

## FULL CERTIFICATION DOCUMENTS

### I. Each applicant business is required to submit:

1. BEP/VBP application affidavit signed by an authorized officer of the firm and notarized
  - a. An affidavit is made available once the application process is started.
2. Most recent financial statement(s) including **balance sheet (assets and liabilities)**
  - i. The purpose of the balance sheet is to reveal the financial status of a business as of a specific point in time. The statement shows what an entity owns (assets) and how much it owes (liabilities), as well as the amount invested in the business (equity).
  - ii. All companies must provide a balance sheet you can seek assistance with a Procurement Technical Assistance Center at <https://www.aptac-us.org/>
3. Most recent U.S. Federal Corporate and/or LLC Partnership Income Tax Return for the firm and all affiliates (including all attachments and schedules)
  - a. Affiliation consists of 5% or more ownership in any other company and must be disclosed
4. Most recent U.S. Individual Federal Income Tax Returns for all owners (including all attachments and schedules)
5. Bank signature cards and, for corporations, bank resolutions
  - a. Bank signature card must have the number of individuals with access to the bank account and the authority they have in the account.
6. Copies of **W-2** forms or **1099 forms** for past (3) years for all owners and officers
  - a. If W-2's or 1099's forms are not available, please provide three years of personal income tax with all attachments.
7. Evidence of citizenship/residency/legal permanency for all owners
  - a. Passport, birth certificate, certificate of naturalization, Resident Alien card are accepted
8. Evidence of ethnicity (Per 49 CFR Part 23) for all owners
  - a. Your birth certificate or that of one of your parents that indicates their ethnicity
  - b. If birth certificates do not indicate ethnicity, provide a Notarized Signed and Dated Ethnicity Statement as to what race you claim to be.
9. **Resumes** of work history including dates and responsibilities for all owners, officers, management employees, and supervisors/foremen
  - a. The current Chronological Resume includes current ownership and detailed daily duties of applying entity.

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10. Proof of contribution(s) by all owners to acquire stock in the company or start-up capital Evidence of contribution to gain ownership percentages is required to be provided for ALL owners., where the capital came from?
  - a. Contribution is any money spent to start the business or to acquire ownership in the company (i.e., fees to incorporate, money to open a first bank account, money to purchase initial equipment, or money to buy the business/stock from its prior owner.
  - b. Verify the source of funds, and where did the initial capital go to?).
  - c. Evidence of contribution is copies of canceled checks, bank statements (from/to), credit card statements, loan agreements. A signed and notarized statement is also required to show any gift or inheritance.
11. Proof of purchase and or signed buy-out agreement(s)
  - a. Did you buy out this company or shares from an individual and what was the source of money (e.g. savings, loan, 401k)
12. Equipment lease agreement(s) and/or inventory of equipment, including firm office equipment
  - a. This requirement is mandatory – list any and all equipment necessary to conduct your business (e.g. laptops, fax machine, scanner, printer...)
13. Real estate agreement(s), lease(s), property deed(s), or tax bill(s), including for home-based businesses and any warehouse rental(s)
14. Cover page executed signature page, and scope(s) of work for the past (3) completed projects/contracts, purchase orders, and/or invoices verifying the performance of the requested service.
  - i. Contracts must support the commodity codes you are seeking to add.
  - ii. If invoices are provided, they must show proof of payment, work performed. Evidence to provide is canceled checks, bank statements showing matching amount deposit, EFT verification, deposit slips, etc. “PAID” stamped completed projects/contracts, purchase orders, and/or invoices verifying the performance of the requested service IS NOT considered Proof of Payment
  - iii. As of January 1, 2020, firms must submit Commercial User Function proof for the codes assigned and/or requested. In this case, the Applicant Firm must prove that it has the capacity and ability to perform the codes assigned by having the necessary equipment, space, personnel, etc.
15. Authorization to transact business in Illinois (SOS Letter of Good Standing current-if applicable)

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16. MBE/DBE/WBE/PBE or SBA 8(a) certification(s) or denial(s) or statement of none (if applicable)
17. Current license(s) (local, county, and state business license(s), permit(s), and professional license(s) issued to applicant firm, its owners and employees.
  - a. Must provide local, county and/or state business license. If none is required by your local government, a signed and notarized letter stating that a business license is not required must be submitted
  - b. If your business is regulated by the state, e.g., contractor, architect, or engineer's you must submit registration as required by law
18. Copies of all signed loan agreements and line of credit agreements (if applicable)
19. Title(s) of automotive equipment for all vehicles used for business purposes or leased through the business (if applicable)

**For the following sections, submit the appropriate documents if you are applying for certification as a *PERSON WITH A DISABILITY AND/OR A VETERAN*.**

- PERSONS WITH DISABILITIES BUSINESS ENTERPRISE:
  - PBE Addendum (only for those individuals claiming a disability)
    - This applies only to Persons with Disabilities owned businesses
- VETERAN BUSINESS PROGRAM:
  - DD-214 (only for those individuals seeking Veteran Business Program certification) ▪  
This applies only to veteran-owned businesses

**For the following sections, submit the appropriate documents based on your business structure:**  
**CORPORATIONS**

Regardless of the number of shareholders, including SINGLE shareholder, MUST also include:

1. Articles of Incorporation (front & back pages, also any and all amendments) note: firm must be in good standing
  - a. Your firm must be registered with Secretary of State of Illinois  
[https://www.cyberdriveillinois.com/departments/business\\_services/corp.html](https://www.cyberdriveillinois.com/departments/business_services/corp.html)
2. 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.
  - a. 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/>
  - b. 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

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corporation to have in place as they specify its internal management structure and how it will be run.

3. Copies of all stock certificates issued and canceled (front and back) and stock ledger.
  - a. A stock certificate (also known as certificate of stock or share certificate) is a legal document that certifies ownership of a specific number of shares of stock in a corporation.
  - b. If your company does not have [stock certificates](#) on file, you can seek assistance at a Procurement Technical Assistance Center here: <https://www.aptac-us.org/>
4. Minutes of the first stockholders' meeting and/or corporation's organizing minutes
  - a. What stockholders board minutes include?
    - i. Stockholders' minutes should include basic information such as:
    - ii. Date and time of meeting.
    - iii. Whether the meeting is a special or regular meeting.
    - iv. Whether notice was given, or a waiver of notice signed by all stockholders.
    - v. Names of stockholders in attendance and stockholders not in attendance.
  - b. The minutes of a shareholders' meeting are a written record of any actions or decisions; known are 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 made by the shareholders.
  - c. 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/>
5. Minutes of first Board of Directors' meeting
  - a. 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.aptacus.org/>
  - b. What should board minutes include?
    - i. Board minutes should include necessary information such as:
    - ii. Date and time of the meeting.
    - iii. Whether the meeting is a special or regular meeting.
    - iv. Whether notice was given, or a waiver of notice signed by all directors.
    - v. Names of directors in attendance and directors not in attendance.
    - vi. It also includes all titles each of the directors, according to your company by-laws.
  - c. 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.
6. Most recent minutes of stockholders' meeting where the current board members were appointed
  - a. 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/>

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7. Most recent minutes of Board of Directors' meeting where the current officers were appointed
  - a. 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/>

### LIMITED LIABILITY COMPANIES (LLCs) must also include:

1. Articles of Organization (front & back pages)
  - a. 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
  - a. 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.
  - b. 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/>

### SOLE PROPRIETORSHIPS must also include:

1. Assumed Name Certification
  - a. 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.
  - b. Please check with your local county for processing guidelines.

## PARTNERSHIPS

1. Partnership Agreement ○ Assumed Name Certification or Certificate of Limited Partnership