



Illinois Commission on Equity and Inclusion

Nina M. Harris, Chairperson
115 S. LaSalle Street, Suite 4N, Chicago, IL 60603

Business Enterprise Program Annual Expenditure and Service Category Report Fiscal Year 2026

TEMPLATE OVERVIEW

The Illinois Commission on Equity and Inclusion's (CEI) Business Enterprise Program (BEP) expenditure and service category reporting template is a tabbed Excel workbook including all five required reporting tabs:

- 1) **BEP SUMMARY**
- 2) **BEP NON-CONSTRUCTION ENTRY**
- 3) **BEP CONSTRUCTION ENTRY**
- 4) **SERVICE CATEGORY REPORT**
- 5) **NARRATIVE**

The fiscal year 2026 reporting template has been revised. **Only use the templates provided for fiscal year 2026 reporting.**

Do not password-protect or alter any formulas in the worksheets before returning them on or before September 30, 2026.

WORKBOOK INSTRUCTIONS

BEP SUMMARY Tab

The data entered on the **BEP SUMMARY** tab captures a purchasing entity's total BEP-certified vendor (prime and subcontractor) expenditure information for construction and non-construction contracts. The data on the **BEP SUMMARY** tab must be manually populated from the data located on the **BEP NON-CONSTRUCTION ENTRY** and **BEP CONSTRUCTION ENTRY** tabs. The **BEP SUMMARY** tab is also the repository for this year's Dollars Subject to the Goal (**DSG**) information identifying total contract dollars spent and total exemption amounts for construction and non-construction contracts during this reporting fiscal year.

The **BEP SUMMARY** tab contains four columns: "BEP VENDOR EXPENDITURES" and "TOTAL CONTRACTS" for non-construction and construction contracts containing BEP participation. Both "BEP VENDOR EXPENDITURES" columns represent all dollars paid to BEP-certified prime and BEP subcontracting vendors for non-construction and construction goods and services. The "TOTAL CONTRACTS" columns represent the total number of individual contracts performed by BEP prime and subcontracting vendors in each gender and ethnicity classification for non-construction and construction goods and services. *Note, for this fiscal year and future years, the goods or services delivered by registered sheltered workshops in the State Use Program may no longer be counted towards the BEP goal.* Once the total expenditures from each gender and ethnicity category from the BEP ENTRY tabs has been calculated, record those totals on the BEP SUMMARY tab in the appropriate worksheet columns. Using the BEP Non-Construction Entry and BEP Construction Entry tabs, utilize the filter function in the Gender & Ethnicity cell to calculate the totals for each group. The field in the top row of Column **G**, represents the sum total of all dollars listed on the

entire sheet based if all gender and ethnicity categories are selected in the dropdown GENDER ETHNICITY Column **H**. Selection of one gender and ethnicity category will result in the dollar value that needs to be transferred to the **BEP SUMMARY** tab under the appropriate gender and ethnicity field for construction or non-construction goods and services.

The purchasing entity will also enter the PURCHASING ENTITY NAME AND ID NUMBER, Dollars Subject to the Goal (DSG) and any exemption information on this **BEP SUMMARY** Tab.

Also

NEW THIS YEAR

Veteran spending information will be captured on the **BEP SUMMARY** sheet. In the first section of this Veteran component, enter the total dollars spent in fiscal year 2026 on all construction and non-construction contracts if you institution has any construction projects. If there are any individual contract exemptions for any Veteran contracts, enter the total amount of exemptions in the next field called Total amount of fiscal year 2026 Veteran exemptions approved for contracts. The next two fields, the Dollars Subject to the Goal and Veteran Goal Percentage fields will be automatically calculated based on your first two entries. Next enter the total amount spent on certified Veterans and certified disabled Veterans for the fiscal year.

The purchasing entity will enter the “Submission Date” to BEP.

These DSG entries are covered later in this document.

BEP NON-CONSTRUCTION ENTRY and BEP CONSTRUCTION ENTRY Tabs

On these two tabs, the purchasing entity must enter all BEP-certified vendor (prime and subcontractor) non-construction expenditure data on the **BEP NON-CONSTRUCTION ENTRY** Tab and all construction and ancillary construction expenditure data on the **BEP CONSTRUCTION ENTRY** Tab. The layout and functionality of these two tabs are the same, the only difference is the type of goods and services contracts entered on them, construction versus non-construction.

