

Subject: Important Instructions Regarding BEP and VBP Recognition Certification, Registration, and Renewal

Dear Vendor,

As part of the Commission on Equity and Inclusion's (CEI) ongoing commitment to improving the Business Enterprise Program (BEP) and Veterans Business Program (VBP), we have recently updated our Supplier Diversity Management Portal (SDMP).

Our records indicate that you have a BEP or VBP recognition certification, and your recognition certification has expired or will expire soon. The BEP Recognition Certifications are the Be Enrolled Business Enterprise Certification (BE BEP) and FastTrack Certification. The VBP has the VBP Recognition Certification. The host entity partner list for each is as follows:

**BE BEP Certification**

Chicago Transit Authority (CTA)  
City of Chicago  
Cook County  
Illinois Department of  
Transportation (IDOT)  
METRA  
PACE

**FastTrack Certification**

Chicago Minority Supplier  
Development Council  
Mid-States Minority Supplier  
Development Council  
Women's Business  
Development Center

**VBP Recognition Certification**

City of Chicago  
Cook County  
U.S. Small Business  
Administration (SBA)

We're here to guide you through the new SDMP registration and renewal application processes for BEP and VBP recognition certifications.

**Automatic Approval**

If you have a supplier diversity certification with one of the host entity partners listed above, please know that your business is also approved for certification with the State of Illinois. However, you must now complete your State of Illinois BEP or VBP registration in SDMP.

**Newly Certified with Recognition Certification Host Entity Partner**

If you have recently become certified with an approved recognition certification host entity partner, please complete the registration process by accessing the new portal [here](#). You may need to reset your password or create a new user profile. Once logged in, use the following instructions to navigate to the registration process affiliated with your host entity:

1. Choose the "Application" tab on the screen's far left.
2. Click on the "New Certification/Renewal" button.
3. Choose the "Apply for New/Renewal Certification" option.
4. Follow the prompts to select your host entity partner.
5. Upload the required documents.
6. Click the "Submit" button.

Please note that you must enter the National Institute of Government Purchasing (NIGP) codes provided by your host entity partner. You will only receive the codes approved through your host entity partner. If you need additional codes beyond those initially provided, you must obtain them from your host entity partner. If your host entity partner uses North American Industry Classification System (NAICS) codes, you will have the option

to translate your NAICS codes to NIGP commodity codes using CEI's crosswalk. If no translation selection is made, CEI staff will proceed with making the translation on your behalf.

**Previously Certified with BEP or VBP Through Recognition Certification**

If you were previously certified through one of the BEP or VBP recognition certifications, you must follow the “Newly Certified” instructions above to reactivate your BEP or VBP recognition certification.

**Recognition Certification Renewal**

You can renew once you follow the steps above to ensure your recognition certification is active in SDMP. Recognition certification renewal is predicated on vendors renewing with their host entity. Vendors will be notified via SDMP three times. Renewal notices will be emailed 90, 60, and 30 days before the BEP or VBP recognition certification expires. To renew, please follow the steps listed in the above section titled ‘Newly Certified with Recognition Certification Host Entity Partner’.

**Additional Information**

If you are certified with BEP or VBP through one of the recognition certifications, please confirm your registration through the SDMP by conducting a search using the “Certified Firms Directory” button.

For technical support regarding login issues or password resets, please email our support team at [ILCEISupport@starssmp.com](mailto:ILCEISupport@starssmp.com) or call 1-877-557-5258.

Thank you for your continued partnership.