



**State of Illinois Commission on Equity and
Inclusion
Business Enterprise Program
100 W. Randolph St., Suite 4-100, Chicago, IL 60601
www.cei.illinois.gov**

Date: December 8, 2022

To: Agency Liaisons to Business Enterprise Program (BEP) & Institution Procurement Officers

From: Kellye A. Keyes, Esq.
Executive Director/Chairperson
Commission on Equity and Inclusion

Re: FY2023 Compliance Plan that Outlines Goals of Agencies, Public Institutions of Higher Education and Community Colleges for contracting with businesses owned by minorities, women, and persons with disabilities

As of January 1, 2022, the Illinois Commission on Equity and Inclusion (CEI) instituted jurisdiction over the Business Enterprise Program for Minorities, Women, and Persons with Disabilities. The BEP Program and Council was transferred to CEI and removed from the Illinois Department of Central Management Services. Throughout the year CEI has been assessing BEP practices, protocols and guidance previously issued to agencies. CEI endeavors to enhance the state's commitment to equity and inclusion through modifying outdated, ineffective practices.

CEI will be inviting our internal clients to a kick-off in early January 2024 to discuss advancing the public policy of the State under the BEP Act by promoting and encouraging each State agency and public institution of higher education to use businesses owned by minorities, women, and persons with disabilities to the greatest extent feasible within the bounds of financial and fiduciary prudence. The Commission on Equity and Inclusion looks forward to taking affirmative steps to remove any barriers to the full participation of such firms in the procurement and contracting opportunities afforded.

We are excited to start our first collection of Compliance Plans that outline goals of agencies, public institutions of higher education and community colleges for contracting with businesses owned by minorities, women, and persons with disabilities. Below you will find instructions on how to report your plans on compliance with the BEP Act during FY2023.

Completed Fiscal Year 2023 Compliance Plans are due to BEP on January 31, 2023.

Submit Parts I & III by completing the Microsoft Form. Submit Part II by emailing the workbook to CEI.BEP.Compliance@Illinois.gov.

Reporting process is comprised of three templates. these are:

- I. **Part I: Commitment to Comply with BEP Act** - State Agencies, Public Institutions of Higher Education, and Community Colleges are required to affirmatively state their commitment to comply with the BEP Act. The template requires completion by the Director or President, or their designees. Complete the Institution's Commitment here: <https://forms.office.com/q/K5GkeRjvY>

- II. **Part II: Compliance Plan Detail Workbook** - Is the template through which institutions identify their total budget and exemptions at a detailed expenditure level. Return this completed template by email to CEI.BEP.Compliance@Illinois.gov.
- III. **Part III: Institution Contact Form** - Enter the Institution's contact information here: <https://forms.office.com/g/mkKXHfJyaJ>

All documents have been provided to you in an electronic file format. Please follow the instructions for completing the forms as outlined on the enclosed FY2023 Compliance Plan Instructions. Forms from prior years will not be accepted.

Contact your assigned BEP Compliance Officer if you have any questions.

Cordially,

Kellye A. Keyes