

A photograph of two construction workers in safety gear (hard hats, safety vests) working on a large concrete structure. One worker is on the left, wearing a yellow vest and a grey hard hat, reaching up to adjust a chain. The other worker is on the right, wearing a yellow vest and a grey hard hat, standing and observing. The background shows a stone wall and a concrete barrier with the number '1043+85' written on it. A large white arrow graphic points from the left towards the right, partially overlapping the text.

# **BUILDING FOR SUCCESS**

Illinois Capital Development Board  
Prequalification

Presented on November 13, 2023





Please remain muted  
for the duration of  
the webinar

Questions can be  
submitted via the  
chat box and will be  
answered during the  
Q&A portion



# HOUSEKEEPING RULES

# WELCOME AND INTRODUCTIONS

## Illinois Capital Development Board Prequalification

Presented by Joel Meints  
Contracts Administrator for the Capital Development  
Board





**Capital  
Development  
Board**  
Building a Better Illinois



# **Illinois Capital Development Board**



Doing business with  
the State of Illinois  
and the  
Capital Development  
Board

EXECUTIVE DIRECTOR  
**JIM**  
**UNDERWOOD**



Capital  
Development  
Board  
Building a Better Illinois

# Agency Information



**Capital  
Development  
Board**  
Building a Better Illinois

**50**  
YEARS

- CDB has supported the State of Illinois since 1972
- Oversees construction for:
  - Correctional centers
  - College and university buildings
  - Mental health hospitals
  - State parks
- Responsible for over 8,770 state-owned buildings
- 138 Full-time employees

# Agency Mission

- Efficiently manage the vertical construction projects and capital planning in Illinois for State Agencies and Higher Education Institutions
- Ensure that quality capital projects are delivered on schedule and on budget
- Provide a fair and inclusive environment to support diversity efforts in the design and construction industries



Capital  
Development  
Board  
Building a Better Illinois



Prequalification &  
Vendor Registration  
with CDB

CDB CONTRACTS  
ADMINISTRATOR  
**JOEL MEINTS**



# Prequalification

Two types of designations vendors will encounter at CDB:

1. Prequalification – the process that CDB uses to verify that vendors meet requirements to be able to contract directly with the CDB. Some consultants, subconsultants also may need to be prequalified. Protected subcontractors clearly defined on the bidding form with the Single-Prime delivery method must also be prequalified
2. Vendor Registration – for subcontractors, A/E specialty consultants and material suppliers that do not wish to be prequalified and bid directly with CDB. Subcontractors are not required to be prequalified

Both Prequalification and Registration are active for three years

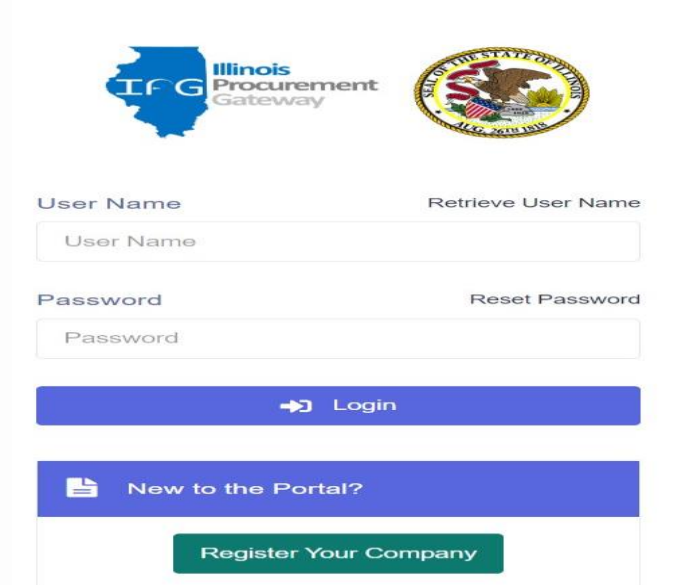
# Prequalification

- Firms must be prequalified the day PRIOR to bidding or providing submittals for selection
- Prequalification applications may take up to 45 days, vendors are urged to prequalify as soon as possible
- Starting January 1, 2023 Illinois Procurement Gateway (IPG) registration is required for all vendors that are renewing prequalification or a new vendor seeking prequalification.
- New firms must complete a CDB Training Seminar during the first year of prequalification. When offered, training opportunity can be found on the website under the Architect/Engineer or Contractor pages. Previously prequalified firms must also maintain a staff member who has attended the training.



