



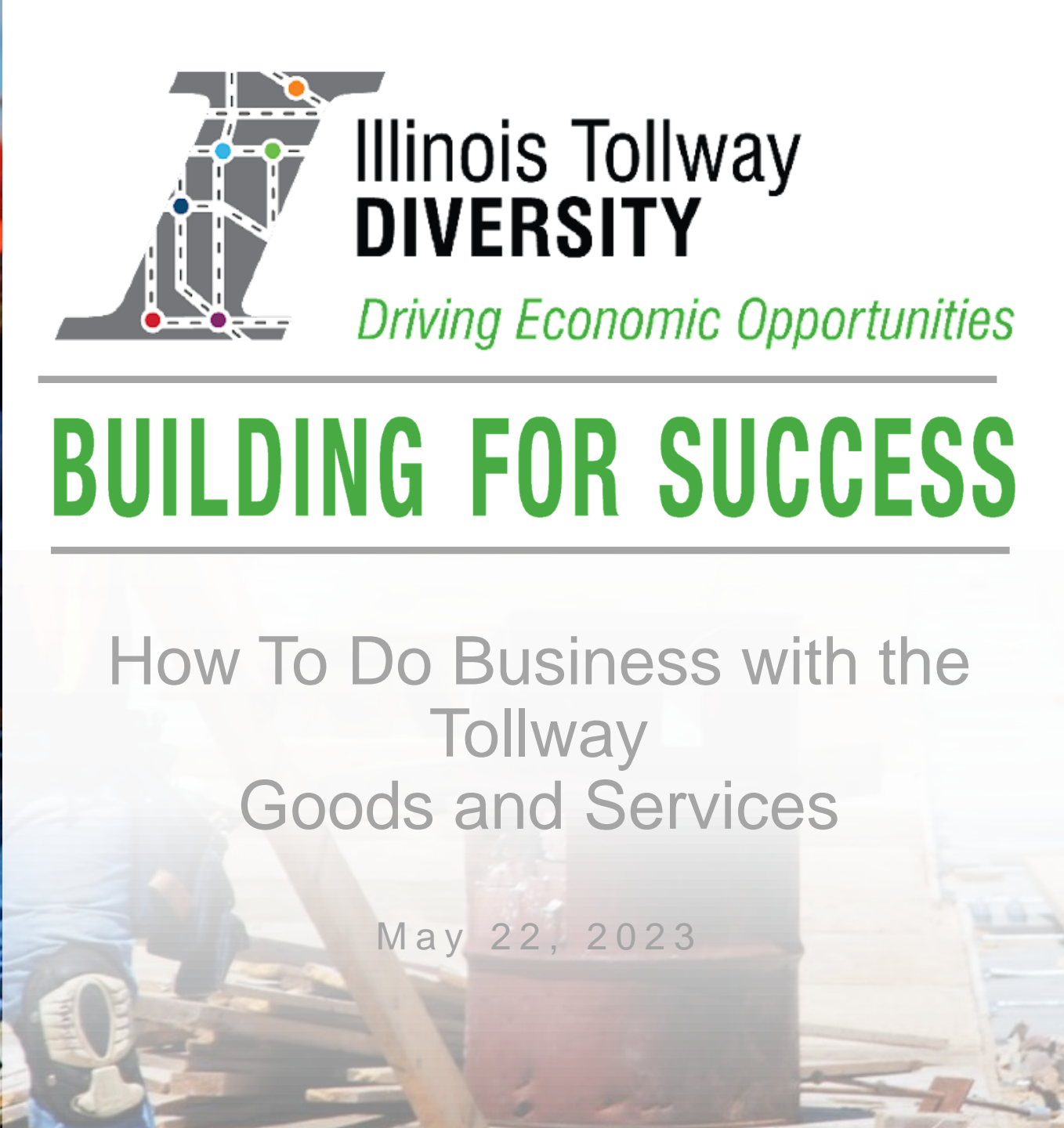
Illinois Tollway **DIVERSITY**

Driving Economic Opportunities

BUILDING FOR SUCCESS

How To Do Business with the
Tollway
Goods and Services

May 22, 2023



HOUSEKEEPING RULES



Housekeeping Rules



WELCOME & INTRODUCTIONS

How to do Business with the Tollway – Goods and Services

Jennifer Soldat
Contract Manager
Illinois Tollway Procurement

PROCUREMENT – GOODS AND SERVICES

380+ contracts valued at more than \$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 (\$100,000)

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 \$100,000) – 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 IPG Active Registered Vendor Disclosure forms (formerly 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, the IPG Active Registered Vendor Disclosure forms 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.