On both construction and non-construction tabs, for each BEP certified vendor participating, enter the institution’s three-digit ID number or community college district number in Column B ID #, enter the CONTRACT NUMBER in Column **C**, the CONTRACT NAME in Column **D**, the BEP-CERTIFIED VENDOR’S NAME in Column **E**, and the BEP VENDOR EIN in Column **F**. Enter the total non-construction contract dollar amount received by the BEP-certified vendors in TOTAL BEP DOLLAR SPEND Column **G**; conversely, enter the total construction contract dollar amount received by the BEP-certified vendors in TOTAL BEP DOLLAR SPEND Column **G** on the BEP Construction Entry tab. In Column **H** from the dropdown selection, choose the correct gender and ethnicity of the BEP certified vendor’s ownership of the firm. In Column **I**, NEW CONTRACT THIS FISCAL YEAR, select “Yes” or “No” from the dropdown for the appropriate response. Select “Yes” if the BEP prime or subcontractor were on a contract that was initiated/awarded this state fiscal year 2026. The BEP vendor EIN number and the gender and ethnicity ownership designations can be found in CEI’s SDM Portal. Contact your CEI-BEP Compliance Officer for any assistance here.

Referencing the top row of the form in Column **G**, this field represents the sum total of all dollars listed on the entire sheet based if all gender and ethnicity categories are selected in the dropdown GENDER

ETHNICITY Column **H**. Selection of one gender and ethnicity category will result in the dollar value that needs to be transferred to the **BEP SUMMARY** tab under the appropriate gender and ethnicity field for construction or non-construction goods and services. For example, if you select only African American Male from the dropdown list, all vendor dollars listed with African American Male BEP certified vendors on the sheet will be displayed in the first row, Column **G**.

All the BEP vendor's payment information must be manually entered on the **BEP SUMMARY** tab under the appropriate gender and ethnicity designation including the total number of contracts associated with the BEP vendors spend for the fiscal year under the non-construction heading over the entry columns. If you select to copy the dollar amount, make sure to paste the values and not the formula.

On the second row of the worksheet in Columns **K** and **L**, you have another option to select the subtotal information on each gender and ethnicity of the BEP vendors on the sheet with only a partial list selected by the dropdown in Column **G** to reach the subtotal of each gender and ethnicity selected from the dropdown. Either method is acceptable and may be used to capture the data to be entered on the **BEP SUMMARY** Tab.

The BEP-certified vendor expenditure information entered on the **BEP NON-CONSTRUCTION ENTRY** Tab and the **BEP CONSTRUCTION ENTRY** Tab must also be entered in the **SERVICE CATEGORY REPORT** tab if the goods and services provided by the BEP-certified vendor fall under one of the six service categories identified in Service Category Reporting.

SERVICE CATEGORY REPORT TAB

The **SERVICE CATEGORY REPORT** Tab details the purchasing entity's diverse vendor participation, including BEP-certified vendors, within the six service categories identified in Section 4f of the BEP Act. Enter "PURCHASING ENTITY NAME AND ID NUMBER" on Line 4. Enter "Today's Date" on Line 5. Complete all three tables (**A** through **C**) on the **SERVICE CATEGORY REPORT** tab. Be sure to enter the name of your institution and three-digit/college district number in the space indicated. If there is no data to report for a table, enter "N/A" under the Table reference letter of each appropriate table.

Table A - INSURANCE SERVICES

Enter the following information under each column:

- The name of the service firm owned by minorities, women, and persons with disabilities, including BEP-certified firms (Column B).
- The EIN of the service firm (Column C).
- Select the certifying entity of the service firm (Column D) from the dropdown options.
- The name of the insurance broker or claims consultant (Column E).
- The total risk managed by the purchasing entity by insurance brokers (Column F).
- The total commissions, fees paid, or both (Column G).
- The number of lines or insurance policies placed (Column H).
- The percentage of risk managed by insurance brokers (Column I).
- The percentage of total commissions and fees paid (Column J).
- The number of lines or insurance policies placed with the service firm owned by minorities, women, and persons with disabilities, including BEP-certified firms (Column K).

- Amount of premiums placed with the service firm owned by minorities, women, and persons with disabilities (Column L).

Table B - INVESTMENT MANAGEMENT SERVICES

Enter the following information under each column:

- The name of the service firm owned by minorities, women, and persons with disabilities (Column B).
- Enter the EIN of the service firm (Column C).
- Select the certifying entity of the service firm (Column D) from the dropdown options.
- The name of the investment manager is used (Column E).
- The total funds under management of the investment manager (Column F).
- The total commissions, fees paid, or both (Column G).
- The total funds under management of the emerging investment manager owned by minorities, women, and persons with disabilities, including BEP-certified firms (Column H).
- The total percentage of funds under management of the emerging investment manager owned by minorities, women, and persons with disabilities, including BEP-certified firms (Column I).
- The percentage of total commissions and fees the purchasing entity paid (Column J).

