



# SUPPLIER GUIDE BEP/VBP CERTIFICATION APPLICATION

ILLINOIS CEI SUPPLIER DIVERSITY MANAGEMENT PORTAL

VIVA USA INC.

Email: [ILCEISupport@starssmp.com](mailto:ILCEISupport@starssmp.com)

SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

## Contents

Introduction .....	2
Step 1: Create an Account to Register your Business.....	3
Step 2: Choose the Application to Submit .....	4
Eligibility Requirements .....	5
Application Tracks.....	7
New Certifications/Renewal .....	7
<i>FULL BEP VBP APPLICATION</i> .....	8
<i>FASTTRACK APPLICATION</i> .....	10
<i>RECOGNITION APPLICATION FOR VETERANS</i> .....	11
<i>BE BEP APPLICATION</i> .....	12
<i>SHELTERED WORKSHOP APPLICATION</i> .....	13
Certification Updates .....	14
<i>NO CHANGE AFFIDAVIT</i> .....	14
<i>CHANGE REQUEST</i> .....	14
<i>EXPANSION REQUEST</i> .....	15
Step 3: Complete the Application Sections.....	16
List of Sections to Complete for Your Application .....	16
General Information .....	17
Application Section 1. Ownership.....	18
Application Section 2. Management.....	19
Application Section 3. Financial Information .....	20
Application Section 4. Facilities .....	21
Step 4: Upload the Documents .....	22
Step 5: Sign and Submit the Application.....	23
Step 6: Initial review of the submitted application by the IL CEI team.....	24
Step 7: Detailed review by the IL CEI team .....	25
Step 8: Final decision communication by the IL CEI team .....	27
Step 9: Manage your certifications and updates .....	28
Step 10: Access vendor directory and other resources .....	30

## Introduction

This guide provides an overview of the process of the certification/recertification application in this newly launched web portal for the businesses currently certified with IL CEI and new businesses that wish to be certified.

The web portal that you will use for submitting your application is called the “STARS” portal. The URL for the web portal is <https://supplierdiversitymanagementportal.illinois.gov>. It is a simple user-friendly portal that allows you to enter data quickly and accurately. You can access the STARS portal from any device that has an internet connection and a web browser.

The following are the steps that you need to follow to perform application submission tasks using the STARS portal:

- Step 1: Supplier Registration to “Create an Account” in the STARS portal
- Step 2: Choosing the appropriate certification application track matching your eligibility criteria
- Step 3: Completing the data entry in the chosen application track
- Step 4: Uploading required documents. [Click here to see the document list.](#)
- Step 5: Verifying entered data and uploaded documents, sign and submit the application

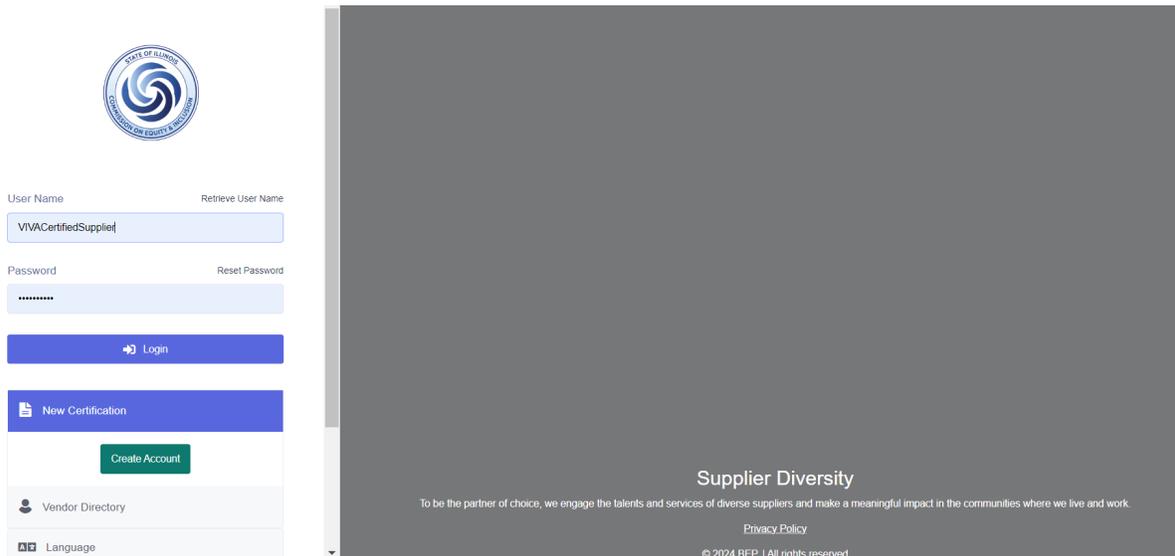
Upon submission, the following activities take place for decision of the application and further communication by IL CEI team. They are explained in the following steps:

- Step 6: Awaiting initial review by the IL CEI team and application acceptance/return
- Step 7: Responding to Q&A during the detailed review by the IL CEI team
- Step 8: Receiving the application decision communication from the IL CEI team
- Step 9: Managing your certifications
- Step 10: Accessing the vendor directory and other resources

SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

## Step 1: Create an Account to Register your Business

You can register the BEP supplier-side portal by using following URL and the “Create Account” button.



When clicking “Create Account” you will be redirected to the following URL where you can register in the BEP supplier-side portal.

In this section, you can create the credentials and enter your company information and contact details.

SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

**Initial Registration / Sign up**

? Please complete the form below to register your company.

? (If your company is already registered in this portal, please try Reset Password option in the home page to obtain your login credentials.)

**Overview**

User Name \*  [Check Availability](#)

Password \*   
(Passwords should have a minimum of 8 characters and a maximum of 15 characters, with at least one upper case letter, one lower case letter and one number).

