



Illinois Commission on Equity and Inclusion

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Notice 2026.5

Illinois Commission on Equity and Inclusion

Date: April 1, 2026

To: Purchasing Entity Procurement Staff
Veterans Business Program (VBP) Vendor Community

Cc: Commission on Equity and Inclusion (CEI) Staff and Commissioners
Procurement Policy Board
Chief Procurement Office for General Services
Chief Procurement Office for Higher Education
Chief Procurement Office for Capital Development Board
Chief Procurement Office for the Department of Transportation

From: Alexandria Wilson, Executive Director

Re: New VBP Utilization Plan and Waiver Forms

This notice is effective immediately and applies to all future, unpublished procurements subject to the Illinois Procurement Code.

CEI is launching three new VBP forms:

- VBP Utilization Plan
- VBP Waiver Request and Review Form
- VBP Utilization Plan Review and Determination Form

Effective immediately, purchasing entities subject to the Illinois Procurement Code must use (and include in the procurement file) the new VBP Utilization Plan (U-Plan), the VBP Waiver Request and Review Form, and the VBP U-Plan Review and Determination Form.

- The VBP U-Plan standardizes how prime vendors demonstrate compliance with the VBP participation goal by requiring them to document their commitment to meeting contract-specific VBP goals, identify certified subcontractors, submit subcontractor participation agreements, and request waivers if applicable, ensuring transparency, accountability, and consistent reporting under Section 40.810 of the VBP Administrative Rules.
- The VBP Waiver Request and Review Form standardizes the process for prime vendors to document and demonstrate their good faith efforts to engage VBP-certified vendors before requesting a waiver from contract participation goals, ensuring consistent evaluation and compliance with Section 40.810 of the VBP Administrative Rules.

- Purchasing entities are responsible for reviewing VBP U-Plans submitted with bids and offers and using the VBP U-Plan Review and Determination Form to conduct VBP U-Plan reviews. This form is to be used by the purchasing entity to review and document the bidder or offeror's VBP U-Plan submitted in response to a solicitation. Its purpose is to confirm whether the VBP U-Plan aligns with the assigned VBP participation goal, identifies appropriate VBP-certified subcontractors, and reflects a legitimate and attainable strategy for meeting the goal.

New VBP Forms Training

Companion training is also available on CEI's website at: <https://cei.illinois.gov/purchasing-entity-resources/compliance.html>.

New VBP Form Implementation Extension

To support a smooth transition to the new VBP forms, CEI will allow a limited implementation extension opportunity for purchasing entities that are not currently using CEI's VBP U-Plan template.

Eligible purchasing entities may submit a formal request for a temporary extension to implement and begin using the new VBP forms. To request an implementation extension, purchasing entities must submit a formal written request via email to the CEI's VBP Deputy Director at Jacob.Perez@Illinois.gov by April 15, 2026. The request must:

- Use the subject line "VBP Forms Implementation Extension Request – [Agency/Entity Name]".
- Include the following information:
 - The VBP U-Plan template that the entity is currently using, and confirmation that CEI's VBP U-Plan is not in use.
 - A clear explanation of the entity's current VBP U-Plan and goal waiver processes.
 - A detailed justification outlining why the entity is unable to immediately implement the new VBP forms.
 - A proposed implementation timeline, including the date by which the entity will fully transition to and begin using the new VBP forms.

All requests will be reviewed by CEI, and CEI will follow up with the requesting entity to discuss the proposed timeline and establish mutually agreed-upon implementation expectations.

If you have any questions or require assistance, please contact CEI's VBP Deputy Director at Jacob.Perez@Illinois.gov.

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