



Illinois Tollway **DIVERSITY**

Driving Economic Opportunities

BUILDING FOR SUCCESS

*Doing Business With the Tollway
Contract Compliance*

July 17, 2023

HOUSEKEEPING RULES



Housekeeping Rules



WELCOME & INTRODUCTIONS



Doing Business with the Illinois Tollway – Contract Compliance

Seannica Spencer

Senior Contract Compliance Analyst
Illinois Tollway

CONTRACT COMPLIANCE

The Tollway's Contract Compliance Team is responsible for monitoring all compliance requirements applicable to the following programs:

- Disadvantaged Business Enterprise (DBE): (49 CFR Part 26 & 23)
- Veteran Business Enterprise (VBE): (30 ILCS 500/45-57)
- State of Illinois Prevailing Wage requirements: (820 ILCS 130/)
- Equal Employment Opportunity (EEO) Program: Executive Order 11246 and by Title VII of the Civil Rights Act of 1964, the Illinois Department of Human Rights (IDHR) as established through the Illinois Human Rights Act (Illinois Compiled Statutes, 775 ILCS 5/1 -101, et sequitur), and State of Illinois Executive Order 15-2, Executive Order To Ensure Equal Opportunity Is Provided To All Illinois Persons And Businesses.



CONTRACT COMPLIANCE

Requirements by contract type:



Type of Contract	DBE	VBE	EEO	Illinois Prevailing Wage
Construction	Yes	Yes	Yes	Yes
Professional Services	Yes	Yes	No	No



DBE Certifications

- **DBE**

- IL UCP (Including IDOT, CTA, Metra, Pace and City of Chicago)
 - <https://idot.illinois.gov/doing-business/certifications/disadvantaged-business-enterprise-certification/il-ucp-directory/index>



- **MBE/WBE**

- City of Chicago
 - <https://chicago.mwdbe.com/?TN=chicago>
- Cook County
 - <https://www.cookcountyl.gov/service/search-certified-vendors>