Confirm Password \*

Legal Company Name \*  [Check Availability](#)

Doing Business As (DBA/Trade) Name \*

Tax ID Type \*

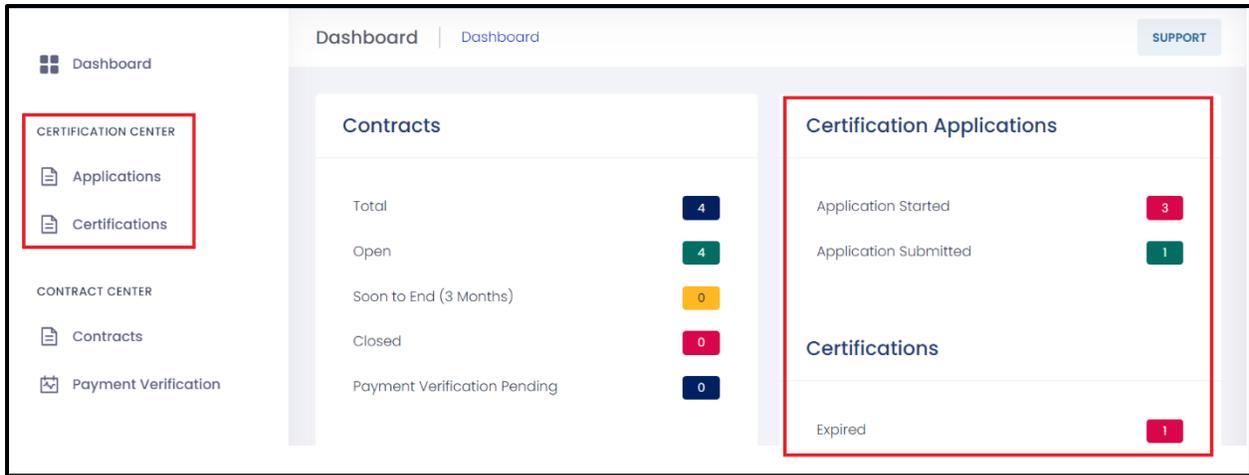
Federal Employer ID Number \*

## Step 2: Choose the Application to Submit

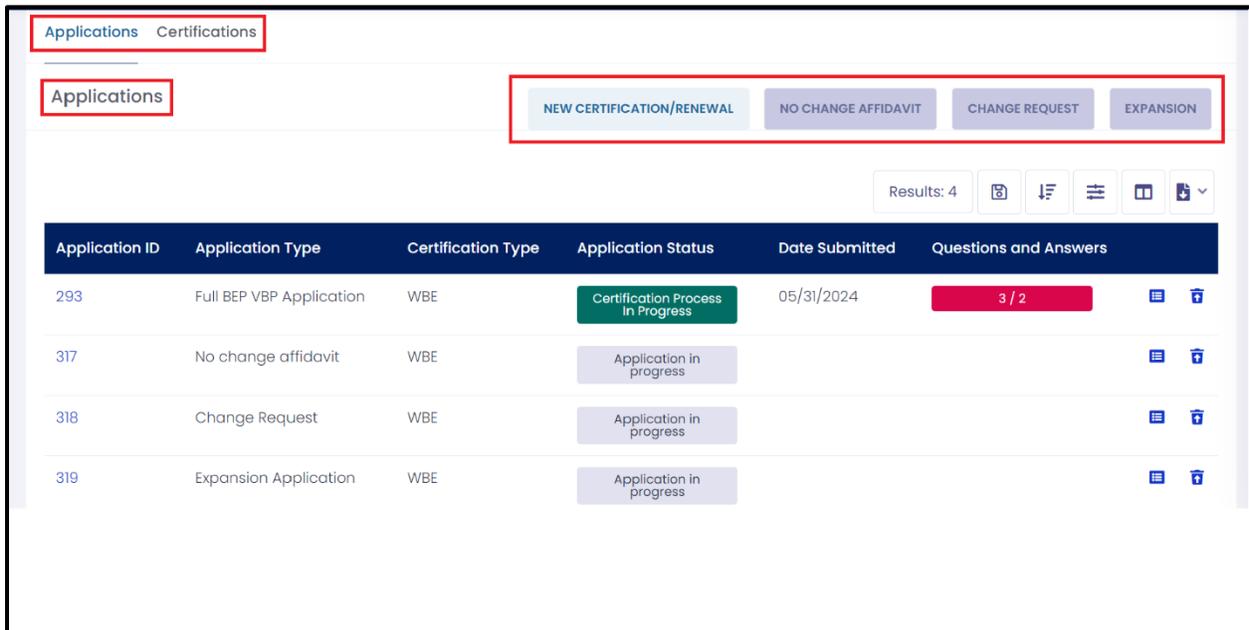
When you log in, you will be taken to the dashboard. Clicking the “Applications” sub-menu under the Certification Center in the left menu area will take you to the applications listing page.

# SUPPLIER GUIDE

## IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION



Upon clicking the “Applications” sub-menu, you can access the “Applications” page that consists of 4 buttons namely NEW CERTIFICATION/RENEWAL, NO CHANGE AFFIDAVIT, CHANGE REQUEST, and EXPANSION.



### Eligibility Requirements

You can choose the appropriate application track by answering YES/NO in the eligibility questions.

SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

← Apply for New/Renew Certification | Home » Apply for New/Renew Certification

### Eligibility Requirements

Is your firm a "Not-For-Profit" organization? \* *i*  Yes  No

### Start Application

Supplier Name SMP Global Services

Application Type \* *i*

Certification Type \* *i*

### Eligibility Requirements

Is your firm a "Not-For-Profit" organization? \* *i*  Yes  No

Is your "Not-For-Profit" organization currently located in the State of Illinois? \* *i*  Yes  No

### Start Application

Supplier Name SMP Global Services

Application Type \* *i*

SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

### Eligibility Requirements

Is your firm a "Not-For-Profit" organization? \*   Yes  No

Is your firm owned at least 51% by a minority, woman, or person with a disability or veteran? \*   Yes  No

Is your firm controlled at least 51% of their business controlled by one or more minority groups, women, or persons with a disability or veteran? \*   Yes  No

Is the owner of your firm a citizen of the United States or a legal permanent resident alien? \*   Yes  No

Does your firm have annual gross sales of less than \$150 million? \*   Yes  No

## Application Tracks

Upon clicking the desired button, you will be required to answer the eligibility requirement for the chosen application track after which you will be allowed to start the application. The eligibility and corresponding application tracks are listed below.

