entity's distributable income or an amount of distributable income in excess of two times the salary of the Governor (\$411,400.00)?*

Summary & Submit

The screenshot displays the 'Summary & Submit' interface for a new registration in the IFG Procurement Gateway. The page is titled 'View Summary & Submit' and shows the registration status as 'Public status (Pending Submission)'. The left sidebar contains a navigation menu with the following items: Dashboard, New Registration (selected), General Information, NIGP Information, Ownership Information, Form A. Business Information, Form B. Additional Information, Form C. Small Business Set-Aside Program, Form D. Department of Human Rights (DHR), Form E. Authorized to do Business in Illinois, Form F. Certifications, Form G. Board of Elections (BOE), Form H. Iran Disclosure, Form I. Financial Disclosure & Conflicts of Interest, Summary & Submit (marked with a red X), Registration History, and Support. The main content area lists the registration data sections: General information, NIGP Information, Ownership Information, Form A. Business Information, and Form B. Additional Information. Each section is represented by a blue bar with a plus sign icon on the right, indicating that the user can expand or view details for each section. An 'EXPORT TO PDF' button is located in the top right corner of the main content area.

IFG Procurement Gateway

Home - View Summary & Submit

New Registration Data (Last updated on 05/14/2024) **Public status (Pending Submission)** EXPORT TO PDF

- General information
- NIGP Information
- Ownership Information
- Form A. Business Information
- Form B. Additional Information

Summary & Submit

Submit New Registration

Name ^{*} Jane Doe

Title ^{*} CEO

Organization ^{*} IPG Test 2

Date ^{*} 6/14/2024

I am submitting this form with information that I understand to be correct and accurate.

I confirm that all information and attachments provided are current.

Signature ^{*}

Clear Save Signature

Sign above

Dashboard

New Registration

- General Information
- NIDP Information
- Ownership Information
- Farm A. Business Information
- Farm B. Additional Information
- Farm C. Small Business Set-Aside Program
- Farm D. Department of Human Rights (DHR)
- Farm E. Authorized to do Business in Illinois
- Farm F. Certifications
- Farm G. Board of Elections (BOE)
- Farm H. Iran Disclosure
- Farm I. Financial Disclosure & Conflicts of Interest
- Summary & Submit

Registration History

Support

IPG Procurement Gateway

IPG Test 2

STARS Supplier Diversity



- Dashboard
- New Registration
- Registration History
- Support

New Registration In Process

Submitted , Pending Review/Acceptance

[Go to New Registration In Process](#)

| | |
|--|---------------------------------------|
| <input checked="" type="checkbox"/> Supplier | IPG Test 2 |
| <input type="checkbox"/> Status | Submitted , Pending Review/Acceptance |
| <input type="checkbox"/> Submit Date | 06/14/2024 |
| <input type="checkbox"/> Review Date | |
| <input type="checkbox"/> Unread Messages | 0 |

If you would like to withdraw your application, [click here](#)

Log in to your IPG profile to view your application status

IPG needs more information (you will also receive email notification)

New Registration In Process

Information needed [See Messages for Details](#)

Returned, Information needed


[Go to New Registration In Process](#)

| | |
|-----------------|----------------------------|
| Supplier | Joe's Car Wash LLC |
| Status | Return, information needed |
| Submit Date | |
| Review Date | 02/20/2024 |
| Unread Messages | 0 |

If you would like to withdraw your application, [click here](#)


Notifications are also available from your IPG dashboard

Notifications [See More](#)

 **Illinois: IPG Vendor Portal Registration Submitted**

Dear Joe's Car Wash, Thank you for completing and submitting the IPG vendor portal registration. The State of Illinois appreciates the oppo...

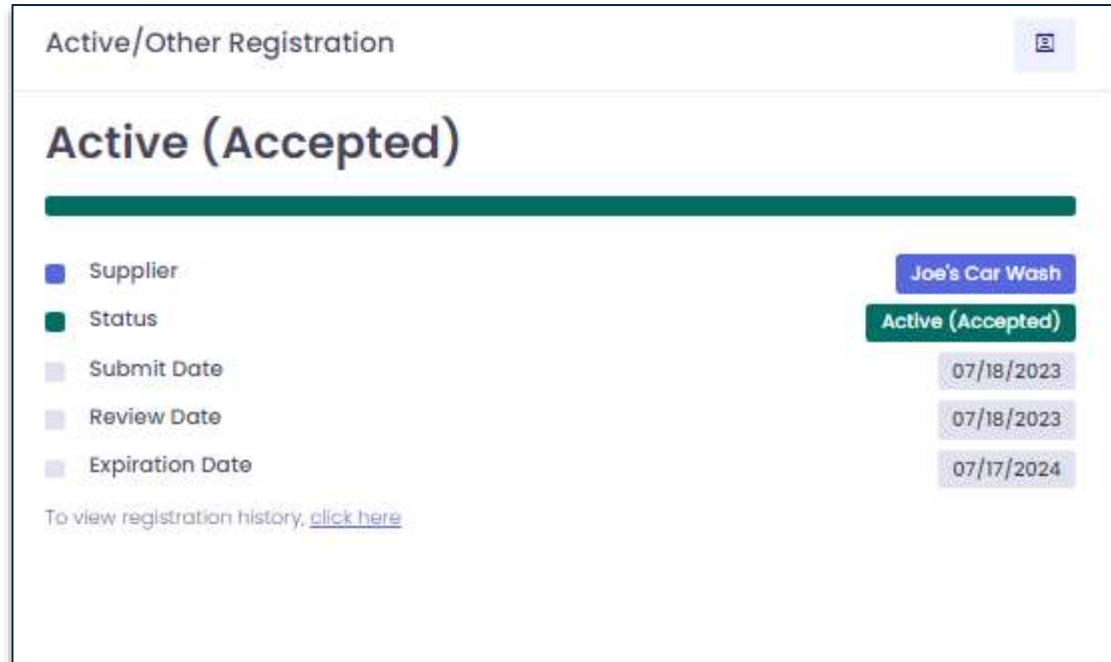
2/20/2024 2:52:00 PM

 **Illinois: IPG Vendor Portal Registration Submitted**

Dear Joe's Car Wash, Thank you for completing and submitting the IPG vendor portal registration. The State of Illinois appreciates the oppo...

1/31/2024 12:49:00 PM

When your registration is approved you will receive email notification
Your IPG profile will say Active



The screenshot shows a web interface for an IPG registration profile. At the top, it says "Active/Other Registration" with a small icon. Below that, the status is prominently displayed as "Active (Accepted)" in a large, bold font, accompanied by a thick green horizontal bar. To the left, there is a legend with four items: "Supplier" (blue square), "Status" (green square), "Submit Date" (grey square), "Review Date" (grey square), and "Expiration Date" (grey square). To the right of the legend, the corresponding values are shown in colored boxes: "Joe's Car Wash" (blue), "Active (Accepted)" (green), "07/18/2023" (grey), "07/18/2023" (grey), and "07/17/2024" (grey). At the bottom left, there is a link: "To view registration history, [click here](#)".

| Field | Value |
|-----------------|-------------------|
| Supplier | Joe's Car Wash |
| Status | Active (Accepted) |
| Submit Date | 07/18/2023 |
| Review Date | 07/18/2023 |
| Expiration Date | 07/17/2024 |

You can also view your expiration date to monitor when you need to re-qualify

Thank you!

Illinois
Procurement
Gateway

eec.smallbusiness@illinois.gov

Small Business Set-
Aside

- 217-782-1270
- eec.ipg@illinois.gov

Chief Procurement
Office for General
Services

- [Vendor Resources](#)



CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services