SEIZE THE OPPORTUNITY

Procurement Department

February 28, 2020
PROCUREMENT – GOODS AND SERVICES

350+ contracts valued over $1.1 billion

Non-construction supplies and services are procured under the rules of the Joint Committee on Administrative Rules (JCAR)

• Examples of “goods” include various commodities such as rock salt and roadway materials, vehicles, office supplies, and software licenses

• Examples of “services” include procurements for temporary staffing services, IT consulting services, and repair services
Invitation for Bid (IFB)
• Awarded to lowest responsible and responsive bidder

Request for Proposal (RFP)
• Awarded to vendor that provides the overall best value, 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 the small purchase threshold ($101,800)
How does the program work?

- Over 600 product and service categories at any dollar amount
- Procurements less than $101,800 – 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 IPG

- Annual registration along with submittal of the company’s annual report is required
Tollway is required to utilize BidBuy for all procurements

Procurement opportunities and awards are listed for all State agencies

This is the first step.

Allows for viewing of open bids.
Correct NIGP codes must be selected so that proper notification of solicitations is provided

Contact information must stay current

Good practice to have more than one individual registered
• 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.
• Minimizes risk of vendor disqualification for administrative errors at the time of bid opening
• Creates an electronic company record that may be updated at any time
• 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

www.ipg.vendorreg.com
PROCUREMENT OPPORTUNITIES ON TOLLWAY’S WEBSITE

Doing Business section of illinoistollway.com
Frequently Asked Questions
Current Goods and Services Solicitations
Goods and Services Buying Plan
AVOID COMMON MISTAKES

• Read solicitations in detail, utilize vendor checklist document available in the solicitation
• Complete required disclosures forms (either Forms A or Forms B must be submitted)
• If solicitation contains a BEP and/or a Veteran’s goal, a U-Plan and LOI must be submitted
• Submit on time
• Get BEP/Veteran certified and stay current (must certify on an annual basis)
• Electronic bids still require a signed offer along with applicable Forms to be uploaded
• Provide detailed RFP responses
• Remember – bid opportunities are price competitive!
Construction and Professional Services

700+ open contracts valued over $7.3 billion

Construction – Invitation for Bids (IFB)

Professional Services Bulletin - (PSB)

- Includes, but is not limited to, the following:
  - Consulting Services
  - Design Contracts
  - Construction Management
  - Geotechnical Services
The Tollway Bid Letting schedule lists all Tollway Construction IFBs above the small purchase threshold and includes the following:

- Type of Work
- Project Description
- Advertise Date
- Bid Opening Date
- Estimated Board Date
- Estimated Contract Completion Date

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Advertise Date</th>
<th>Bid Opening Date</th>
<th>Estimated Board Date</th>
<th>Estimated Contract Completion Date</th>
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Disclosures not submitted (Forms A & Forms B)
DBE 2026
VOSB 2026
Bid Bond (Construction Only)
Blank pay item (Construction Only)
Small Business Set Aside
Not IDOT or CDB prequalified (Construction Only)
Late Submittal
Professional Services Bulletin (PSB)

- PSB lists opportunities available
- Interested firms electronically submit a Statement of Interest detailing:
  - Demonstrated ability of personnel
  - Past experience, record and performance data
  - References, workload and ability to meet time constraints
  - Geotechnical Services
REQUIRED DOCUMENTS

**Statement of Interest (submit one per item proposed)**

**Firm’s Commitment and Signature**

**Exhibit A** - Proposed Staff

**Exhibit B** - Location/Design Studies – Environmental Questionnaire, if applicable

**Exhibit C** - Current Obligations

**Exhibit D** - Availability of Key Project Personnel

**Exhibit E**: Partnering for Growth Program, if applicable

**Exhibit F**: VOSB/SDVOSB Utilization Plan and Letter of Intent

**Exhibit G**: Contract Participation (Current & Past DBE/VOSB/BEP Participation)

**DBEs and VOSB/SDVOSBs** - Current Proof of Certification

**Certification Disclosure Forms**

- Forms A OR Forms B
- Illinois Tollway Standard Business Terms and Conditions

**SOITEAM Data** – required in e-Builder
AVOID DISQUALIFICATION

Disclosures not submitted (Forms A or Forms B)

SOI not submitted

Exhibit F – VOSB/SDVOB Utilization Plan and letter of intent

Exhibit G – Contract Participation (Current & Past DBE/VOSB/BEP Participation)

Late Submittals
Illinoistollway.com/doing-business/construction-engineering

Construction And Engineering Overview

This section serves as a central repository for Tollway engineering standards and publications. Documents found on this site will principally be used by Tollway project managers to guide design section engineers and construction managers during design development and contract implementation. The most current and up-to-date documents adopted by the Tollway will be posted.

View construction pay estimates and professional services invoices for work completed on Illinois Tollway contracts.

How Can We Help You?

CONSULTANT RESOURCES
- Bulletins
- Contract Rents
- Invoicing Forms
- Manuals
- Partnering for Growth Agreements on Awarded Contracts
- Professional Services Bulletin
- Professional Services Questions

CONTRACTOR RESOURCES
- Approved Materials and CIDD Facilities Lists
- Bidding and Leasing
- Construction Bid Calendar
- Construction Bid Specifications
- Contractor Rents
- Manuals
- Online Plan Room

JOINT RESOURCES
- A Forms and AC Forms
- Active Construction and Professional Services Contracts
- Awards and Change Orders
- Capital Program Budget
- Financial and Consultant Reports
- Permit and Utility Information
- Processes and Guidelines

Construction Contract Tracker
- Earned Credit Programs
- Job Order Contracting
- Online Plan Room
- Training Programs
The Tollway’s Contract Compliance Team is responsible for monitoring all compliance requirements applicable to the following programs:

- Disadvantaged Business Enterprise (DBE)
- Business Enterprise Program (BEP)
- Veteran Business Enterprise (VBE)
- Equal Employment Opportunity (EEO) Program
- State of Illinois Prevailing Wage requirements
**Diversity Goal Setting**
- BEP: Goods & Services (CMS)
- DBE: Construction & Professional Services
- VOSB: Both

**Pre-Bid Meetings**

**Pre-Award Meetings**

**Pre-construction Meetings**

**Responsiveness Check/U-Plan Review – (SP and IFB)**

**Evaluations/Scoring/Ranking – (PSB, RFP)**
Compliance Monitoring Systems
• B2Gnow – DBE, BEP & VBE payment monitoring
• LCPtracker – Payroll/EEO monitoring
• Catapult – Transfers payment data into B2Gnow

Pay estimate/invoice review

Site Visits – to construction project sites

Vendor training on compliance systems & requirements

Change Order/Extra Work Order/Supplemental review

Review waivers of lien/sworn statements – as part of pay estimate submittals
These forms are to be completed and submitted for DBE, BEP, & VBE programs:

- Form 2026: DBE Utilization Plan
- Form 2025: Letter of Intent for DBE Subcontractors, Suppliers, Consultants
- Certification Letter
- Form 2023: Good Faith Efforts Documentation
COMING SOON...

LCPtracker Labor Compliance Monitoring System - for construction contracts (Prevailing Wage & EEO)

Waivers of Lien/Sworn Statements – for pay estimates/invoices

Transitioning the monitoring of Tollway BEP contracts from CMS to the Tollway’s B2GNow System – Goods & Services
THANK YOU