### New Certifications/Renewal

In the initial eligibility requirements section (as shown below), you can choose the desired application track by clicking on the appropriate Yes or No radio button. Please refer to the eligibility requirements checklist for guidance during this step.

SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

The screenshot shows two sections of the application form. The top section, titled "Eligibility Requirements", contains a question: "Is your firm a 'Not-For-Profit' organization?" with radio buttons for "Yes" and "No". The bottom section, titled "Start Application", shows the "Supplier Name" as "SMP Global Services" and the "Application Date" as "7/2/2024". A red box highlights the "Application Type" and "Certification Type" dropdown menus, both of which currently show "Select".

Under the “Choose Application Track” section, you can choose the appropriate applications by selecting the appropriate Yes or No radio button. The eligibility requirements checklist provides guidance during this step as well.

The following sections illustrate the appropriate answers for each type of application track which will take you to the corresponding application data entry and submission pages.

*FULL BEP VBP APPLICATION*

The screenshot shows the "Eligibility Requirements" section with five questions, each with a "Yes" radio button selected. The questions are: "Is your firm a 'Not-For-Profit' organization?", "Is your firm owned at least 51% by a minority, woman, or person with a disability or veteran?", "Is your firm controlled at least 51% of their business controlled by one or more minority groups, women, or persons with a disability or veteran?", "Is the owner of your firm a citizen of the United States or a legal permanent resident alien?", and "Does your firm have annual gross sales of less than \$150 million?". A red box highlights the entire list of questions and their selected answers.

SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

**Choose Application Track**

Do you hold a current WBE and/or MBE certificates from one of the followings: City of Chicago, Cook County & ILUCP such as IDOT, CTA, METRA, or PACE? \*

Yes  No

Do you hold a current Veteran Certificate from one of the followings: City of Chicago, Cook County and SBA? \*

Yes  No

Do you hold a current WBE and/or MBE certificate from one of the followings: Women's Business Development Center (WBDC), Chicago Minority Supplier Development Council (CMSDC), and/or Mid-States Minority Supplier Development Council? \*

Yes  No

Was your last renewal based on a No Change Application or would you like to renew your current BEP/VBP Application? \*

Yes  No

**Confirm Application Track**

Based on your choice and eligibility criteria, you are required to Submit Full BEP/VBP Application . If this is not what you are applying for, please click Reset button and choose the correct application track from the choices given in the Application list page.

**Start Application**

Supplier Name SMP Global Services

Application Type \* Full BEP VBP Application

SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

FASTTRACK APPLICATION

**Choose Application Track**

Do you hold a current WBE and/or MBE certificates from one of the followings: City of Chicago, Cook County & ILUCP such as IDOT, CTA, METRA, or PACE? \* **Yes** **No**

Do you hold a current Veteran Certificate from one of the followings: City of Chicago, Cook County and SBA? \* **Yes** **No**

Do you hold a current WBE and/or MBE certificate from one of the followings: Women's Business Development Center (WBDC), Chicago Minority Supplier Development Council (CMSDC), and/or Mid-States Minority Supplier Development Council? \* **Yes** **No**

**Click to proceed** **Cancel**

**Confirm Application Track**

Based on your choice and eligibility criteria, you are required to Submit Fast Track Application . If this is not what you are applying for, please click Reset button and choose the correct application track from the choices given in the Application list page.

**Accept** **Reset**

**Click to proceed** **Cancel**

**Start Application**

Supplier Name SMP Global Services

SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

RECOGNITION APPLICATION FOR VETERANS

**Choose Application Track**

Do you hold a current WBE and/or MBE certificates from one of the followings: City of Chicago, Cook County & ILUCP such as IDOT, CTA, METRA, or PACE? \* **i**  Yes  No

Do you hold a current Veteran Certificate from one of the followings: City of Chicago, Cook County and SBA? \* **i**  Yes  No

Is your home office based in Illinois? And are you a resident of Illinois? \* **i**  Yes  No

**Click to proceed** **Cancel**

**Start Application**

**Confirm Application Track**

Based on your choice and eligibility criteria, you are required to Submit Recognition Application for Veterans . If this is not what you are applying for, please click Reset button and choose the correct application track from the choices given in the Application list page.

**Accept** **Reset**

**Click to proceed** **Cancel**

**Start Application**

Supplier Name SMP Global Services

Application Type \* **i** Recognition Application

SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

BE BEP APPLICATION

### Choose Application Track

Do you hold a current WBE and/or MBE certificates from one of the followings: City of Chicago, Cook County & ILUCP such as IDOT, CTA, METRA, or PACE?  Yes  No ?

### Start Application

Supplier Name: SMP Global Services

Application Type \*

Certification Type \*

### Confirm Application Track

Based on your choice and eligibility criteria, you are required to Submit BE BEP Application . If this is not what you are applying for, please click Reset button and choose the correct application track from the choices given in the Application list page.

### Choose Application

Do you hold a current WBE and/or MBE certificates from one of the followings: City of Chicago, Cook County & ILUCP such as IDOT, CTA, METRA, or PACE?  Yes  No ?

