



Illinois Tollway **DIVERSITY**

Driving Economic Opportunities

BUILDING FOR SUCCESS

Adding New NIGP Codes to a
Solicitation

August 19, 2024

HOUSEKEEPING RULES



Housekeeping Rules



WELCOME & INTRODUCTIONS

Adding New NIGP Codes to a Solicitation

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A photograph of four people in an office environment. Three people are seated at a light-colored table, looking down at several documents and brochures spread out on it. On the left, a man with a beard and a striped shirt. Next to him, a woman with blonde hair in a red top. On the right, a woman with short dark hair in a red sweater. Standing behind them is a woman with short dark hair and glasses, wearing a purple patterned dress, looking down at the documents. The background shows a typical office wall with some notices or posters.

ADDING NEW NIGP CODES TO A SOLICITATION

ADDING NEW NIGP CODES TO THE SOLICITATION

- It is important that prime vendors know that their subs need to be certified not only with the Illinois BEP Program but in at least one of the codes in the solicitation
- Vendors can also request codes to be added to the solicitation that are related to the scope of work of that solicitation but are missing.



ADDING NEW NIGP CODES TO THE SOLICITATION

- Since the inception of the Illinois BEP Program in 1984, there have been several revisions and additions to the BEP program
- One of the latest revision to the program was introduced in July 2023. It involves the NIGP Codes revision before the Bid Opening
- This revision was finalized with an amendment (No. 2 to Notice 2023.3) and became effective October 1, 2023.



ADDING NEW NIGP CODES TO THE SOLICITATION



This code revision notice provides guidance to purchasing agencies and public institutions of higher education (PIHE) clarification on the procedure for revising the five-digit NIGP class item commodity and service codes (NIGP codes) for competitive sealed bids and proposals that have a value exceeding \$100,000 and are not procurements for construction or construction-related services but include a Business Enterprise Program (BEP) or Veteran Business Program (VBP) goal.

NIGP Code Revision Request Form



**Illinois Commission on Equity and Inclusion
NIGP Code Revision Request Form**

Per CEI Notice 2023.3, prime vendors without Business Enterprise Program (BEP) or Veteran Business Program (VBP) certifications must use certified BEP and/or VBP subcontractors registered in the solicitation's NIGP codes unless they obtain revision approval from the purchasing entity before the bid opening date. Self-performing certified BEP/VBP prime vendors must be registered in all of the solicitation's NIGP codes unless they obtain revision approval from the purchasing entity before the bid opening date.

Section I – General Information (to be completed by the requesting vendor)

Vendor Name:

Purchasing Entity:

Bulletin Reference Number:

Solicitation Title:

Solicitation Description:

Current BEP Goal Percentage:

Current VBP Goal Percentage:

Section II – Vendor Justification (to be completed by the requesting vendor)

Are you certified in the BEP or VBP programs?

Select the appropriate option:

List the NIGP codes specified in the solicitation:

Which NIGP codes are you currently registered in?

Select the type of NIGP code revision:

List the NIGP Codes that should be added. If this field is not applicable, enter "N/A".



NIGP Code Revision Request Form cont'd



**Illinois Commission on Equity and Inclusion
NIGP Code Revision Request Form**

List the NIGP Codes that should be removed. If this field is not applicable, enter "N/A".

Provide a justification for the requested revision(s):

Did you contact vendors in the current NIGP code pool? If yes, list the vendors below. If no, explain why.

Section III – Vendor Certification and Signature (to be completed by the requesting vendor)

The undersigned certifies that the statements set forth in this document are true and accurate.

Printed Name:	<input type="text"/>
Title:	<input type="text"/>
Phone Number:	<input type="text"/>
Email Address:	<input type="text"/>
Vendor Signature:	<input type="text"/>
Date:	<input type="text"/>

Note: Submit the completed form to the appropriate purchasing entity contact for review and processing.

Section IV – Purchasing Entity Determination (to be completed by the purchasing entity's procurement officer)

- ☐ I approve this request.
☐ I do not approve this request.