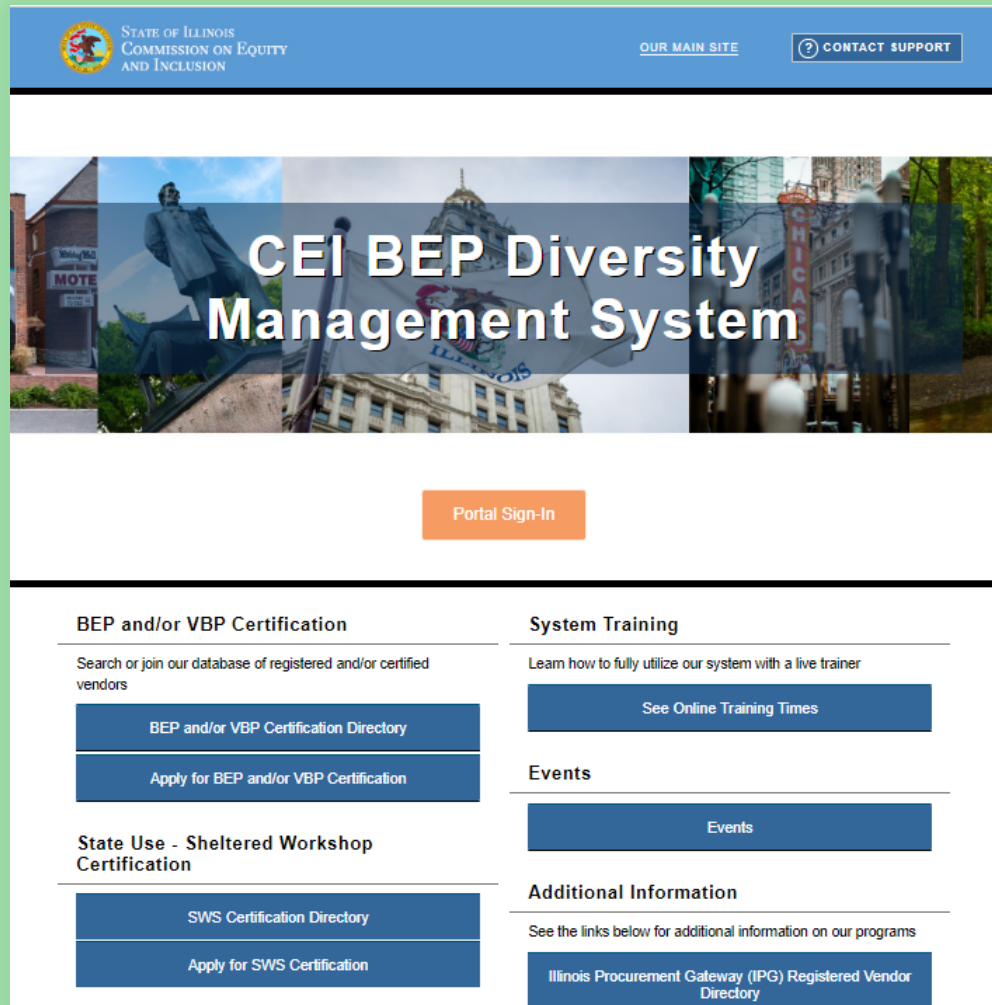


- **SBA 8(a)**

- Small Business Administration
 - <https://www.sba.gov/partners/contracting-officials/contracting-program-administration/8a-program-administration#id-how-to-find-a-program-contractors>



VBE Certifications



- **VOSB/SDVOSB**
 - State of Illinois Commission on Equity and Inclusion
 - <https://ceibep.diversitysoftware.com/>



FORMS

Construction

- DBE/VOSB Form 2026 – Utilization Plan
- DBE/VOSB Form 2025 – Participation Statement Form, Part 2
- DBE/VOSB Form 2023 – Good Faith Efforts
- Form 1256 – Workforce Projection

Professional Services

- Exhibit F – VOSB Participation and Utilization Plan
- Exhibit H – DBE Participation and Utilization Plan

