



# Illinois Tollway **DIVERSITY**

*Driving Economic Opportunities*

## **BUILDING FOR SUCCESS**

*Are You Ready to Bid  
on Tollway Small Business  
Initiative Contracts?*

July 29, 2024



# HOUSEKEEPING RULES

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## Housekeeping Rules

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# WELCOME & INTRODUCTIONS

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## Are You Ready to Bid on Tollway Small Business Contracts?



**Shavon Moore**

DBE Program Manager  
Diversity and Strategic Development





# Illinois Tollway **DIVERSITY**

*Driving Economic Opportunities*

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*Are You Ready to Bid  
on a Tollway Small Business Initiative Contract?*

July 29, 2024

# SMALL BUSINESS INITIATIVE

## Overview



Identifies select construction contracts, only small businesses can perform as primes or subcontractors



Establishes diversity goals for select construction contracts, up to 40% self performance goals



# SMALL BUSINESS INITIATIVE

## *Requirements*

- ✓ All primes and subs must be registered Illinois small businesses
- ✓ Firms must have annual gross revenues of \$14 million or less
- ✓ Primes and subs must also complete Tollway application and be registered in the Tollway SBI to bid on SBI contracts

### Small Business Contract Tiers

#### Tier 1

\$1 million  
or less

#### Tier 2

\$1-3 million

#### Tier 3

\$3-5 million

# PROJECTS SCOPES

## *Expected Scopes of Work*



Demolition



Electrical



Vertical



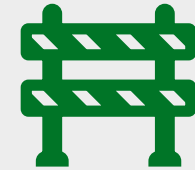
Structural



Landscaping



Grading/drainage



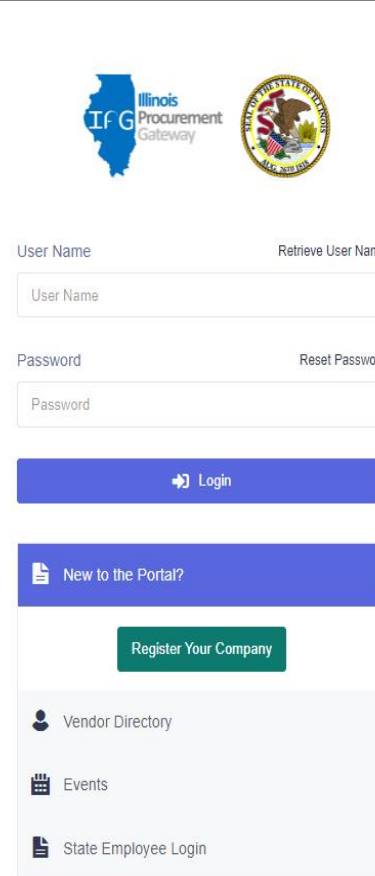
General roadway  
construction



# HOW TO GET REGISTERED IN SBI

## First, make sure you are registered with the State

- ✓ Firms must meet the eligibility criteria and register within the Illinois Procurement Gateway as a small business to be able to bid on Tollway SBI contracts
- ✓ Information regarding registration can be found on the Illinois Procurement Gateway at <https://ipg.illinois.gov/>



The screenshot shows the Illinois Procurement Gateway (IPG) website. At the top, there are logos for the IPG and the State of Illinois. Below the logos, there are input fields for 'User Name' and 'Password', each with a 'Retrieve User Name' and 'Reset Password' link respectively. A blue 'Login' button is positioned below the password field. Below the login section, there is a blue banner that says 'New to the Portal?' with a green 'Register Your Company' button. At the bottom, there are links for 'Vendor Directory', 'Events', and 'State Employee Login'.



