



Illinois Commission on Equity and Inclusion

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September 6, 2024

To: Purchasing Entity Procurement Staff

Cc: Business Enterprise Program Staff
Business Enterprise Council for Minorities, Women, and Persons with Disabilities

From: Commission on Equity and Inclusion

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

The Business Enterprise Program for Minorities, Females, and Persons with Disabilities Act (BEP Act) requires the Business Enterprise Council for Minorities, Women, and Persons with Disabilities (BEP Council) to file an Annual Expenditure and Service Category Report with the Governor's Office and the General Assembly. The Annual Expenditure Report details achievement levels by each Illinois purchasing entity (agency, public universities, and community colleges) toward the 30% aspirational Business Enterprise Program (BEP) goal in the BEP Act. The Service Category Report referenced in the BEP Act identifies professional services contracts in accounting, architecture, information technology, insurance, investment, and legal services with service firms owned by minorities, women, and persons with disabilities, including BEP-certified firms. The attached instructions, data entry spreadsheet, and attestation will assist you in completing the Annual Expenditure and Service Category Report requirements by **October 31, 2024**.

This report includes a self-evaluation of your efforts to meet the supplier diversity goals denoted in the BEP Act and a plan to increase the diversity of the vendors engaged in contracts with your purchasing entity, focusing on the most underrepresented in contract awards.

The information in your completed and signed report will be used to develop CEI's Annual Expenditure Report, which will be published on CEI's website and submitted to the BEP Council, Governor's Office, and General Assembly on or before March 1, 2025.

Your timely response is appreciated. If you have any questions, please contact CEI's compliance unit at CEI.BEP.Compliance@illinois.gov.