### Start Application

Supplier Name: SMP Global Services

Application Type \*

Certification Type \*

SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

SHELTERED WORKSHOP APPLICATION

← Apply for New/Renew Certification | Home - Apply for New/Renew Certification

**Eligibility Requirements**

Is your firm a "Not-For-Profit" organization? \* **i**  Yes  No

Is your "Not-For-Profit" organization currently located in the State of Illinois? \* **i**  Yes  No

Click to proceed Cancel

**Start Application**

← Apply for New/Renew Certification | Home - Apply for New/Renew Certification

**Eligibility Requirements**

Is your firm a "Not-For-Profit" organization? \* **i**  Yes  No

Is your "Not-For-Profit" organization currently located in the State of Illinois? \* **i**  Yes  No

Click to proceed Cancel

**Start Application**

**Confirm Application Track** [X]

Based on your choice and eligibility criteria, you are required to Submit SWS Application . If this is not what you are applying for, please click Reset button and choose the correct application track from the choices given in the Application list page.

Accept Reset

SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

Certification Updates

NO CHANGE AFFIDAVIT

The screenshot shows the 'Start Application' form for a 'No Change Affidavit'. The form is titled 'Start Application' and includes a sidebar with navigation options: Dashboard, CERTIFICATION CENTER (Applications, Certifications, Mentor Protégé Program, Report), ENGAGEMENT CENTER (RFIs/Surveys, Events, Vendor Directory), and SUPPORT CENTER (Support). The main form fields are: Supplier Name (HCL Global Services), Application Type (No change affidavit), Certification Type (Select), and Application Date (5/17/2024). Below these fields are three questions with radio button options: 'Your firm is currently BEP and/or VBP fully certified \*' (Yes/No), 'Your firm is due for annual No Change Application \*' (Yes/No), and 'No change in your firm's ownership since your most recent Illinois BEP or VBP certification \*' (Yes/No). At the bottom, there are two buttons: 'Start No Change Affidavit Application' and 'Cancel'.

CHANGE REQUEST

The screenshot shows the 'Start Application' form for a 'Change Request'. The form is titled 'Start Application' and includes a sidebar with navigation options: Dashboard, CERTIFICATION CENTER (Applications, Certifications, Mentor Protégé Program, Report), ENGAGEMENT CENTER (RFIs/Surveys, Events, Vendor Directory), and SUPPORT CENTER (Support). The main form fields are: Supplier Name (BIBO Serivces inc.,), Application Type (Change Request), Certification Type (empty), and Application Date (7/2/2024). Below these fields are two questions with radio button options: 'Your firm is currently certified with CEI as a BEP and/or VBP via a Full Certification \*' (Yes/No) and 'You would like to update only the Business name, DBA name, address, phone, fax, and/or email on your certification \*' (Yes/No). At the bottom, there are two buttons: 'Start No Change Affidavit Application' and 'Cancel'.

SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

EXPANSION REQUEST

**Start Application**

Supplier Name: BIBO Serivces inc.,

Application Type \* **i**: Expansion Application

Certification Type \* **i**:

Application Date: 7/2/2024

Your firm is currently certified with CEI as a BEP and/or VBP via a Full Certification or No Change Affidavit \* **i**:  Yes  No

You would like to add/update commodity, supply, and/or service work categories on your certification \* **i**:  Yes  No

**Start Expansion Request Application** **Cancel**

## Step 3: Complete the Application Sections

Upon finalizing the application track and clicking the Start Application button as shown in the previous sections, the certification application sections will be displayed for completion and submission as illustrated below.

### List of Sections to Complete for Your Application

As a first step of certification application, you can add supplier general information, company ownership information, diversity certifications, capabilities, and additional information related to your business.

The following sections are to be filled. Not all applications need filling in all these sections. The sections applicable in your application track are described separately in the following pages. The documentation section is explained separately in the next step.

- General Information
- 1. Ownership
- 2. Management
- 3. Financial Information
- 4. Facilities
- 5. Documentation
- Sign and Submit

Each of these sections are displayed in the portal as a separate page with the section name listed on the left menu for easy navigation.

You can complete the above sections in any order, and you can save your data entry for each section using the “Save as Draft” button at the bottom of the page as shown below to help you return to the section and complete all questions. You must click the “Update and Continue” button to be able to submit the application.

If you are currently being considered as a prime or subcontractor on a particular contract with any unit of State of Illinois government, please identify the project name, project number / requisition number, and Contact Administrator / Buyer. Enter NONE if you are not. \*

Test project

Save as Draft Save & Continue

SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

**Application Submission deadline:**

You are required to complete the application and submit within 60 days of starting the application. You can get an extension of 15 days after completion of 60 days and are still unable to complete and submit. Upon completion of the additional 15 days, you can contact the CEI team to request a second extension of up to 30 days based on your circumstances. The IL CEI team will provide approval for this second extension at their discretion. The application will be deleted at the end of this second extension.

**Cancellation of In-progress Application:**

You can cancel the application before submission anytime. However, all information you entered and documents you uploaded will be deleted upon cancellation.

**Withdrawal of Submitted Application:**

You can also withdraw a submitted application provided the IL CEI team has not completed its review of your application.

General Information

This section is applicable to all tracks. You will see the data you entered while registering your company or during previous applications. You can review and update the data wherever allowed.

The screenshot displays a web application interface for managing certification applications. On the left is a navigation sidebar with a 'Dashboard' icon and a list of application steps: 'Application' (selected), 'General Information', '1. Ownership', '2. Management', '3. Financial Information', '4. Facilities', '5. Documentation', and 'Sign and Submit'. Below this is a 'CERTIFICATION CENTER' section with an 'Applications' icon and notification icons. The main content area is titled 'General Information' and includes a breadcrumb 'Home > General Information'. A prominent 'Application Overview' box contains a table with the following data:

Application Type	Certification Type	Application Status	Application ID	Date Created	Date Submitted
Full BEP VBP Application	WBE	Started	300	06/01/2024	

Below the table is a progress bar with four stages: 'Application Started' (green), 'Sections Completed (6/6)' (blue), 'Mandatory Documents Uploaded (23/23)' (blue), and 'Necessary Documents Uploaded (6/6)' (blue). A grey button labeled 'Application Submitted' is positioned below the progress bar. A warning message at the top right of the overview box states: 'Application will be deleted if not submitted by 07/30/2024.' Below the overview is a 'General Information' section with a blue header and a minus sign icon. It contains three input fields: 'Legal Business Name \*' with the value 'QSS Software Services', 'Doing Business As (DBA/Trade) Name' with the value 'QSS Software Services', and 'Tax ID Type \*' with a dropdown menu showing 'Federal Employer ID Number'.

SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

Application Section 1. Ownership

You can answer the questions that are applicable to the business and add multiple owners.

You must make sure that ownership percentage equals be 100% for all owners combined.

Applicable application tracks:

- FULL BEP VBP APPLICATION
- FASTTRACK APPLICATION
- RECOGNITION APPLICATION
- NO CHANGE AFFIDAVIT

Name	Title	Individual/Partnership
* Sham	CEO	* Individ
* Hamilton	MD	* Individ

This section is not applicable to other tracks.

SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

Application Section 2. Management

You can answer the questions that are applicable to the business for the management activities

Applicable application tracks:

- FULL BEP VBP APPLICATION

2.A. Control

Please answer all questions as completely as possible and that are applicable to your business. Click **Save as Draft** frequently while filling out the form to ensure that your information is saved. Once saved, you can return to the section at any time to continue.

⚠ Identify by name, ethnicity, gender, and number of years with the firm those individuals in the firm (including owners and non-owners) responsible for day-to-day management and business decisions including, but not limited to, those with primary responsibility in each management area listed below. \*

2.A.1. Estimating\*

Name	Ethnicity	Gender	# Years with Firm
* Sham	* Native American	* Male	*

Add New

This section is not applicable to other tracks.

SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

Application Section 3. Financial Information

You can answer the questions that are applicable to the business related to financial information

Applicable application tracks:

- FULL BEP VBP APPLICATION

The screenshot shows a web application interface for the '3.A. Financial Information' section. On the left is a navigation sidebar with a 'Dashboard' icon and a list of application sections: 'General Information', '1. Ownership', '2. Management', '3. Financial Information' (highlighted with a red box), '4. Facilities', '5. Documentation', and 'Sign and Submit'. Below this is a 'CERTIFICATION CENTER' section with an 'Applications' icon and notification icons. The main content area is titled '3.A. Financial Information' and contains a warning message: 'Please answer all questions as completely as possible and that are applicable to your business. Click **Save as Draft** frequently while filling out the form to ensure that your information is saved. Once saved, you can return to the section at any time to continue.' Below this is a question: '3.A.1. Are there any lines of credit and/or loans to your firm?\*' with radio buttons for 'Yes' (selected) and 'No'. Underneath is a sub-question: '3.A.1.a. Identify all lines of credit and/or loans to your firm; indicating the source, date, amount, and signatory (s). Provide a complete signed copy of each credit and/or loan agreement in the Documentation section.\*'. An 'Add New' button is located to the right of the sub-question. Below the text is a table with two columns: 'Source' and 'Amount'. The first row contains the text '\* Bank 1' in the 'Source' column and '\* \$ 500000' in the 'Amount' column. A blue arrow icon is visible on the right side of the table area.

This section is not applicable to other tracks.

SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

Application Section 4. Facilities

You can answer the questions that are applicable to the business related to facilities that currently exist.

Applicable application tracks:

- FULL BEP VBP APPLICATION

**4.A. Inventory and Licenses**

Please answer all questions as completely as possible and that are applicable to your business.

Click **Save as Draft** frequently while filling out the form to ensure that your information is saved. Once saved, you can return to the section at any time to continue.

4.A.1. Does your firm utilize any facilities?\*

Yes  No

Please include office, warehouse, and storage spaces. If None, you must attach justification on the mandatory documents section "Real Estate Agreement(s) Lease, Deeds to Property, or Property Tax Bill.

4.A.1.a. List details of all facilities.\*

[Add New](#)

Facility Type	Street Address
* Office	* TA1

This section is not applicable to other tracks.