# IPG

The State of Illinois Chief Procurement Office has made available the Illinois Procurement Gateway (IPG). The IPG (<https://ipg.illinois.gov/>) is a streamlined, online process that allows those doing business with the state (including contractors, subcontractors, architects, engineers and consultants) to enter, organize, and submit information, certification and disclosure documents online, in advance of a particular procurement. Not required for subcontractors but can speed up the process if they have contracts with a prime vendor that exceeds \$100,000.



Illinois Procurement Gateway

State of Illinois

User Name [Retrieve User Name](#)

Password [Reset Password](#)

[Login](#)

[New to the Portal?](#)

[Register Your Company](#)

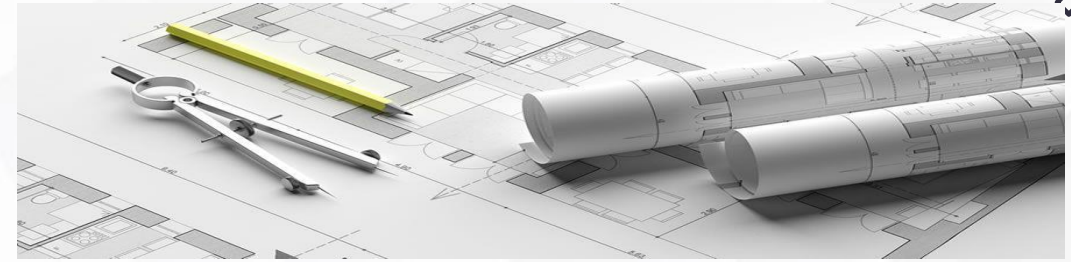
# Prequalification's Application

Three different types:

- Architect/Engineer
- Contractor
- Construction Manager/  
Program Manager



# A/E



- The Illinois 30 ILCS 500 Procurement Code and Capital Development Board (CDB) rules require that professional design firms be prequalified.
- Illinois law requires corporations, partnerships and sole proprietorships practicing architecture, professional engineering, structural engineering or land surveying to be licensed with the Department of Professional Regulation (DPR)

# Contractor



Prime Contractor wishing to contract directly with the CDB



Subcontractors who are planning to perform work as a Protected Subcontractor as defined for the Single Prime Delivery method also are required to Prequalify



# Contractor

## Valid Illinois firm licenses:

- Plumbing
- Fire Sprinkler
- Roofing
- Asbestos Abatement
- Underground storage tank removal
- Lead abatement

# Construction Manager/Program Manager



CM/PM wishing to contract directly  
with the CDB

# Prequalification Application

Documentation associated with  
the application:

- Non-Residential Experience, Bonding Capacity, References
- State Board of Elections, Secretary of State, Financial Disclosure and Conflict of interest, licenses, and Department of Human Rights

# Joint Ventures

00 21 60 JOINT VENTURES .1 General. Two or more prequalified contractors may submit a bid as a Joint Venture. If a Joint Venture submits the lowest responsible and responsive bid, CDB will require disclosure of the contractual arrangement between the members of the Joint Venture prior to award. At a minimum, the Joint Venture documents shall identify the consent of surety and insurance underwriters to insure the joint venture in accordance with CDB requirements.

- Two or more vendors may combine to form a Joint Venture (JV).
  - All vendors in the JV must be pre-qualified with CDB.
  - One vendor in the JV must be willing to accept payment from Illinois Office of the Comptroller (IOC)
  - CDB will need a copy of the JV agreement
- If the vendors forming the JV are creating a new business entity (FEIN #)
  - New business entity will need to be pre-qualified
  - Payments can go to the new entity if they are pre-qualified and meet the requirements of IOC.



## Vendor Registration and Prequalification

CDB offers opportunities for firms to design, construct, and perform construction program management services on projects throughout the State of Illinois. Vendors must be prequalified prior to bidding or providing applications for selection. The processing of prequalification applications may take up to 45 days; therefore, firms are urged to prequalify now for upcoming projects associated with the Capital Bill.

### IPG Mandatory with Prequalification

**Please note: Prequalification and registration are not the same. If you are currently registered as a subcontractor but intend to submit a bid for a project as a prime contractor, or as a participant on a single prime project as a designated "protected subcontractor," then you must apply for prequalification approval.**

There are three types of prequalification applications. Please download the form(s) applicable to the services you wish to bid on.

