

ILLINOIS CEI SUPPLIER DIVERSITY MANAGEMENT PORTAL
CERTIFICATION APPLICATION SUBMISSION

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Ver: 06262024

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Full BEP/VBP Application – New/Renewal

Document Name
<i>Mandatory Documents - ALL Applicants</i>
1. Affidavit of Certification Download Form -- Download, sign, notarize and upload.
2. Most Recent Financial Statement include Balance Sheet
3. Most Recent U.S. Federal Income Tax Return for Firm and All Affiliates Including all Attachments and Schedules.
4. Most Recent U.S. Individual Federal Income Tax Returns for all Owners
5. Bank Signature Card of Applicant Firm
6. Copies of W-2 forms or 1099's for Past Three (3) Years for all Owners and Officials
7. Evidence of Citizenship/Residency/US Passport/Legal Permanency for all Owners
8. Evidence of ethnicity for all Owners If your firm is applying for WBE only, please add a statement here stating you are only applying for WBE certification.
9. Current chronological resumes for all Owners, Officers, Management Employees and Supervisors/Foremen Including Work History, Dates and Responsibilities.
10. Proof of Contribution(s) by all Owners to Acquire Stock in Firm or Start-Up Capital (i.e., Cancelled Checks, Signed Loan Agreements), bank statement, promissory notes)
11. Proof of Purchase and or Buy-out Signed Agreement(s)
12. Equipment Lease Agreement(s) and/or Inventory of Equipment, include firm office equipment
13. Real Estate Agreement(s) Lease, Deeds to Property, or Property Tax Bill Including Home-Based Businesses and any warehouse rental.
14. Cover Page and Executed Signature Page of past three completed Projects/Contracts, Purchase Orders and or Invoices verifying the performance of the requested service
15. Authorization to transact business in Illinois For firm's not incorporated in Illinois, contact the Secretary of State office for at; www.cyberdriveillinois.com/services/home.html
<i>Mandatory Documents based on Company Legal Structure</i>
<i>Mandatory Documents for Corporations</i>
1. Articles of Incorporation (front & back pages, also any and all amendments) note: firm must be in good standing Your firm must be registered with Secretary of State of Illinois https://www.cyberdriveillinois.com/departments/business_services/corp.html
2. Copy of the most current Corporation Annual Report file with the Secretary of State of Illinois. https://www.ilsos.gov/departments/business_services/annual_reports/home.html
3. By-Laws of Corporation - Original Copy and copies of any and all Amendments of resolutions approved by the Stockholders and or Board of Directors as reflected on the Meeting Minutes. All companies must provide By-Laws. If your company does not currently have By-Laws on file, you can seek assistance at a Procurement Technical Assistance Center here: https://www.aptac-us.org/ . Corporate by-laws are a detailed set of rules adopted by a corporation's board of directors after the company has been incorporated. They are an important legal document for a corporation to have in place as they specify its internal management structure and how it will be run.
4. Copies of all stock certificates issued and canceled (front and back) and stock ledger.

5. Minutes of the first stockholders' meeting and/or corporation's organizing minutes

What should stockholders board minutes include? Stockholders' minutes should include basic information such as:

- i. Date and time of meeting.
- ii. Whether the meeting is a special or regular meeting.
- iii. Whether notice was given, or a waiver of notice signed by all stockholders.
- iv. Names of stockholders in attendance and stockholders not in attendance.

The minutes of a shareholders' meeting are a written record of any actions or decisions; known as resolutions in company law, made during a meeting of a corporation's shareholders. The minutes are recorded in the corporate minute book, which should contain the historical notes from every meeting, including resolutions, appointments of offices, and any other actions taken by the shareholders. If your company does not have first stockholder's meeting and/or corporation's organizing minutes on file, you can seek assistance at a Procurement Technical Assistance Center here: <https://www.aptac-us.org/>

6. Minutes of first Board of Directors' meeting

If your company does not have minutes of first Board of Director's meeting on file, you can seek assistance at a Procurement Technical Assistance Center here: <https://www.aptac-us.org/>.

What should board minutes include? Board minutes should include necessary information such as:

- i. Date and time of the meeting.
- ii. Whether the meeting is a special or regular meeting.
- iii. Whether notice was given, or a waiver of notice signed by all directors.
- iv. Names of directors in attendance and directors not in attendance.
- v. It also includes all titles for each of the directors, according to your company by-laws.

Board meeting minutes are more than a general accounting of board discussions; they serve as an official and legal record of the meeting of the Board of Directors. Minutes are used in a variety of ways, including tracking progress, detailing future plans, and serving as a reference point.

7. Most recent minutes of stockholders' meeting where the current board members were appointed

If your company does not have the most recent minutes of stockholders' meetings where the current board members were appointed on file, you can seek assistance with a Procurement Technical Assistance Center here: <https://www.aptac-us.org/>.