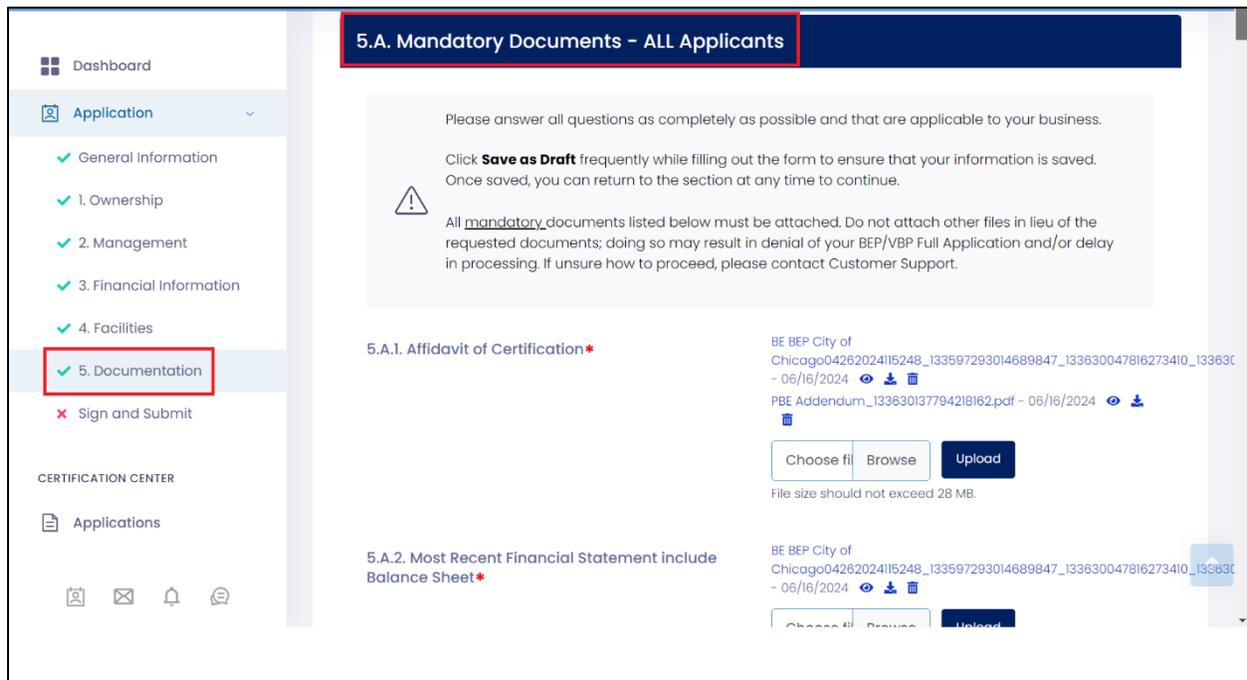
## Step 4: Upload the Documents

You can answer the questions and upload the documents that are applicable to the business

You can upload the documents for applicable sections:

- MANDATORY DOCUMENTS – ALL APPLICANTS
- MANDATORY DOCUMENTS BASED ON LEGAL STRUCTURE
  - o CORPORATIONS
  - o LLCs
  - o PARTNERSHIPs
  - o SOLE PROPRIETORSHIP
- NECESSARY DOCUMENTS – ALL APPLICANTS (not all documents are MANDATORY)

This section is applicable to all tracks.



## Step 5: Sign and Submit the Application

As a last step of the certification application submission, you can review supplier general information, company ownership information, added diversity certifications, and additional information before signing and submitting the application.

This section is applicable to all tracks.

The screenshot shows a web application interface for signing and submitting a certification application. The main content area is titled "Signature" and contains the following fields and options:

- Name \***: Input field containing "Sham".
- Title \***: Input field containing "CEO".
- Organization \***: Input field containing "QSS Software Services".
- Date \***: Input field containing "7/2/2024".
- Disclaimer 1**: A checkbox followed by the text "I am submitting this form with information that I understand to be correct and accurate." The checkbox is currently unchecked.
- Disclaimer 2**: A checkbox followed by the text "I confirm that all information and attachments provided are current." The checkbox is currently unchecked.
- Submit**: A dark blue button located at the bottom right of the form area.

The left sidebar contains a navigation menu with the following items:

- Dashboard
- Application (expanded)
  - General Information
  - 1. Ownership
  - 2. Management
  - 3. Financial Information
  - 4. Facilities
  - 5. Documentation
  - Sign and Submit** (highlighted with a red box)
- CERTIFICATION CENTER
  - Applications

At the bottom of the page, there is a footer with the text "© 2024 BEP. | All rights reserved".

SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

## Step 6: Initial review of the submitted application by the IL CEI team

Upon your submission of the application, the IL CEI team will perform an initial review and accept your application and assign a dedicated certification analyst for detailed review.

If your application is found to be incomplete during the initial review, you will be asked by the IL CEI team to submit the missing information. The application you submitted will be re-opened by the IL CEI team, and you will be required to add missing information, correct wrong data, upload correct documents, etc. and resubmit. Once this is verified and found satisfactory, your application will be accepted.

If your application does not meet the necessary requirements for the chosen track, the IL CEI team can reject the application as ineligible.

Application ID	Application Type	Certification Type	Application Status	Date Submitted	Questions and Answers
207	Full BEP VBP Application	WBE	Certification Process In Progress	05/01/2024	0 / 0
208	No change affidavit	WBE	Application Accepted	05/01/2024	0 / 0
209	Change Request	WBE	Application Ineligible	05/01/2024	0 / 0
210	Expansion Application	WBE	Certification Process In Progress	05/01/2024	0 / 0
211	No change affidavit	WBE	Application in progress		
217	Recognition Application	WBE	Application in progress		

SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

## Step 7: Detailed review by the IL CEI team

During the detailed review stage, the IL CEI team will validate all submitted information and documents and ask additional questions. You will be required to respond promptly and, based on the response and additional steps such as audit of the documents, a site visit will be performed by the IL CEI team as necessary.

You will be given a certain number of days for each Q&A during this process. If you fail to respond in a timely manner and/or even after multiple reminders, your application can be closed for lack of information.

Applications Certifications

Applications

NEW CERTIFICATION/RENEWAL NO CHANGE AFFIDAVIT CHANGE REQUEST EXPANSION

Results: 1

Application ID	Application Type	Certification Type	Application Status	Date Submitted	Questions and Answers
417	Full BEP VBP Application	MBE, WBE, WMBE, PBE, VOSB, SDVOSB	Application Approved	06/29/2024	2 / 2

25 1 of 1

Questions and Answers

Question	Due Date	Answered Date	Reviewed Date	Certification Analyst/Manager	Email Address	Phone Number	Action
Please share your gross receipts proof docs?	07/02/2024	06/29/2024	06/29/2024	Asher	balajim@viva-it.com	8478372023	 
We do not see your tax return files. Could you please share this asap?	07/02/2024			Asher	balajim@viva-it.com	8478372023	 

SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

Questions and Answers

Question We do not see your tax return files. Could you please share this asap?

Answer Requested docs have been attached. Please review and let me know if any additional files required

Vendor Notes

Attachments TESTING FILE  
Test\_Copy\_File  
TESTING FILE

Cancel

Questions

Application ID 417

Supplier Name HGS Services

Application Type Full BEP VBP Application

Certification Type MBE, WBE, WMBE, PBE, VOSB, SDVOSB

Question We do not see your tax return files. Could you please share this asap?

Answer \*

Attach Reference Documents

Attach Files

No reference documents attached with this question.

SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

## Step 8: Final decision communication by the IL CEI team

The IL CEI team will arrive at a final decision of whether to approve your application or deny it. In case the application is denied for any certification type, the CEI team will email a letter with details.