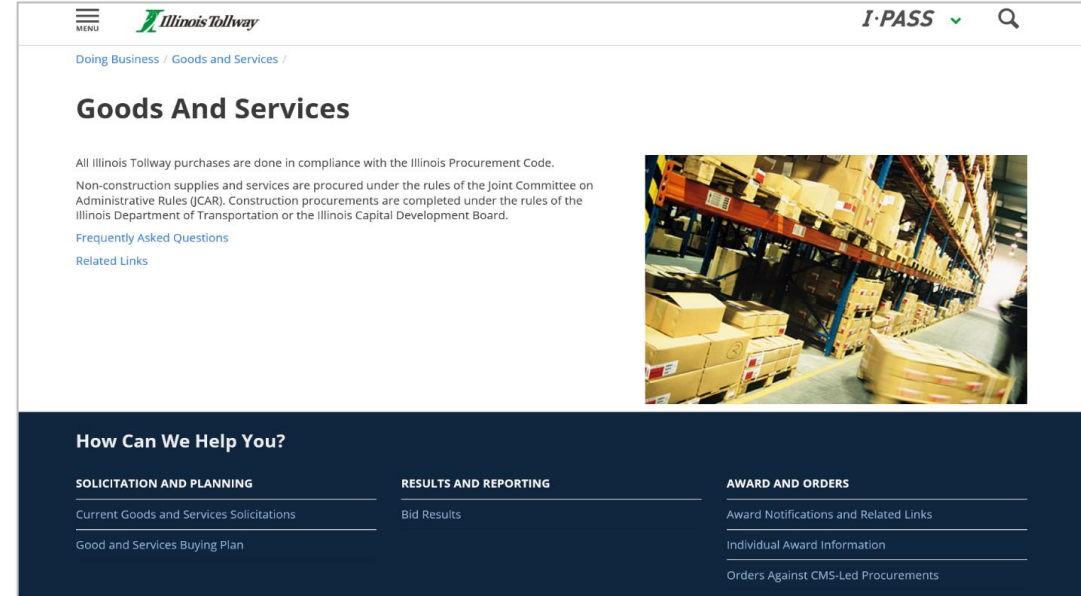
BIDBUY

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/Offer to the Tollway
- For additional information and to register your company, please visit www.bidbuy.Illinois.gov

ILLINOIS TOLLWAY.COM > DOING BUSINESS

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



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
- Vendor Disclosure (formerly known as FORMS A) or
IPG Active Registered Vendor Disclosure (formerly known as FORMS B)
 - Bidder must have a valid IPG Registration Number to Submit IPG Active Registered Vendor Disclosure
- 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 Vendor Disclosure (formerly FORMS A) or IPG Active Registered Vendor Disclosure (formely 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



QUESTION & ANSWER SESSION

DIVERSITY AND STRATEGIC DEVELOPMENT

Programs

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

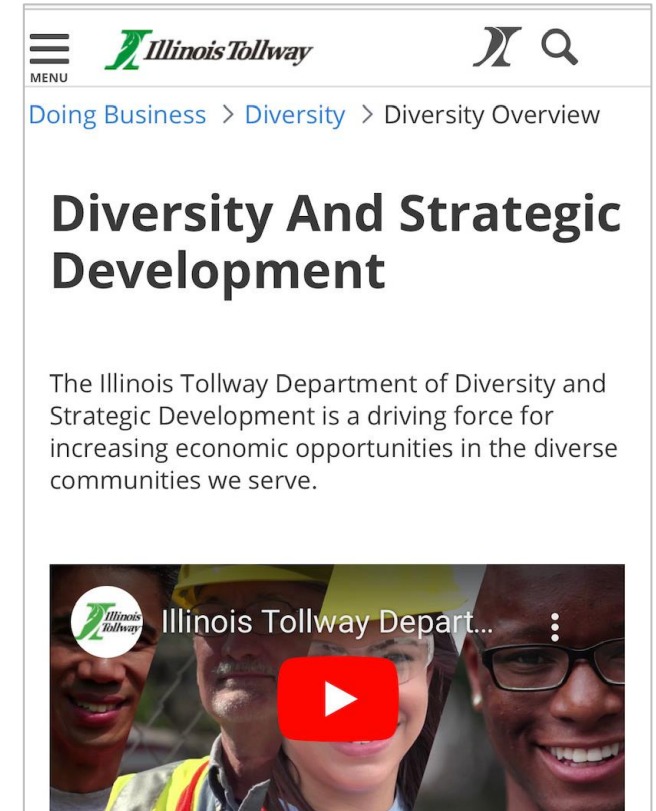
Initiatives

- Virtual outreach sessions
- Training webinars
- Contracting opportunity emails

Register for Tollway Diversity alerts!

- lperez@getipass.com

Visit illinoistollway.com to get started





THANK YOU