8. Most recent minutes of Board of Directors' meeting where the current officers were appointed

If your company does not have the most recent minutes of Board of Directors' meeting where the current officers were appointed, you can seek assistance at a Procurement Technical Assistance Center here: <https://www.aptac-us.org/>.

Mandatory Documents for LLCs

1. Articles of Organization (front & back pages)

If your company does not have Articles of Organization on file, you can seek assistance at a Procurement Technical Assistance Center here: <https://www.aptac-us.org/>.

2. Operating Agreement - signed and executed
An LLC operating agreement is a document that customizes the terms of a limited liability company according to the specific needs of its owners. It also outlines the financial and functional decision-making in a structured manner. If your company does not have an Operating Agreement on file, you can seek assistance at a Procurement Technical Assistance Center here: https://www.aptac-us.org/ .
3. Copy of the most current Limited Liability Company Annual Report file with the Secretary of State of Illinois.
https://www.ilsos.gov/departments/business_services/annual_reports/home.html
Mandatory Documents for Partnerships
1. Articles of Organization (front & back pages)
If your company does not have Articles of Organization on file, you can seek assistance at a Procurement Technical Assistance Center here: https://www.aptac-us.org/
2. Partnership Agreement - signed and executed
Assumed Name Certification or Certificate of Limited Partnership
3. Copy of the most current Limited Liability Partnership Annual Report file with the Secretary of State of Illinois.
https://www.ilsos.gov/departments/business_services/annual_reports/home.html
Mandatory Documents for Sole Proprietorship
1. Assumed Name Certification
When a business name is different from the owner(s) full legal name(s), the Illinois Assumed Name Act requires sole proprietorships and general partnerships to register with their local county clerk's office for registration under the Assumed Name Act. Sole proprietors must have a Federal Employer Identification Number if they pay wages to one or more employees or file any pension or excise tax returns, including those of alcohol, tobacco, or firearms. Please check with your local county for processing guidelines.
Necessary Documents - ALL Applicants
1. MBE/DBE/WBE/PBE or SBA 8A Certification(s) or Denial(s) or Statement of None
2. Are you are applying for certification as a PERSON WITH A DISABILITY?
3. PBE Addendum
Download and sign. If you are not applying for PBE attach a statement stating this form is not applicable.
4. Are you are applying for certification as a VETERAN?
5. Copy of DD214 Form
Submission of this document is required when you are a applying for a SDVOSB or VOSB certification
6. Current License(s)
7. Title(s) of Automotive Equipment All Vehicles Used for Business Purposes or Leased through the Business, if applicable.
8. Copies of All Signed Loan Agreements and Line of Credit Agreements, if applicable.

Full BEP/VBP Application – No Change Affidavit

Document Name
Mandatory Documents - ALL Applicants
1. No Change affidavit
Download Form -- Download, sign, notarize and upload.
2. Most recent U.S federal income tax returns for firm and all affiliates

Full BEP/VBP Application –Change Request

Document Name
Mandatory Documents - ALL Applicants
1. Are you changing the address listed in your firm’s certification profile? (Yes/No)
1. Upload proof of address change.
Supporting documentation required, such as lease agreement, title, property tax document or assessment. Additional documentation may be required.
2. Are you changing the name listed in your firm’s certification profile? (Yes/No)
2. Upload proof of name change.
Supporting documentation required, such as amended business certification or similar legal document. Additional documentation may be required.
3. Are you changing the DBA name listed in your firm’s certification profile? (Yes/No)
3. Upload proof of DBA name change.
For Sole Proprietors: copy of DBA filing. All other business types: registration of assumed name.
Mandatory Documents based on Company Legal Structure
Mandatory Documents for Corporations
No mandatory documents
Mandatory Documents for LLCs
No mandatory documents
Mandatory Documents for Partnerships
No mandatory documents
Mandatory Documents for Sole Proprietorship
No mandatory documents
Necessary Documents - ALL Applicants
1. Reporting an error in your firm's certification profile due to a typographic mistake:
No supporting documentation required
2. Changing only the fax number, phone number, and/or email address listed in your firm's certification profile:
No supporting documentation required

