



Illinois Commission on Equity and Inclusion

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Business Enterprise Program Annual Expenditure and Service Category Report Instructions Fiscal Year 2024

TEMPLATE OVERVIEW

The Illinois Commission on Equity and Inclusion's (CEI) Business Enterprise Program (BEP) expenditure and service category reporting template is a tabbed Excel workbook including all required reporting tabs:

- 1) **EXPENDITURE SUMMARY**
- 2) **EXPENDITURE ENTRY**
- 3) **SERVICE CATEGORY REPORT**
- 4) **CEI NOTICE 2023.3**
- 5) **NARRATIVE**

In addition to these reporting tabs, an additional document attesting to the completeness and accuracy of the information provided by the purchasing entity is included and requires a signature. The accompanying attestation is the required signoff document for the data returned to CEI.

The fiscal year 2024 reporting template has been revised. **Only use the templates provided for fiscal year 2024 reporting.**

Do not password-protect or alter any formulas in the worksheets before returning them on or before October 31, 2024.

WORKBOOK INSTRUCTIONS

EXPENDITURE SUMMARY TAB

The data displayed on the **EXPENDITURE SUMMARY** tab represents a purchasing entity's total BEP-certified vendor (prime and subcontractor) and sheltered workshop¹ expenditure information. The data on the **EXPENDITURE SUMMARY** is automatically populated based on the entries on the **EXPENDITURE ENTRY** tab.

The **EXPENDITURE SUMMARY** tab displays two columns: "BEP VENDOR EXPENDITURES" and "TOTAL CONTRACTS." The "BEP VENDOR EXPENDITURES" column represents all dollars paid to BEP-certified prime and subcontracting vendors and registered sheltered workshops in the State Use Program. The "TOTAL CONTRACTS" column represents the total number of individual contracts performed by BEP prime and subcontracting vendors in each classification.

¹ For this report submission, a sheltered workshop is a 501-C3 not-for-profit organization that employs persons with disabilities to participate in contracts with the State of Illinois through the State Use Program. These contractual expenditures are counted towards a purchasing entity spend with businesses owned by persons with disabilities (PBE).

EXPENDITURE ENTRY TAB

The purchasing entity must enter all BEP-certified vendor (prime and subcontractor) expenditure data on the **EXPENDITURE ENTRY** tab.

On the **EXPENDITURE ENTRY** tab, enter the reporting purchasing entity's ID number (Column B), contract number (Column C), the contract name (Column D), the BEP-certified vendor's name (Column E), and the vendor's EIN (Column F). Indicate with a "P" or "S" whether the BEP-certified vendor participated as a prime or subcontractor on the contract (Column S). Enter the total contract dollar amounts received by the BEP-certified vendor in the appropriate supplier diversity categorical column (Columns H through R). The total contract dollar amounts entered in the ethnic supplier diversity categorical column will automatically populate the "TOTAL BEP DOLLAR SPEND" column (Column G).

The purchasing entities under the Chief Procurement Office for General Services (CPO-GS) that processed their FY24 contract expenditure data through the Illinois Comptroller's Office and the CEI's previous Diversity Contract Monitoring System (DCMS)² will receive BEP expenditure data in a follow-up email from CEI formatted for loading into the **EXPENDITURE ENTRY** tab. CPO-GS purchasing entities must review and make any additions or modifications to this data as necessary before submission to CEI. Those purchasing entities must also note the instances where the prime did not correctly report BEP subcontracting expenditure information in DCMS.

The information displayed on "EXPENDITURE TOTALS" (Row 1) and "TOTAL CONTRACTS" (Row 2) of the **EXPENDITURE ENTRY** tab is automatically populated to the **EXPENDITURE SUMMARY** tab under "BEP VENDOR EXPENDITURES" (Column G) and "TOTAL CONTRACTS" (Column I). The "EXPENDITURE TOTALS" row (Row 1) is populated with all the dollar entries within that column. You must manually enter the "TOTAL CONTRACTS" (Row 2) to be transferred to the **EXPENDITURE SUMMARY** tab or manually enter the number of contracts on the **EXPENDITURE SUMMARY** tab.

The BEP-certified vendor expenditure information entered on the **EXPENDITURE ENTRY** tab must also be entered in the **SERVICE CATEGORY REPORT** tab. This applies if the goods and services provided by the BEP-certified vendor also fall under one of the service categories.

Purchasing entities should report Joint Purchase Master Contracts (JPMC) BEP expenditures using the entity's release off of the master purchase order or assigned contract number. Do not use the contract number originally assigned to the purchasing entity owner of the JPMC.

SERVICE CATEGORY REPORT TAB

The **SERVICE CATEGORY REPORT** tab details the purchasing entity's diverse vendor participation, including BEP-certified vendors, within six categories identified in Section 4f of the BEP Act. Complete all four tables (A through D) on the **SERVICE CATEGORY REPORT** tab. If there is no data to report for a table, enter "N/A" in the first cell of each appropriate table.

Table A - INSURANCE SERVICES

Enter the following information under each column:

² DCMS is CEI's previous system. The Supplier Diversity Management Portal (SDMP) is the new system, effective July 15, 2024.