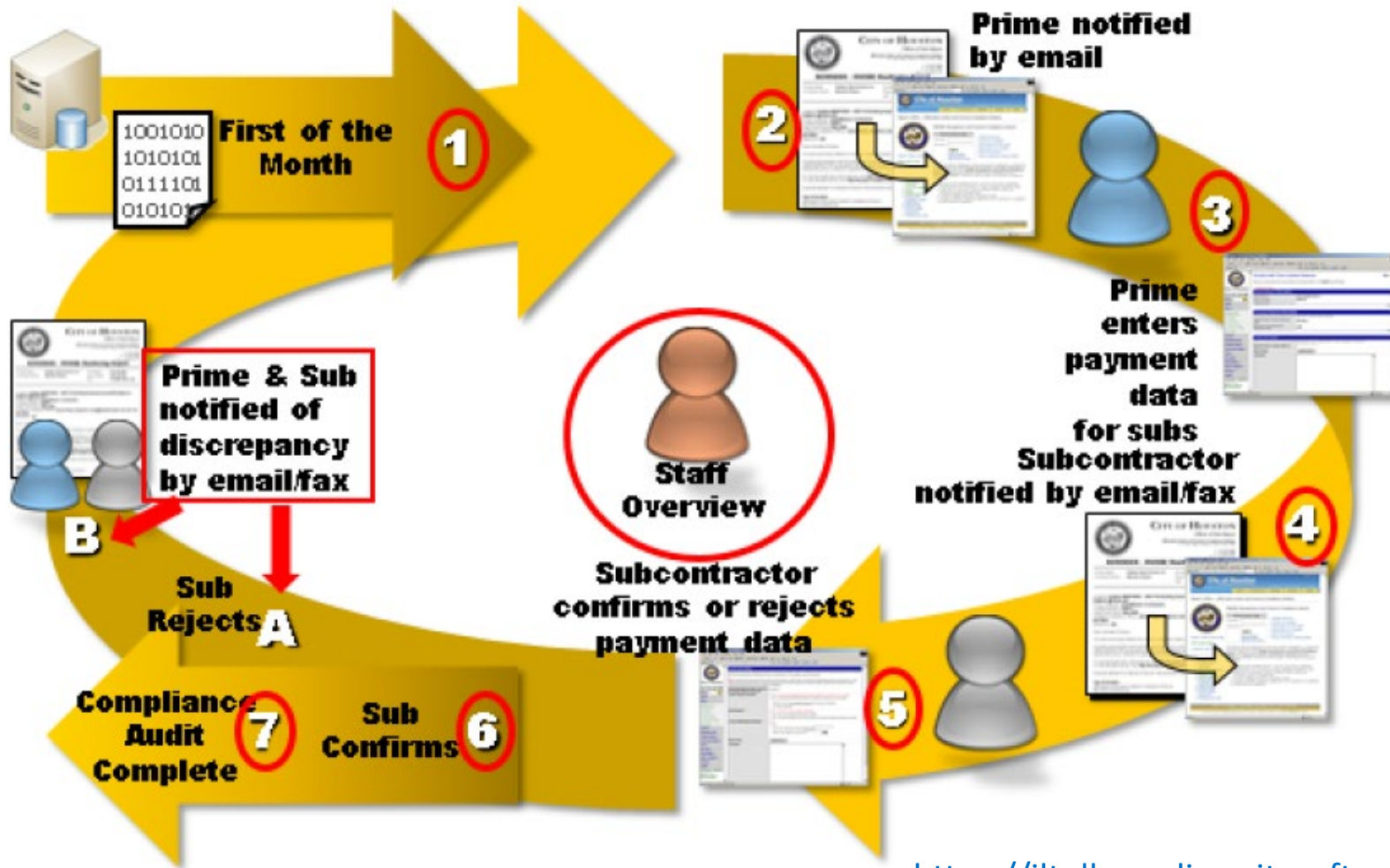


COMPLIANCE MONITORING SYSTEMS

Systems/Applications utilized to monitor compliance:

System/Application	Construction	Professional Services
B2Gnow	Yes	Yes
Capture	Yes	No
Certified Transcript of Payroll Portal	Yes	No

B2GNOW



- By the 15th of the month, all payment information from the Prime must be entered for all subcontractors on the jobsite in B2GNOW (including zero values).
- By the 25th of the month, all payment information for subcontractors/sub-tiers must be confirmed in B2GNOW (including zero values).

<https://iltollway.diversitysoftware.com/>



CAPTURE

- EEO information must be submitted in Capture no later than the 25th of the month for the prior month's payroll data.
- The prime is responsible for submitting EEO hours in the Tollway's Capture System. Prime contractors are responsible for ensuring that EEO hours including those of their subcontractors are reported in Capture for every construction worksite.
- New to ISTHA? Request the Capture Application Form sending an email to ContractCompliance@getipass.com

A screenshot of the login interface for the Capture system. It has a green header bar with the text 'Log In'. Below the header, there are two input fields: 'User Name:' followed by a text box, and 'Password:' followed by a text box. Below the password field is a green 'Log In' button. At the bottom of the form is a blue link that says 'Forgot your password?'.

NOTICE: This system is the property of the Illinois State Toll Highway Authority ("Tollway") and is to be used for official business purposes only. Specifically, in this case, this system is to be used solely for the purpose of submitting information relative to DBE/MBE/WBE participation. Users of this system should understand that they have no reasonable expectation of privacy with regard to the information they may enter, send, view or store in any database or information system that is owned by the Tollway and that they may be monitored to the extent necessary to enforce the Tollway policies and procedures and other applicable state and federal laws.

Any attempt to utilize this system, or access thereto, for a purpose other than set forth above, is considered by the Tollway to be inappropriate and a serious breach of security. Such action will be grounds for the Tollway to pursue remedial action under the terms of your contract with the Tollway, including but not limited to termination of that contract.

<http://www.tollwaydiversitycapture.com>



CERTIFIED TRANSCRIPT OF PAYROLL PORTAL

https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/certif

Certified Transcript of Payroll

Illinois | Governor JB Pritzker | Michael D. Kleinik, Director | Contact | File A Complaint

LABOR

IDOL > Laws and Rules > Conciliation and Mediation Division > Certified Transcript of Payroll

Certified Transcript of Payroll

The Certified Transcript of Payroll is now open! Please follow the instructions below.

Accessing the Certified Transcript of Payroll Portal

1. Creating an Illinois Public ID Account

You will need to create an Illinois Public ID Account.

1. To create an Illinois Public ID Account click [here](#) (will open a new tab).
Do not close out of this page, after your account is created you will need to return here to log in to the online portal.

2. Click "Create a new Account" and complete the registration form.

3. Please note if you did not receive an email, follow the help instructions located [here](#).

4. Once your account is created, continue with the instructions below.

RECENT

CERTIFIED TRANSCRIPT OF PAYROLL

CHILD BEREAVEMENT LEAVE ACT

CHILD CARE ACT OF 1969

CURRENT PREVAILING RATES

<https://labor.illinois.gov/laws-rules/conmed/certifiedtranscriptofpayroll.html>

- The contractor is responsible for submitting certified payrolls to the Illinois Department of Labor (IDOL).
- Prime contractors are responsible for ensuring that certified payrolls including those of their subcontractors are submitted to IDOL, including all properly executed certifications, organized by contract for every construction worksite.
- Questions concerning the certified payroll submission should be directed to IDOL.