Full BEP/VBP Application – Expansion Request

Document Name
<i>Mandatory Documents - ALL Applicants</i>
1. Affidavit of Certification
2. Current resume(s) of key personnel who will be performing the requested service(s)
3. Does your firm use equipment to perform the requested service(s)? (Yes/No)
3. Upload the list of equipment used to perform the requested service(s).
4. Copies of contracts, purchase orders, bids, proposals, or invoices verifying the performance of the requested service(s)
5. Does your firm currently have any specialties license(s) pertaining to the requested service(s)? (Yes/No)
5. Upload copies of the specialties licenses pertaining to the requested service(s).
<i>Mandatory Documents based on Company Legal Structure</i>
<i>Mandatory Documents for Corporations</i>
No mandatory documents
<i>Mandatory Documents for LLCs</i>
No mandatory documents
<i>Mandatory Documents for Partnerships</i>
No mandatory documents
<i>Mandatory Documents for Sole Proprietorship</i>
No mandatory documents
<i>Necessary Documents - ALL Applicants</i>
1. Retail Firms: Current list of inventory
2. Retail Firms: Vendor agreements or copies of invoices from vendors for products being retailed
3. Wholesaler Firms: Copies of invoices from vendors for products being wholesaled
4. Wholesaler Firms: Wholesaler/Distributor agreements
5. Trucking Firms: Illinois Commission permits
6. Trucking Firms: Commercial Driver's License (CDL) for all drivers
7. Trucking Firms: Insurance Agreements for each truck owned or operated by firm
8. Trucking Firms: Title(s) and registration certificate(s) for each truck owned or operated by firm
9. Professional license(s) regulated by the state and /or any other regulatory body (i.e. local city/municipality/ County)

BE BEP Application

Document Name
<i>Mandatory Documents - ALL Applicants</i>
No mandatory documents
<i>Mandatory Documents based on Company Legal Structure</i>
<i>Mandatory Documents for Corporations</i>
No mandatory documents
<i>Mandatory Documents for LLCs</i>
No mandatory documents
<i>Mandatory Documents for Partnerships</i>
No mandatory documents
<i>Mandatory Documents for Sole Proprietorship</i>
No mandatory documents
<i>Necessary Documents - ALL Applicants</i>
1. Most current certificates or certification letters from the host agencies.
2. Copies of any license registrations, licenses, certificates, or pending license applications obtained since your last State of Illinois BEP certification, if any.

FastTrack Application

Document Name
<i>Mandatory Documents - ALL Applicants</i>
1. Affidavit of Certification
Download Form -- Download, sign, notarize and upload.
2. Most current certificate or certification letter
<i>Mandatory Documents based on Company Legal Structure</i>
<i>Mandatory Documents for Corporations</i>
No mandatory documents
<i>Mandatory Documents for LLCs</i>
No mandatory documents
<i>Mandatory Documents for Partnerships</i>
No mandatory documents
<i>Mandatory Documents for Sole Proprietorship</i>
No mandatory documents
<i>Necessary Documents - ALL Applicants</i>
1. Most current certificates or certification letters from the partner agencies.
2. Copies of any business and/or professionals licenses obtained since your last State of Illinois BEP certification
3. Copy of the most current Annual Report file with the Secretary of State of Illinois.

Recognition Application for Veterans

Document Name
<i>Mandatory Documents - ALL Applicants</i>
1. Affidavit of Certification Download Form -- Download, sign, notarize and upload.
2. Most current certificate or certification letter
3. Most Recent U.S. Federal Income Tax Return for Firm and All Affiliates Including all Attachments and Schedules.
<i>Mandatory Documents based on Company Legal Structure</i>
<i>Mandatory Documents for Corporations</i>
No mandatory documents
<i>Mandatory Documents for LLCs</i>
No mandatory documents
<i>Mandatory Documents for Partnerships</i>
No mandatory documents
<i>Mandatory Documents for Sole Proprietorship</i>
No mandatory documents
<i>Necessary Documents - ALL Applicants</i>
1. Most current certificates or certification letters from the agencies.
2. Copies of any business and/or professionals licenses obtained since your last State of Illinois BEP certification
3. Copy of the most current Annual Report file with the Secretary of State of Illinois.

Sheltered Workshops Application

Document Name
<i>Mandatory Documents - ALL Applicants</i>
1. State Use Affirmation
Download Form -- Download, sign, notarize and upload.
2. W-9 Form Taxpayer Identification Form
3. Illinois Secretary of State Certificate of Good Standing
Including all Attachments and Schedules.
4. Copy of (1) licensure/designation/certification by Illinois Department of Human Services (for disability-serving organizations and Centers for Independent Living), or (2) Copy of Accreditation from the Commission on Accreditation of Rehabilitation Facilities (CARF) International, Association for Education and Rehabilitation of the Blind (AER), or the Council on Quality and Leadership (CQL).
5. Illinois Department of Human Services Certification or Commission on Accreditation of Rehabilitation Facilities or Other accrediting organization which satisfies the requirements provided at 89 Ill. Adm. Code 530
<i>Mandatory Documents based on Company Legal Structure</i>
<i>Mandatory Documents for Corporations</i>
No mandatory documents
<i>Mandatory Documents for LLCs</i>
No mandatory documents
<i>Mandatory Documents for Partnerships</i>
No mandatory documents
<i>Mandatory Documents for Sole Proprietorship</i>
No mandatory documents
<i>Necessary Documents - ALL Applicants</i>
1. Registration with the Illinois Attorney General pursuant to the Charitable Trust Act