- The three-digit identification number of the purchasing entity (Column B).
- The name of the service firm owned by minorities, women, and persons with disabilities, including BEP-certified firms (Column C).
- The EIN of the service firm (Column D).
- Select the certifying entity of the service firm (Column E) from the dropdown options.
- The name of the insurance broker or claims consultant (Column F).
- The total risk managed by the purchasing entity by insurance brokers (Column G).
- The total commissions, fees paid, or both (Column H).
- The number of lines or insurance policies placed (Column I).
- The percentage of risk managed by insurance brokers (Column J).
- The percentage of total commissions and fees paid (Column K).
- The number of lines or insurance policies placed with the service firm owned by minorities, women, and persons with disabilities, including BEP-certified firms (Column L).
- Amount of premiums placed with the service firm owned by minorities, women, and persons with disabilities (Column M).

Table B - INVESTMENT MANAGEMENT SERVICES

Enter the following information under each column:

- The three-digit identification number of the purchasing entity (Column B).
- The name of the service firm owned by minorities, women, and persons with disabilities (Column C).
- Enter the EIN of the service firm (Column D).
- Select the certifying entity of the service firm (Column E) from the dropdown options.
- The name of the investment manager used (Column F).
- The total funds under management of the investment manager (Column G).
- The total commissions, fees paid, or both (Column H).
- The total funds under management of the emerging investment manager owned by minorities, women, and persons with disabilities, including BEP-certified firms (Column I).
- The total percentage of funds under management of the emerging investment manager owned by minorities, women, and persons with disabilities, including BEP-certified firms (Column J).
- The percentage of total commissions and fees the purchasing entity paid (Column K).

Table C - PROFESSIONAL SERVICES

Enter the following information under each column:

- The three-digit identification number of the purchasing entity (Column B).
- The name of the prime service firm on the contract (Column C).
- Enter the EIN if the service firm is BEP-certified (Column D).
- Select the certifying entity of the service firm (Column E) from the dropdown options.
- Identify the appropriate service category from the dropdown options for the service firm's contract commitment (Column F).
- The total dollars paid to the prime service firm for the selected professional service (Column G).
- The total dollar amount paid to the service firm owned by minorities, women, and persons with disabilities, including BEP-certified firms (Column H).

- The total percentage paid to the service firm owned by minorities, women, and persons with disabilities, including BEP-certified firms (Column I).

Table D - NUMBER OF CONTRACTS

Enter the following information under each column:

- The three-digit identification number of the purchasing entity (Column B).
- The total number of all contracts awarded in each service category listed (Column D).
- The total number of all contracts awarded by service category to service firms owned by minorities, women, and persons with disabilities, including BEP-certified firms (Column E).

CEI NOTICE 2023.3 TAB

Amendment No. 2 to CEI Notice 2023.3³ states that primes that are self-performing certified BEP firms must be registered in all the solicitation NIGP codes for the State to count 100% of the contract's value towards the State’s aspirational BEP goals in its annual expenditure report. **If your purchasing entity has a contract executed after October 1, 2023, valued above \$100,000 (not for construction or construction-related services) and where the prime is a BEP-certified vendor who isn’t registered in all the solicitation’s NIGP codes, complete the table on the tab.**

Do not subtract any expenditures resulting from a procurement where the prime is a BEP-certified vendor not registered in all the solicitation’s NIGP codes from the **EXPENDITURE ENTRY TAB** entries. Enter those expenditures on both the **EXPENDITURE ENTRY TAB** and **CEI NOTICE 2023.3 TAB**. Upon review of your final submission, BEP will contact each purchasing entity with specific instructions on calculating the reportable expenditure amount in these circumstances.

NARRATIVE TAB

Using a document with your purchasing entity’s letterhead, complete a narrative outlining your supplier diversity goals for contracting with businesses owned by minorities, women, and persons with disabilities. Include a self-evaluation of your purchasing entity’s efforts to meet the 30% aspirational BEP goal. Document your purchasing entity’s adoption of policies and procedures and identify your entity’s plan, implementation, and outreach efforts for increasing the use of BEP-certified service firms. The purchasing entity must also include any recommendations made by the Business Enterprise Council for Minorities, Women, and Persons with Disabilities (BEP Council) to increase participation using diverse service firms.

REQUIRED ACTION

The Fiscal Year 2024 Annual Expenditure and Service Category Report Attestation certifies that the information returned to CEI is final, complete, and accurate. An authorized purchasing entity representative must sign the attestation. The approval signature applies to all data provided within the workbook. The entire workbook (including all tabs) must be returned to CEI, even if no entries were made on certain tabs.

³ CEI Notice 2023.3, effective October 1, 2023, applies to competitive sealed bids and proposals that exceed \$100,000, are not procurements for construction or construction-related services, and include a BEP or Veteran Business Program (VBP) goal.

Send your signed and completed submission to cei.bep.compliance@illinois.gov and use “### (your purchasing entity’s 3-digit ID number) – FY24 BEP Annual Expenditure Report” in the subject line.

If you have any questions regarding this process, email CEI.BEP.Compliance@Illinois.gov. You can also obtain these forms on CEI’s website by selecting your purchasing entity [here](#).

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