Applications Certifications

Applications

NEW CERTIFICATION/RENEWAL NO CHANGE AFFIDAVIT CHANGE REQUEST EXPANSION

Results: 1

Application ID	Application Type	Certification Type	Application Status	Date Submitted	Questions and Answers
424	Full BEP VBP Application	MBE, WBE, WMBE, SDVOSB	Approval Letter Issued	07/01/2024	0 / 0

SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

## Step 9: Manage your certifications and updates

All approved certifications can be accessed from the certifications page.

The screenshot shows the 'Certifications' page in a web application. On the left is a navigation menu with categories: Dashboard, CERTIFICATION CENTER (containing Applications and Certifications), and CONTRACT CENTER (containing Contracts, Payment Verification, and Reports). The 'Certifications' link is highlighted. The main content area shows a breadcrumb 'Home > Certifications' and a sub-tab 'Certifications'. Below this is a table with one row of certification data. The table has columns: CertificationID, Certification Number, Application Type, Certification Type, Certification Status, Certification Date, and Expiration Date. The status 'Active' is shown in a green pill. A 'Results: 1' indicator and several utility icons are visible above the table.

CertificationID	Certification Number	Application Type	Certification Type	Certification Status	Certification Date	Expiration Date
34	FULLCERTMBE06102024	Full BEP VBP Application	Minority Business Enterprise	Active	06/13/2024	06/13/2025

This is a close-up of the certification table row from the previous screenshot. The 'View Certification Summary' link is highlighted with a red box. The table headers are: CertificationID, Certification Number, Application Type, Certification Type, Certification Status, Certification Date, and Expiration Date. The data row shows: 34, FULLCERTMBE06102024, Full BEP VBP Application, Minority Business Enterprise, Active, 06/13/2024, and 06/13/2025.

CertificationID	Certification Number	Application Type	Certification Type	Certification Status	Certification Date	Expiration Date
34	FULLCERTMBE06102024	Full BEP VBP Application	Minority Business Enterprise	Active	06/13/2024	06/13/2025

SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

← Certification Summary | Home » Certification Summary EXPORT TO PDF

### Certification Summary

**Certification Information**

Certification Number	FULLCERTMBE06102024	Certification Status	Active
Certification Type	Minority Business Enterprise	Application Type	Full BEP VBP Application
Certification Date	06/13/2024	Expiration Date	06/13/2025

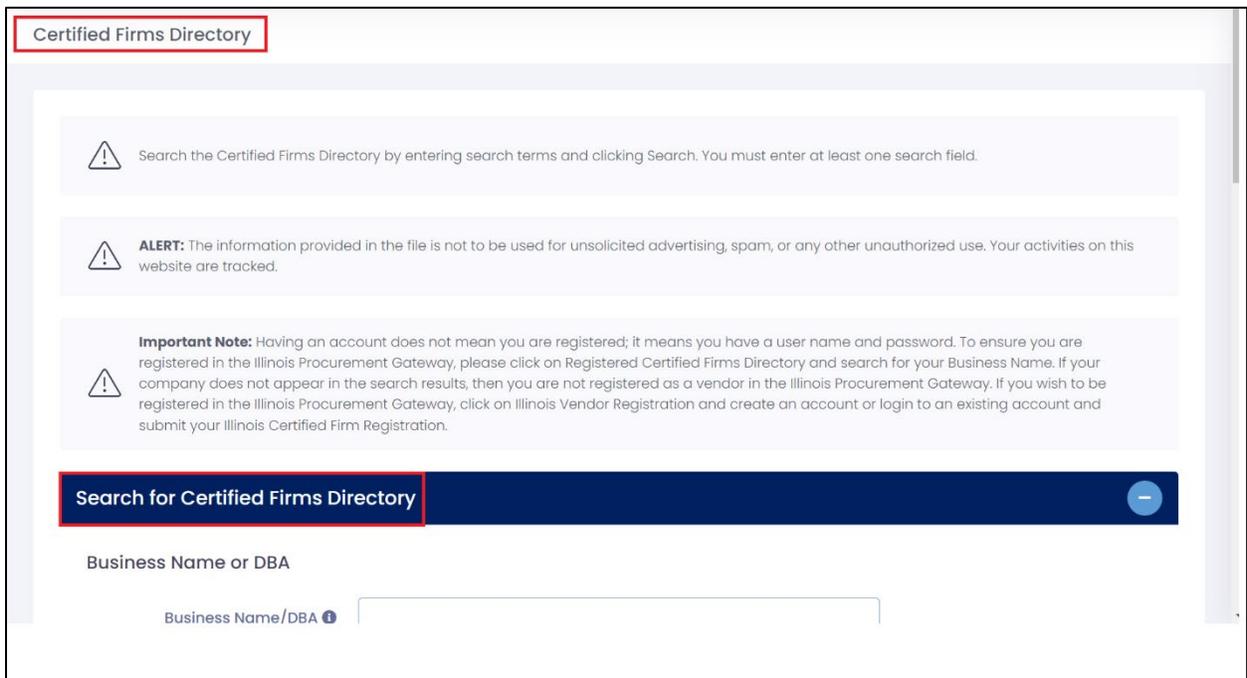
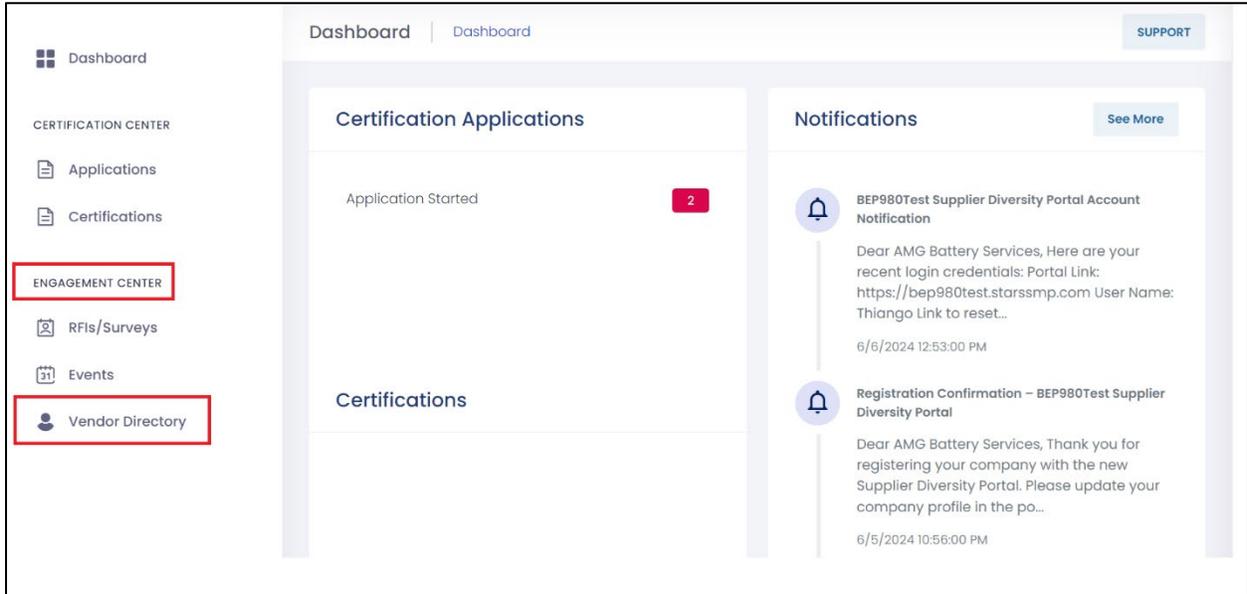
**Vendor Information**