Table C - PROFESSIONAL SERVICES

Enter the following information under each column:

- The name of the prime service firm on the contract (Column B).
- Enter the EIN if the service firm is BEP-certified (Column C).
- Select the certifying entity of the service firm (Column D) from the dropdown options.
- Identify the appropriate service category from the dropdown options for the service firm's contract commitment (Column E).
- The total dollars paid to the prime service firm for the selected professional service (Column F).
- The total dollar amount paid to the service firm owned by minorities, women, and persons with disabilities, including BEP-certified firms (Column G).
- The total percentage paid to the service firm owned by minorities, women, and persons with disabilities, including BEP-certified firms (Column H).

DOLLARS SUBJECT TO THE GOAL

Each purchasing entity will determine its Dollars Subject to the Goal (DSG). CEI uses a purchasing entity's DSG to measure its overall progress toward the 30% BEP aspirational goal for non-construction State contracting, the 20% aspirational goal for State construction contracting, and the 3% for Veteran contracting. The BEP Act defines State contracts as all contracts entered into by the State, any agency or department thereof, or any public institution of higher education, including community college districts, regardless of the source of funds with which the contracts are paid, which are not subject to federal reimbursement. The BEP Act defines State construction contracts as all State contracts entered into by a state agency or public institution of higher education for the repair, remodeling, renovation, or construction of a building or structure, or for the construction or maintenance of a highway defined in Article 2 of the Illinois Highway Code. To calculate the DSG, first input the total dollars spent on both construction, non-construction contracting, and Veteran contracting in the **BEP SUMMARY** Tab. The total

contracting amounts for Veteran contracting will depend on if Veteran vendors are included in both construction and non-construction contracting. After determining the total state contracting dollars spent in these areas, including lapse period spend (not just dollars spent with BEP firms), enter the total approved fiscal year 2026 individual and class contract exemption amounts for all the contract groups in the appropriate fields. If applicable, contracts under \$100,000 of the total cost of the purchase are exempt but should be included in the exemption amounts.

The tab formulas will subtract the exemption totals from the contracting dollar totals, resulting in the DSG values. The Aspirational goal amount is automatically calculated, and the achievement percentage is displayed based on the BEP dollars entered above.

Submit, as an attachment, all the approved individual and class contract exemption forms to support the entries made on the **BEP SUMMARY** Tab in these three fields; TOTAL AMOUNT OF FISCAL YEAR 2026 EXEMPTIONS APPROVED FOR NON-CONSTRUCTION CONTRACTS, TOTAL AMOUNT OF FISCAL YEAR 2026 EXEMPTIONS APPROVED FOR CONSTRUCTION CONTRACTS, and TOTAL AMOUNT OF FISCAL YEAR 2026 VETERAN EXEMPTIONS APPROVED FOR CONTRACTS in the Total Exemption fields on the sheet. On line 42 in Column J, Total FY26 Veteran Spend, enter the total dollars paid to certified Veterans and certified disabled Veterans for all goods and services.

NARRATIVE Tab

The NARRATIVE tab is a reminder to submit the institution's Narrative with the Annual Reporting package. Using a document with your purchasing entity's letterhead, complete a narrative outlining your supplier diversity goals for contracting with businesses owned by minorities, women, and persons with disabilities. Include a self-evaluation of your purchasing entity's efforts to meet the 30% non-construction and 20% construction aspirational BEP goals. Document your purchasing entity's adoption of policies and procedures and identify your entity's plan, implementation, and outreach efforts for increasing the use of BEP-certified service firms. The purchasing entity must also include any recommendations made by the Business Enterprise Council for Minorities, Women, and Persons with Disabilities (BEP Council) to increase participation using diverse service firms.

REQUIRED ACTION

Send your completed submission to your CEI BEP Compliance Officer assigned to your institution and use "####" (your purchasing entity's 3-digit Identification/college district number) – FY26 BEP Annual Expenditure and Service Category Report" in the subject line.

If you have any questions regarding this process, please contact your assigned Compliance Officer. You can also obtain the three-digit state ID number or community college district number on the CEI's website by selecting [here](#).

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