CONSTRUCTION

Reminders

- Ensure that Diverse and Non-Diverse vendors are set up in B2Gnow through the A15 process.
- Waivers of lien are required to be submitted via B2GNow for each pay estimate or retainage release application. Trailing lien waivers must be submitted within the 60-day threshold
- EEO Hours reporting will be completed in Capture.
- Prevailing Wage: Certified payroll submission will now be directed to IDOL and must be completed weekly.
- There will be unannounced periodic site visits to the jobsite.
- Company profile/user contact information for the Prime and Subcontractors should be reviewed periodically for updates Please notify your Tollway compliance analyst regarding any new changes/updates.



CONSTRUCTION

Expectations:

- By the 15th of the month, all payment information from the Prime must be entered for all subcontractors (diverse and non-diverse) on the jobsite in B2GNOW (including zero values)
- By the 25th of the month, all payment information for subcontractors/sub-tiers (diverse and non-diverse) must be confirmed in B2GNOW (including zero values)
- By the 25th of each month all EEO hour submissions should be completed in Capture.
- All Certified payroll should be entered into IDOL weekly.
- All changes to the Utilization Plans must be approved by Compliance including:
 - Subcontractor changes
 - Decreases in Subcontractor performance
 - Increases to the contract value



PROFESSIONAL SERVICES

Expectations:

- By the 15th of the month, all payment information from the Prime must be entered for all subcontractors (diverse and non-diverse) on the jobsite in B2GNOW (including zero values)
- By the 25th of the month, all payment information for subcontractors/sub-tiers (diverse and non-diverse) must be confirmed in B2GNOW (including zero values)
- All changes to the Utilization Plans must be approved by Compliance including:
 - Subcontractor changes
 - Decreases in Subcontractor performance
 - Increases to the contract value



CONTACT INFORMATION

For questions on Compliance issues please contact us at
ContractCompliance@getipass.com

Compliance Staff Contacts:

- Seannica Spencer, Sr. Contract Compliance Analyst – SSpencer@getipass.com
- Grace Perez, Contract Compliance Manager – GPerez@getipass.com





QUESTION & ANSWER SESSION

DIVERSITY AND STRATEGIC DEVELOPMENT

Programs

- Business assistance
- Mentoring and training
- Construction industry training and hiring opportunities

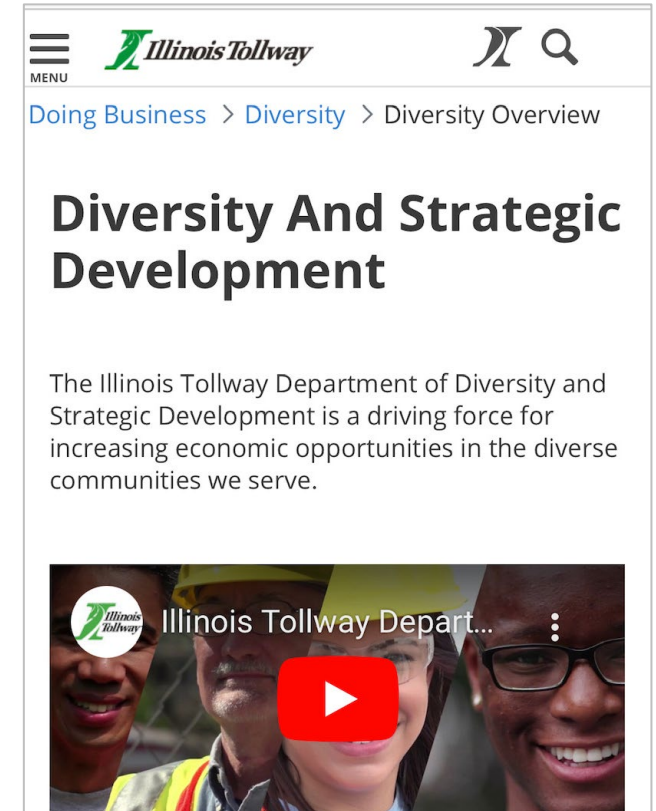
Initiatives

- Virtual outreach sessions
- Training webinars
- Contracting opportunity emails

Register for Tollway Diversity alerts!

- lperez@getipass.com

Visit illinoistollway.com to get started





THANK YOU