

ILLINOIS CEI SUPPLIER DIVERSITY MANAGEMENT PORTAL

CERTIFICATION APPLICATION SUBMISSION

Application Eligibility Requirements

Ver: 06262024

Minimum Eligibility Requirements for all BEP/VBP tracks (except Sheltered Workshop application)

Is your firm a "Not-For-Profit" organization?	No
Is your firm owned at least 51% by a minority, woman, or person with a disability or veteran?	Yes
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
Is the owner of your firm a citizen of the United States or a legal permanent resident alien?	Yes
Does your firm have annual gross sales of less than \$150 million?	Yes

Minimum Eligibility Requirements for all Sheltered Workshop Application track

Is your firm a "Not-For-Profit" organization?	Yes
Is your "Not-For-Profit" organization currently located in the State of Illinois?	Yes

Note:

For detailed eligibility requirements for different applications under the above tracks as listed below, please click corresponding application or see the following pages.

[Full BEP/VBP Application – New/Renewal](#)

Full BEP/VBP Application

[No Change Affidavit](#)

[Change Request](#)

[Expansion Request](#)

[BE BEP Application](#)

[FastTrack Application](#)

[Recognition Application for Veterans](#)

[Sheltered Workshops Application](#)

### Detailed Application Eligibility Requirements for New or Renewal for Full BEP/VBP Application

Do you hold a current WMBE certificate from one of the following: City of Chicago, Cook County & ILUCP such as IDOT, CTA, METRA, or PACE?	No
Do you hold a current Veteran Certificate from one of the following: City of Chicago, Cook County and SBA?	No
Do you hold a current WBE and MBE certificate from one of the following: WBDC, CMSDC and Mid-State?	No
If you are renewing your existing Full BEP/VBP application, are you still within the “No Change Affidavit” eligibility period? (The BEP Full Certification is good for seven years with six No Change Affidavits. The VBP Full Certification is good for five years with four no-change affidavits.)	No
<a href="#">Submit a Full BEP/VBP Application</a>	

Click here for the list of documents needed for submitting a new/renewal Full BEP/VBP Application. Please check [IL CEI Certification](#) website for additional information.

### Detailed Application Eligibility Requirements for No Change Affidavit/Change Request/Expansion for Full BEP/VBP Application

#### No Change Affidavit Application

Is your firm currently certified with CEI as a Business Enterprise Program (BEP) and/or Veteran Business Program (VBP) Via A Full Certification?	Yes
Was your last renewal based on a No Change Application or would you like to renew your current BEP/VBP Application?	Yes
<a href="#">Submit a No-Change Affidavit</a>	

Click here for the list of documents needed for submitting a No Change Affidavit for Full BEP/VBP Application. Please check [IL CEI Certification](#) website for additional information.

#### Change Request Application

Is your firm currently certified with CEI as a Business Enterprise Program (BEP) and/or Veteran Business Program (VBP)?	Yes
Would you like to update the Business name, DBA name, address, phone, fax, and/or email?	Yes

[Submit a Change Request](#)

Click here for the list of documents needed for submitting a Change Request for Full BEP/VBP Application. Please check [IL CEI Certification](#) website for additional information.

[Expansion Request Application](#)

Is your firm currently certified with CEI as a Business Enterprise Program (BEP) and/or Veteran Business Program (VBP) Via A Full Certification or No-Change Affidavit?	Yes
Would you like to add/update commodity, supply, and/or service work categories on your certification?	Yes
<a href="#">Submit an Expansion Request</a>	

Click here for the list of documents needed for submitting an Expansion for Full BEP/VBP Application. Please check [IL CEI Certification](#) website for additional information.

[Detailed Application Eligibility Requirements for BE BEP Application](#)

Do you hold a current WMBE certificate from one of the following: City of Chicago, Cook County & ILUCP such as IDOT, CTA, METRA, or PACE?	Yes
<a href="#">Submit a BE BEP Application</a>	

Click here for the list of documents needed for submitting a BE BEP Application. Please check [IL CEI Certification](#) website for additional information.

[Detailed Application Eligibility Requirements for FastTrack Application](#)

Do you hold a current WMBE certificate from one of the following: City of Chicago, Cook County & ILUCP such as IDOT, CTA, METRA, or PACE?	No
Do you hold a current Veteran Certificate from one of the following: City of Chicago, Cook County and SBA?	No
Do you hold a current WBE and MBE certificate from one of the following: WBDC, CMSDC and Mid-State?	Yes
<a href="#">Submit a FastTrack Application</a>	

Click here for the list of documents needed for submitting a FastTrack Application. Please check [IL CEI Certification](#) website for additional information.



### Detailed Application Eligibility Requirements for Recognition Application for Veterans

Do you hold a current WMBE certificate from one of the following: City of Chicago, Cook County & ILUCP such as IDOT, CTA, METRA, or PACE?	No
Do you hold a current Veteran Certificate from one of the following: City of Chicago, Cook County and SBA?	Yes
Is your home office based in Illinois? And Are you a resident of Illinois?	Yes
<a href="#">Submit a Recognition Application for Veterans</a>	

Click here for the list of documents needed for submitting a Recognition Application. Please check [IL CEI Certification](#) website for additional information.

### Detailed Eligibility Requirements for Sheltered Workshops

Is your "Not-for-Profit" organization in compliance with Illinois laws governing private not-for-profit organizations including, but not limited to, the General Not for Profit Corporation Act of 1986 (805 ILCS 150/) and the Charitable Trust Act (760 ILCS 55/1)?	Yes
Does your "Not-for-Profit" organization provide employment opportunities to persons with significant disabilities including, but not limited to, physical disabilities, intellectual or developmental disabilities, mental illnesses, or any combination thereof?	Yes
Does your "Not-for-Profit" have at least one of the following credentials: (1) Designation as a disability-serving organization by the Illinois Department of Human Services (DHS); (2) Designation as a "Center for Independent Living" by DHS; and/or (3) Accreditation by CARF, CQL, or AER?	Yes
Do you hold a current Illinois Department of Human Rights (IDHR) number?	Yes
Is your organization committed to providing for payment of a wage for contracted services that is no less than the applicable local or Illinois minimum wage, whichever is higher, for all employees performing work on State of Illinois contracts and/or subcontracts?	Yes
<a href="#">Submit a Sheltered Workshop Application</a>	

Click here for the list of documents needed for submitting a Sheltered Workshops Application.