



## **Reference Information for Doing Business with the State of Illinois**

- 1) Companies will need to have registrations for the following, where applicable:
  - a. Secretary of State identifying that the company is authorized to do business in Illinois and in good standing; required unless the company has legal status as a sole proprietor.  
  
[https://www.ilsos.gov/departments/business\\_services/home.html](https://www.ilsos.gov/departments/business_services/home.html)
  - b. Board of Elections identifying that the company is in compliance with the registration requirements of the Election Code and the restrictions on making political contributions.  
  
<https://www.elections.il.gov/BEREP.aspx?MID=5kJmo5VImig%3d>
  - c. Illinois Department of Human Rights Public Contracts Number for businesses that have 15 or more full time employees in the last year.

<https://dhr.illinois.gov/public-contracts/idhr-number.html>

- 2) Once those items under #1 are completed, it is encouraged to register in the Illinois Procurement Gateway (IPG) using the following link:
  - a. <https://ipg.illinois.gov/InitialRegistration.aspx>

This is a centralized clearinghouse that allows uploading documentation of disclosures, registrations, etc. which are necessary to do business with the State of Illinois. This registration is renewed annually and saves vendors having to complete these documents each time they bid on a solicitation. It is recommended to register as a prime and subcontractor. Identify which National Institute of Governmental Purchasing (NIGP) Codes of goods and/or services that the company provides. Please remember that these should reflect what your company provides, not what it uses in the course of business.

- 3) Additionally, some solicitations are set aside for only certified small businesses to bid on. To find out if your company qualifies as a small business, please visit:
  - a. <https://cpo-general.illinois.gov/sell-2-illinois.html>

When registering in the Illinois Procurement Gateway (IPG), you will be asked if you are interested in becoming registered as an Illinois Small Business.

- 4) **All notices and solicitations are in the Illinois eprocurement system called BidBuy. General company information that is already in the Illinois Procurement Gateway (#2 above) will upload to BidBuy. However, companies need to finish the registration process in the BidBuy system in order to receive future notices and solicitations. The registration process involves selecting National Institute of Governmental Purchasing (NIGP) Codes – use only NIGP Codes for goods or services that are provided by the company – do not include those used in the course of business.**

<https://www.bidbuy.illinois.gov/bs/>

Companies are automatically emailed when a notice or solicitation is published under any of the chosen NIGP Codes.

The Vendor Manual may be helpful in registering for BidBuy:

<https://pathway2procurement.illinois.gov/guides-and-manuals.html>

Or contact our Help Desk at 866-455-2897 and by email [il.bidbuy@illinois.gov](mailto:il.bidbuy@illinois.gov)

- 5) If your company is 51% or more owned by a minority, female, disabled or veteran, your company may qualify under the Business Enterprise Program (BEP) or the Veteran Small Business Program (VBP). Please visit:

<https://cei.illinois.gov/supplier-diversity-management-system.html>

Illinois supports the BEP/VSBP programs by associating goals with solicitations. Being certified in one or both of these programs (dependent upon qualifiers) enables State Agencies and Vendors to search for BEP/VBP companies within our database that are certified under certain NIGP Codes.