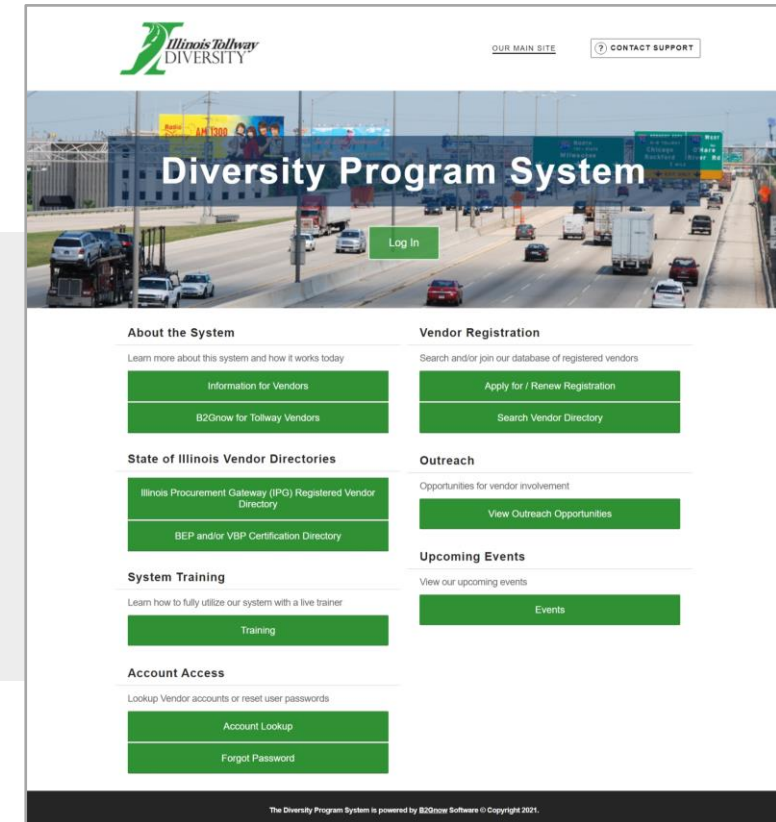


# HOW TO GET REGISTERED IN SBI

## Next, register in the Tollway SBI

- ✓ Complete Tollway application that confirms SBSP registration status with Illinois Procurement Gateway

Visit [iltollway.diversitysoftware.com](https://iltollway.diversitysoftware.com) to begin the registration process



# HOW TO SEARCH FOR AN SBI CONTRACTOR

## Then, search for registered subcontractors



Visit [iltollway.diversitysoftware.com](https://iltollway.diversitysoftware.com) to search for vendors using various criteria such as:

- Name
- Business description
- Commodity code
- Contact name
- Location

### About the System

Learn more about this system and how it works today

Information for Vendors

B2Gnow for Tollway Vendors

### State of Illinois Vendor Directories

Illinois Procurement Gateway (IPG) Registered Vendor Directory

BEP and/or VBP Certification Directory

### Vendor Registration

Search and/or join our database of registered vendors

Apply for / Renew Registration

Search Vendor Directory

### Outreach

Opportunities for vendor involvement

View Outreach Opportunities

# SMALL BUSINESS PLAN – Participation Commitment Form

**Small Business Plan**  
**PARTICIPATION COMMITMENT FORM**  
(TO BE COMPLETED AND SUBMITTED WITH THE BID)  
Affidavit of Bidder/Proposer Commitment to the Small  
Business Initiative (SBI)

Contract Name: # 23-0095R Job Order Contracting for General Construction and Mechanical Services

In connection with the above - captioned contract: I HEREBY DECLARE AND AFFIRM that I am  
a duly authorized representative of:

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(Print name of bidder/proposer)

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(Print and sign - signature of bidder/proposer)

and that I have personally reviewed this contract and will comply with the participation goals  
which may be set forth herein and commit to meeting Small Business Initiative requirements  
of this contract, wherever determined by the Illinois Tollway.