- [Architect/Engineer](#)
- [Contractor](#)
- [Construction Manager/Program Manager](#)

For assistance with prequalification, please email [CDB.VendorReg@Illinois.gov](mailto:CDB.VendorReg@Illinois.gov)

**Note: Email attachments larger than 25 MB will be automatically removed from incoming emails. CDB does not receive notification that attachments have been removed, so please verify file size before submitting.**



# QUESTION AND ANSWER

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# DIVERSITY AND STRATEGIC DEVELOPMENT

## PROGRAMS

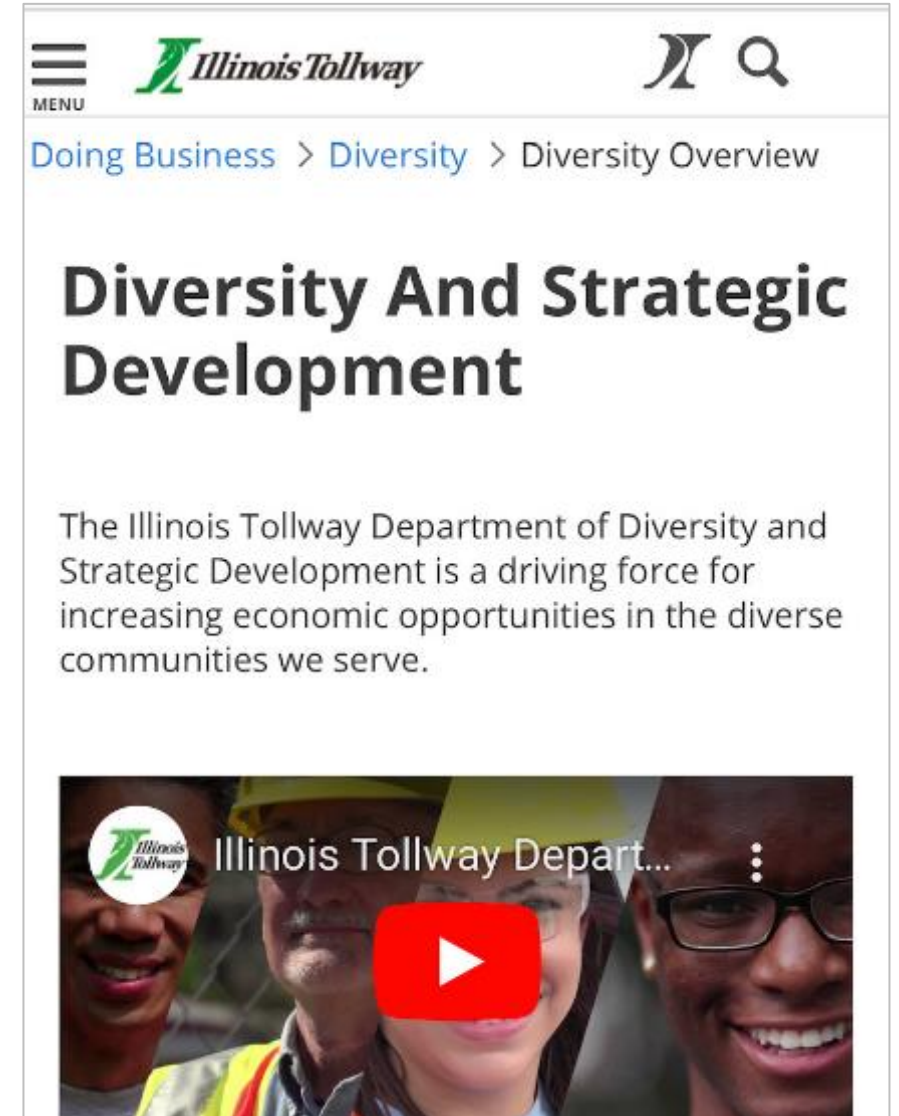
- Business assistance
- Mentoring and training
- Construction industry training and hiring opportunities

## INITIATIVES

- Virtual outreach sessions
- Training webinars
- Contracting opportunity emails

## REGISTER FOR TOLLWAY DIVERSITY ALERTS!

[lperez@getipass.com](mailto:lperez@getipass.com)



 @ILTollway

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# SOCIAL MEDIA





# THANK YOU

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