

**ILLINOIS COMMISSION ON EQUITY AND INCLUSION
BUSINESS ENTERPRISE PROGRAM
FISCAL YEAR 2023
BEP EXPENDITURE AND SERVICE CATEGORY REPORTING**

OVERVIEW

The Business Enterprise Program (BEP) expenditure and service category reporting materials consist of an institution narrative which must be completed using your organizations letterhead and a tabbed excel workbook with reporting templates. The excel workbook, which is provided by the Business Enterprise Program contains three required reporting worksheets:

- 1) **PE11R20**
- 2) **Expenditures**
- 3) **Service Category Report**

The PE11R20 worksheet will identify all expenditures and number of contracts to certified BEP prime and BEP subcontracting vendors made by your institution. This includes expenditures to Sheltered Workshops participating in the State Use Program.

The submitted PE11R20 must be signed by the institution's director, or authorized representative, attesting that the information returned to BEP is final, complete, and accurate. The approval signature applies to all data identified on the PE11R20 and the Service Category Report. All three electronic worksheets, the PE11R20, the Expenditures, and the Service Category Report of the annual reporting workbook must be returned to BEP, even if no entries were made on the Service Category Report worksheet. The narrative written on the institution's letterhead must be included in the submission with the spreadsheet.

Important: Only use the templates provided for 2023 reporting when submitting documents for your organization.

SUBMISSION PROCESS:

Submit your signed and completed report documents to cei.bep.compliance@illinois.gov. The subject line should be your institution's 3-digit i.d. number followed by – FY23 BEP Annual Report. **Example: 123 – FY23 BEP Annual Report**

Do not password-protect any of the submitted worksheets. If you have any questions regarding this process, please contact us at cei.bep.compliance@illinois.gov. These forms can also be found on our website by selecting your Procuring State Institution under CEI Notices at <https://cei.illinois.gov/business-enterprise-program/compliance.html>.

All reporting templates, narratives and any supporting documentation are due by November 30th 2023.

FY 2023 BEP ANNUAL EXPENDITURE REPORT INSTRUCTIONS

PE11R20

The data displayed on the PE11R20 worksheet represents all certified BEP expenditure information entered on the Expenditures worksheet. The PE11R20 worksheet only requires your signature and submission.

The PE11R20 worksheet displays two columns, BEP Vendor Expenditures and Total Contracts. The column for BEP Vendor Expenditures represents all dollars paid to certified BEP prime and subcontracting vendors and registered Sheltered Workshops in the State Use Program. The column for Total Contracts represents the total number of all individual contracts performed by BEP vendors in each ethnic and gender classification.

Expenditures

All BEP vendor (prime and subcontractor) expenditure data is to be entered on the Expenditures worksheet by agencies, public institutions of higher education, and community colleges. Only data entered for BEP vendors that maintained an active BEP Certification status in Fiscal Year 2023 will be applied towards the BEP goal. Agencies that process their BEP expenditure data through the Illinois Comptroller's Office and the BEP Diversity Contract Monitoring System (DCMS) will receive their BEP expenditure data in a follow-up email formatted for loading into the Expenditure worksheet. When you receive your data, review and make any additions or modifications as necessary.

On the Expenditures worksheet, provide the reporting institution's i.d. number (Column B), contract number (Column C), the contract name (Column D), the BEP vendor's name (Column E), and the EIN number (Column F). Indicate with a "P" or "S" whether the BEP vendor participated as a prime or subcontractor on the contract (Column S). Enter the total contract dollar amounts received by the BEP vendor in the appropriate certified gender and ethnic column (Columns H through R). The total contract dollar amounts entered in the certified gender and ethnic column will automatically populate the total BEP dollar spend (Column G).

For institutions that will be receiving Fiscal Year 2023 data from BEP, note in some instances BEP subcontracting expenditure information was not reported in DCMS. These non-reporting vendors will be displayed with a \$0 in the Total BEP Dollar Spend (Column G) on the Expenditures worksheet.

The information displayed on Expenditure Totals (Row 1) and Total Contracts (Row 2) of the Expenditures worksheet, is automatically populated by formula to the PE11R20 worksheet under the BEP Vendor Expenditures (Column G) and Total Contracts (Column I).

The Expenditure Totals (Row 1) cells contain formulas totaling all the expenditures on the worksheet by column. The Total Contracts (Row 2) requires manual entry. Enter the total number of contracts per gender and ethnicity for each column.

If appropriate, the BEP vendor expenditure information entered here may also need to be entered in the Service Category Report. This applies if the goods and services provided by the BEP vendor falls under one of the service reporting categories.

Service Category Report

The Service Category Report worksheet details the Institution's certified diversity vendor participation within six identified categories. Details for Service Category Reporting are located [here](#) under 30 ILCS 575/4f.

Complete all four Tables (A through D) on the Service Category Report worksheet. If there is no data to report for a Table, enter "N/A" in the first cell of each appropriate table.

Table A - for **Insurance Services** enter the following information under each column:

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

Table B - for **Investment Management Services** enter the following information under each column:

- The three-digit identification number of the Institution (Column B).

- The name of the service firm owned by minorities, women, and persons with disabilities (Column C).
- Enter the EIN number if 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 (Column I).
- The total percentage of funds under management of the emerging investment manager owned by minorities, women, and persons with disabilities (Column J).
- The percentage of total commissions and fees paid by the Institution (Column K).

Table **C** - for **Professional Services** enter the following information under each column:

- The three-digit identification number of the Institution (Column B).
- The name of prime service firm on the contract (Column C).
- Enter the EIN number 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 (Column H).
- The total percentage paid to the service firm owned by minorities, women, and persons with disabilities (Column I).

Table **D** - for the **Number of Contracts** enter the following information under each column:

- The three-digit identification number of the Institution (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 (Column E).

Narrative

On your Institution's letterhead, complete a narrative that outlines the goals of the Institution for contracting with businesses owned by minorities, women, and persons with disabilities. Include a self-evaluation of the efforts of the Institution to meet its goals if they were not attained. Document the Institution's adoption of policies and procedures that identify their plan, implementation, and outreach efforts for increasing the use of certified service firms, including encouraging non-minority-owned firms to use other service firms owned by minorities, females, and persons with disabilities as subcontractors when the opportunities arise. The institution shall also state any recommendations made by the BEP Council to increase participation using diversity service firms.

All reporting templates, narratives and any supporting documentation are due by November 30th 2023. If you have any questions regarding this process, please reach out to your BEP compliance officer or contact us at cei.bep.compliance@Illinois.gov.
