

Supplier Diversity Management Portal
Frequently Asked Questions
Purchasing Entity User Questions

V24.1

1. *I am a purchasing entity user whose purchasing entity had an account in the old system. Will I keep the same CEI compliance officer?*

CEI compliance officer assignments are determined during the purchasing entity's initial project goal calculation submission. The assigned compliance officer will remain on that project through the end of the contract period and will be monitored in the SDMP system. If a purchasing entity had an account in the old system and was assigned a compliance officer for a project, that compliance officer will remain on that project for the duration of the contract period monitored in the SDMP.

Compliance officers are no longer assigned a portfolio specific to a purchasing entity. Beginning July 15, 2024, compliance work assignments will be automated through the SDMP. Through this automation, new projects will be distributed to staff cyclically by rotating the workload in the order it is received.

2. *Which CEI compliance officer will be assigned to my purchasing entity?*

Beginning July 15, 2024, purchasing entity goal setting, purchasing entity individual contract exemption requests, and vendor good faith effort (GFE) waiver requests will be automatically assigned to CEI compliance unit staff through the new SDMP.

The CEI compliance officer assigned at the initial goal-setting, exemption, or waiver submission will remain assigned to any subsequent solicitation and resulting contract action until the end of the contract term.

3. *I am a purchasing entity user who didn't have an account in the old system. How do I create and set up a new account?*

Please contact the SDMP help desk at ILCEIsupport@starssmp.com.

4. *How will vendors' GFE waiver requests be submitted to CEI in the new portal?*

The purchasing entity user will submit the vendor's GFE waiver request in the SDMP by identifying and completing all data items identified with a red asterisk on the GFE Waiver Request Review screen.

5. *Can the purchasing entity user attach the necessary vendor GFE waiver request documents?*

Yes.

6. *Can purchasing entity users download the waiver determination to add it to the procurement file?*

There is an option for all determinations resulting from purchasing entity goal-setting, purchasing entity individual contract exemption requests, and vendor GFE waiver requests to produce a PDF document for download by any system user. These PDFs will automatically be sent to the identified recipients with the system notification.