



# NIGP CODE REVISIONS BEFORE BID OPENING

# WHAT IS THE PURPOSE AND APPLICATION OF NOTICE 2023.3?

- Notice 2023.3 provides purchasing entities clarification on the procedure for revising the five-digit NIGP class item commodity and service codes after a solicitation is published but before the bid opening date.
- Notice 2023.3 applies to:
  - Competitive sealed bids and proposals
  - Value exceeding \$100,000
  - Include a BEP and/or VBP goal.
- Notice 2023.3 does not apply to procurements for construction or construction-related services.
- Revisions include adding and subtracting NIGP codes.

# WHAT ARE THE BENEFITS OF NOTICE 2023.3?

- Standardizes the inconsistent pre-bid opening NIGP code revision practices across purchasing entities.
- Improves the accuracy of the NIGP code selection and goal-setting processes.
- Improves the accuracy of BEP/VBP firm NIGP code registrations.
- Maximizes BEP/VBP vendor participation

# WHAT ARE NIGP CODES?

- The NIGP Code is a standard taxonomy most state government purchasing departments use.
- A 3-digit NIGP Code is called a NIGP Class Code.
- When two additional numbers are added to the end, giving the 3-digit NIGP Class Code greater specificity, the 5-digit code is called a NIGP Class Item Code.
- When a 3-digit NIGP Class Code has two zeros (00) after the first three numbers, the code remains a Class Code despite having five numbers.

**01**

Identify the **NIGP Code(s)** for each component of the contract's scope of work.

**02**

Identify the approximate dollar or percentage value of the scope of work associated with each **NIGP Code**.

**03**

Determine the amount of weight each scope carries in relation to the total dollar value of the contract.

**04**

Determine the most accurate dollar or percentage weight value for each **NIGP Code** to enter on the **BEP Project Goal Setting Form**.

**WHY ARE NIGP CODES IMPORTANT TO PURCHASING ENTITIES?**

# GOAL-SETTING USING NIGP CODES

A = numerator and B = denominator

For example, if there are 23 (A) individual BEP/VBP certified firms in the NIGP Class Item Code for plumbing services and 210 (B) individual BidBuy firms in the same NIGP Class Item Code for plumbing services, the formula would be:

- $A/B$
- $23/210 = 0.10952$
- $0.10952 \times 100 = 10.95\%$
- Estimated availability is 11%

# WHY ARE NIGP CODES IMPORTANT TO VENDORS?



**TARGETED  
NOTIFICATIONS AND  
UPDATES**



**INCREASED  
OPPORTUNITIES FOR  
BEP/VBP VENDOR  
SELECTION**



**AMPLIFIED BUSINESS  
NETWORKING  
OPPORTUNITIES**

## HOW DOES NOTICE 2023.3 AFFECT PRIME VENDORS THAT AREN'T SELF-PERFORMING BEP/VBP-CERTIFIED FIRMS?

Must select certified BEP/VBP subcontractors registered in at least one of the solicitation's NIGP codes for their U-Plan.



## HOW DOES NOTICE 2023.3 AFFECT VENDORS THAT ARE SELF-PERFORMING BEP/VBP PRIMES?

Must be registered in at least one of the solicitation's NIGP codes to self-perform the entire contract.\*

\*If the purchasing entity intends to count 100% of the value of the contract towards the State's aspirational BEP/VBP goals, the self-performing BEP/VBP prime must be registered in all of the solicitation's NIGP codes.

# WHAT HAPPENS IF A PURCHASING ENTITY WANTS TO REVISE THE NIGP CODES BEFORE THE BID OPENING DATE?

The goal setting must be redone to include the NIGP code revisions and approved by the BEP Compliance unit or a CEI-approved designee.

Purchasing entity must publish a notification on its procurement bulletin, including a comprehensive list of updated NIGP codes and the revised goal percentage.

If the bid opening date is less than 7 calendar days from the revised notification's publication date, the purchasing entity must extend the bid due date to provide bidders/offerors with a minimum of 7 calendar days to comply with the changes.

HOW DOES  
NOTICE 2023.3  
AFFECT GOOD  
FAITH EFFORT?

Once the solicitation is updated, only the NIGP Codes listed in the revised notification may be used to meet a good faith effort on the U-Plan.

# WHAT IF THE BEP/VBP FIRM DOESN'T GET REGISTERED IN THE RIGHT NIGP CODES BEFORE THE BID OPENING DATE?



A self-performing certified BEP/VBP firm that doesn't obtain registration in the solicitation's NIGP codes by the bid opening date must be notified of the deficiency by the agency/PIHE.



A non-self-performing prime that selected a BEP/VBP subcontractor that isn't registered in at least one of the solicitation's NIGP codes by the bid opening date must be notified of the deficiency by the agency/PIHE.



The BEP/VBP firm must be given a period of 10 calendar days to cure the deficiency.



The agency/PIHE will determine whether the cure is adequate.

# REVISION TIMELINE

The purchasing entity chooses to revise the published solicitation's NIGP codes before the bid opening date.

After obtaining approval, the purchasing entity publishes a notification on its procurement bulletin.

The vendor uses the remaining time before bid opening to submit a bid/offer.

The purchasing entity redoes goal-setting to include the revisions and submits it for approval.

If the bid opening date is less than 7 calendar days from the notification's publication date, the purchasing entity will extend the bid due date to give vendors a minimum of 7 calendar days to comply.

## CONTACT INFORMATION

CEI, generally

[CEI.Equity.Inclusion@illinois.gov](mailto:CEI.Equity.Inclusion@illinois.gov)

BEP, generally

[CEI.BEP@illinois.gov](mailto:CEI.BEP@illinois.gov)

CEI Outreach Unit

[CEI.BEP.Outreach@illinois.gov](mailto:CEI.BEP.Outreach@illinois.gov)

BEP Certification Unit

[CEI.BEP.Certification@illinois.gov](mailto:CEI.BEP.Certification@illinois.gov)

BEP Compliance Unit

[CEI.BEP.Compliance@illinois.gov](mailto:CEI.BEP.Compliance@illinois.gov)

BEP Mentor Protégé Program

[CEI.BEP.Mentor.Protege@illinois.gov](mailto:CEI.BEP.Mentor.Protege@illinois.gov)

# HELPFUL RESOURCES

- [Amendment No. 2 to Notice 2023.3](#)
- [CEI Act](#)
- [Illinois Procurement Code](#)
- [BEP Act](#)
- [BEP Administrative Rules](#)
- [VBP Administrative Rules](#)
- [CEI BEP Certification Portal \(“DCMS”\)](#)
- [Goal Setting Forms](#)
- [Utilization Plan](#)
- [Good Faith Effort Guidance](#)
- [Goal Setting Manual](#)