Comments:

Printed Name:	<input type="text"/>
Email Address:	<input type="text"/>
Purchasing Entity Signature:	<input type="text"/>
Date:	<input type="text"/>



PROCESS OF ADDING NEW NIGP CODES TO THE SOLICITATION

1. The solicitation is put on the Street
2. Vendor realizes that a code needs to be added
3. Vendor requests form from the Procurement Department, fills it out and return to Procurement Department
4. Procurement sends request form to Compliance to redo a Goal Setting Form with the new code included (Process must be done 2 days before bid opening)
5. New GSF is processed and send to CEI for final review and approval
6. New GSF is approved and send to Compliance and Procurement
7. Procurement amends the solicitation and includes the new codes and revised goal percentage (If applicable)



PROCESS OF ADDING NEW NIGP CODES TO THE SOLICITATION

8. If the bid opening is less than 7 calendar days from the notification publication date, Agencies/PIHEs must extend the bid due date to provide bidders/offerors with a minimum of 7 calendar days to comply with the changes.
9. 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.
10. It is very important to remember that the goal can remain the same or they can increase



How to Address Deficiencies

1. When an Agency/PIHE realizes that a certified self-performing BEP/VBP firm doesn't obtain registration in at least one of the solicitation's NIGP Codes, it must notify the firm by the bid opening date of the deficiency.
2. When an Agency/PIHE realizes that a non-certified self-performing BEP/VBP firm that selected a BEP/VBP subcontractor that isn't registered in at least one of the solicitation's NIGP Codes, it must be notified by the bid opening date of the deficiency.
3. The BEP/VBP firm must be given 10 calendar days to cure the deficiency. The Agency/PIHE will determine whether the cure is accurate.

KEY POINTS TO REMEMBER

- Prime vendors that aren't self-performing BEP/VBP firms must select certified BEP/VBP subcontractors registered in at least one of the solicitation's NIGP codes for their Utilization Plan (U-Plan).
- Primes that are self-performing certified BEP/VBP firms must be registered in at least one of the solicitation's NIGP codes.
- Primes that are self-performing certified BEP/VBP firms must be registered in all of the solicitation NIGP codes for the State to count 100% of the value of the contract towards the State's aspirational BEP/VBP goals.

KEY POINTS TO REMEMBER

- The request for NIGP Code revision can only be made by the certified Prime seeking to self-perform, Non-certified BEP/VBP prime seeking certified BEP/VBP subcontractor, or certified BEP/VBP vendor seeking to be a subcontractor.
- Please take note that the subcontractor must perform a commercially useful function
- Special Note: To obtain BEP/VBP certification in additional NIGP Codes, BEP/VBP firms should contact the BEP Certification unit at CEI.BEP.Certification@illinois.gov.



LINKS TO THE VENDOR SEARCH AND UTILIZATION PLAN



- <https://supplierdiversitymanagementportal.illinois.gov/home.aspx> (Vendor Search)



- <https://cei.illinois.gov/content/dam/soi/en/web/cei/documents/U-Plan%20V.25.1.pdf> (Utilization Plan)





QUESTION & ANSWER SESSION

DIVERSITY AND STRATEGIC DEVELOPMENT

Programs

- Business assistance
- Mentoring and training
- Construction industry training and hiring opportunities

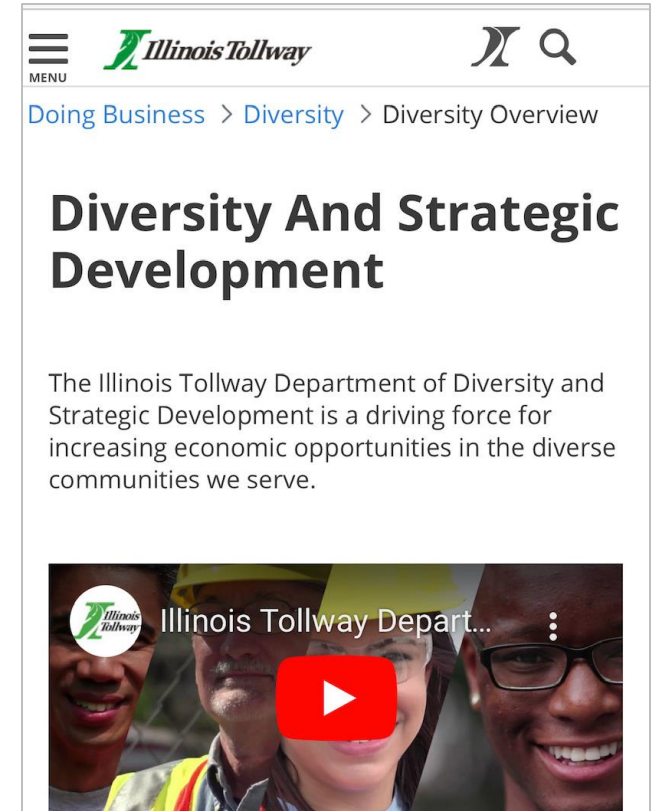
Initiatives

- Virtual outreach sessions
- Training webinars
- Contracting opportunity emails

Register for Tollway Diversity alerts!

- lperez@getipass.com

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SOCIAL MEDIA





THANK YOU