Legal Business Name	DBBS Software Services	Doing Business As (DBA/Trade) Name	DBBS Software Services
Physical Address	1200 (From 1200 To 1298 Even), CARNEGIE, ST, Rolling Meadows, Illinois, 60008-5600	Mailing Address	1200 (From 1200 To 1298 Even), CARNEGIE, Rolling Meadows, Illinois, 60008-4563
Physical Address County	Cook	Mailing Address County	Cook
Business Phone Number	8768798987-993	Website URL	www.vivatest.com

SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

## Step 10: Access vendor directory and other resources

You can access the vendor directory to search for all BEP/VBP certified suppliers as shown below.



SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

**Search for Certified Firms Directory**

Business Name or DBA

Business Name/DBA

NIGP Codes

NIGP Codes

Ethnicity

Ethnicity

Certification

Certification Type

Contact Person

**Search for Certified Firms Directory**

**Search Results**

Certified Firm	Location
#9 Design, LLC	Villa Park, IL
*VDR Development Group	Glendale Heights, IL
@Contract Partners LLC	Chicago, IL
@Veterans Construction Group, LLC.	Chicago, IL
@Veterans Construction Group, LLC.	Chicago, IL
10-4 Engineering, PLLC	Chicago, IL
123 Installs, Corp.	Flushing, NY

In addition, you will be able to access other information and materials in the portal through the Engagement Center and Support Center as shown below.

**SUPPLIER GUIDE**  
**IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION**

← View RFIs/Surveys | Home - View RFIs/Surveys

Dashboard

CERTIFICATION CENTER

- Applications
- Certifications
- ENGAGEMENT CENTER**
- RFIs/Surveys**
- Events
- Vendor Directory

General Search

Results: 1

Name	Type	Status	Response Date	Closure Date
Environmental, Social, and Governance (ESG) Survey	Private	Open	6/6/2024 12:33:19 PM	12/31/2024 5:00:00 AM

« < 1 > » 25 1 of 1

© 2024 BEP. | All rights reserved

← View RFIs/Surveys | Home - View RFIs/Surveys

RFI/Survey Name: Environmental, Social, and Governance (ESG) Survey | Closure Date: 12/31/2024 5:00 AM CST

Following engagement and collaboration with the XYZ team to understand the company's supplier engagement benchmarking needs, Anthesis is recommending the following Responsible Supply Chain Program Questionnaire, which is comprised of actionable, industry-relevant survey questions intended to provide Akamai with the data needed to move forward with meaningful supplier engagement and risk management. Suppliers are asked to respond to 35 core questions.

- 1 ESG Program**
- 2 Environment & Sustainability
- 3 Workplace Practices
- 4 Business Ethics

**External Reporting**

1.1. Has your company established a program to manage Environmental, Social, and Governance (ESG) topics relevant to your business? \*

Yes

No, but we plan to establish a program in the next 2 years

No, and we have no plans to establish a program

SUPPLIER GUIDE  
IL CEI BEP/VBP CERTIFICATION APPLICATION SUBMISSION

Events Home - Events

Calendar

< > today JULY 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

Hi, AMG Battery Services A

AMG Battery Services  
Thiago

- Messages
- Notifications
- Support

LOGOUT

2

Registration Confirmation - BEP980Test Supplier Diversity Portal

Dear AMG Battery Services, Thank you for registering your company with the new Supplier Diversity Portal. Please update your company profile in the po...

The screenshot shows a web interface for a Support Center. At the top, the text "Support Center" is followed by a breadcrumb trail "Home • Support Center". Below this, a horizontal navigation bar contains four links: "Contact Information", "Manuals & Trainings", "Support Form", and "User Settings". The "Contact Information" link is highlighted with a red box. Below the navigation bar, the page title "Contact Information" is displayed. A large red box highlights a section titled "Looking for Support? We are here to Help You!". This section contains a bulleted list of support options: "Email us at (clientcontact@viva-it.com).", "Submit Questions through Support Form", "Call us at (333) 415-2563", and "Read Manuals & Watch Trainings in the Manuals & Trainings". On the left side of the page, there is a vertical sidebar with several icons: a grid, three dots, two document icons, another three dots, a person icon, a calendar icon showing "31", and a blue circle.