

Supplier Diversity Management Portal
Frequently Asked Questions
Public User Questions

V24.1

1. *My certification expired while the system was down. What should I do?*

BEP or VBP certifications expiring between June 15, 2024, and July 15, 2024, were extended to July 31, 2024. Applications received by the certification unit but not certified by June 15th will be reviewed starting July 1st. Vendors whose certification lapses between the above-stated expiration period and who did not submit their application into the old diversity management system must re-apply using the new SDMP. The CEI certification unit began processing these applications on July 15, 2024.

Please note: System users who applied for CEI's consideration but whose certification status is pending *may* need to re-enter their profile data into SDMP beginning July 15, 2024. System users with in-progress applications not submitted to CEI for consideration must re-enter their profile data into SDMP beginning July 15, 2024.

2. *Will the old system's file attachments from in-progress applications not submitted to CEI for consideration be migrated to the new SDMP?*

No. All vendors with applications in progress that were not submitted to CEI for consideration in the old system were asked to save and maintain copies of the attached documents (e.g., affidavit, financial statements, tax returns, PBE addendum, and DD214, etc.) from their most recent in-progress application or expiring profile.

If those attachments were not downloaded and saved from the old system before the system cutoff on June 14, 2024, you must resubmit the applications in the new portal.

3. *When can I get certified in the new SDMP?*

New certification applications, renewals, and revision submissions will be accepted beginning July 15, 2024.

4. *I am certified with the State of Illinois through one of its recognition programs. When I renew my certification with my host agency, does it automatically renew my certification with the State of Illinois?*

If you have a supplier diversity certification with one of the host entity partners listed below, please know that your business is also approved for certification with the State of Illinois. However, you must complete a State of Illinois BEP or VBP registration in SDMP.

The host entity partner list for each is as follows:

BE BEP Certification

Chicago Transit Authority
(CTA)
City of Chicago
Cook County
Illinois Department of
Transportation (IDOT)
METRA
PACE

FastTrack Certification

Chicago Minority Supplier
Development Council
Mid-States Minority Supplier
Development Council
Women's Business
Development Center

VBP Recognition Certification

City of Chicago
Cook County
U.S. Small Business
Administration (SBA)

Recognition certification renewal

You can renew once you follow the steps below to ensure your recognition certification is active in SDMP. Recognition certification renewal is predicated on vendors renewing with their host entity. Vendors will be notified via SDMP three times. Renewal notices will be emailed 90, 60, and 30 days before the BEP or VBP recognition certification expires. To renew, please follow the steps listed in the below.

Completing the registration process

Please complete the registration process by accessing the new portal [here](#). You may need to reset your password or create a new user profile. Once logged in, use the following instructions to navigate to the registration process affiliated with your host entity:

1. Choose the "Application" tab on the screen's far left.
2. Click on the "New Certification/Renewal" button.
3. Choose the "Apply for New/Renewal Certification" option.
4. Follow the prompts to select your host entity partner.
5. Upload the required documents.
6. Click the "Submit" button.

You must enter the National Institute of Government Purchasing (NIGP) codes your host entity partner provided. If you need additional codes beyond those initially provided, you must obtain them from your host entity partner. If your host entity partner uses North American Industry Classification System (NAICS) codes, you can translate your NAICS codes to NIGP commodity codes using CEI's crosswalk. CEI staff will translate on your behalf if no translation selection is made.

5. *I am certified with the State of Illinois through one of its recognition programs. When CEI migrated to the new Supplier Diversity Management Portal, I was provided an active profile in the new system. Will my profile automatically update when I renew with my host agency?*

If your active recognition certification profile was ported over from the old DCMS into the new SDMP, you must initiate the registration process provided above under 'Completing the registration process' to remain active in the new system upon the expiration of your recognition certification.

6. *How does this change benefit me?*

As a vendor, you will benefit from a user-friendly interface, faster processing times, and improved communication with CEI. The new portal will simplify the certification and compliance processes.