# TOLLWAY EXPECTATIONS

## ✓ Prime contractors must actively and aggressively try to subcontract with small businesses

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- Primes are expected to take all necessary and reasonable steps to obtain sufficient Small Business participation and diversity goals when applicable
- Expected to go through both the Tollway and the State directories to find small business subcontractors
- Track all outreach efforts and outcomes for the Good Faith Effort Logs in case an exception is needed



# ENGAGING SMALL BUSINESSES

## *Examples*

### ✓ **Necessary and reasonable actions can include:**

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- Soliciting small businesses through all available means (outreach events, pre-bid conferences, advertising)
- Providing small businesses with information on plans, specs and contract requirements in a timely manner
- Negotiating in good faith to determine pricing and capabilities to perform
- Other relevant actions or activities not listed here

# SMALL BUSINESS FORM 2028 A– Small Business Plan



ILLINOIS STATE TOLL HIGHWAY  
AUTHORITY

Small Business Form 2028-A

Small Business Plan

CONTRACT NUMBER: \_\_\_\_\_

PRIME CONTRACTOR: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

## Instructions to vendors:

1. Primes may only utilize SBI Vendors as subcontractors. **All** subcontractors (including those fulfilling goals) must be listed below.
2. Contractors are required to comply with the Special Provision.
3. This SBE Form 2028-A must:
  - be submitted at the time of bid
  - be an accurate representation of work and pricing agreed upon between the prime and the subcontractor
4. Each company listed on the Small Business Plan must be listed in the Tollway SBI directory or be in the process of application as stipulated in the Special Provision.
5. In no case should a Contractor remove, replace or reduce the participation of a firm listed in the initial Small Business Small Business Plan without prior written consent of ISTHA. Any changes that may affect the DBE/VOSB participation shall be requested in accordance with the DBE and VOSB Special Provisions.

## Prime participation

Scope of Work	Amount (\$)	Amount (%)	SBSP (Yes/No)	SBI (Yes/No)	Included in the DBE/VET Plan (Yes/No)

## Small Business subcontractor plan

Firm Name	Scope of Work (Brief description of overall work to be performed)	Indicate if supplier only	Subcontract Amount (\$)	Subcontract Amount (%)	SBSP (Yes/No)	SBI (Yes/No)	Is this firm included in the DBE/VET Plan (Yes/No)

# SMALL BUSINESS EXCEPTION

- ✓ **If a prime contractor cannot identify sufficient Small Businesses to complete all subcontracted work, the prime contractor must submit a written request for a Small Business Exception (SBE) that includes:**



- The scope of work for which Small Business participation is not available
- The efforts the prime took to engage Small Businesses to perform that scope of work, including call logs, correspondence and price quotes
- Prime must confirm that they have worked with the Tollway's Technical Assistance Program to identify available small businesses

# SMALL BUSINESS FORM 2028 B– Small Business Exception



ILLINOIS STATE TOLL HIGHWAY AUTHORITY  
Small Business Form 2028-B  
Small Business Exception (SBE)

CONTRACT NUMBER: \_\_\_\_\_

PRIME CONTRACTOR: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_  
CONTACT PHONE: \_\_\_\_\_  
CONTACT EMAIL: \_\_\_\_\_

**Instructions to vendors:**

1. Contractors are required to comply with the Special Provision.
  2. This SBE Form 2028-B must:
    - be submitted when the identification of a subcontractor is indicated
    - be an accurate representation of work and pricing agreed upon between the prime and the subcontractor
1. In no case should a Contractor remove, replace or reduce the commitment to a firm listed in the initial Small Business Plan without prior written consent of ISTHA. Any changes that may affect the DBE/VOSB participation shall be requested in accordance with the DBE and VOSB Special Provisions.

**Request for Small Business Exception**

Vendors may only submit one subcontractor exception per form.

Non-SBI firm name proposed	Scope of work solicited	% of exception	\$ of exception

**Demonstration of efforts to Achieve SBI Subcontractor Participation**

If SBI contractor participation could not be met, the checklist and contacts log must be submitted with the contract documentation. Failure to do so may render the bidder's solicitation response non-responsive and cause it to be rejected, or render the bidder ineligible for contract award, at ISTHA's sole discretion. The bidder must provide all evidence relied upon in support of its efforts with its bid.

**SBI Exception Checklist**

Insert on each line below the initials of the authorized bidder representative who is certifying the bidder has completed the activities described below. If any of the items were not completed, attach a detailed written explanation. If any other efforts were made to obtain SBI participation in addition to the items listed below, attach a detailed written explanation.



# SBE REVIEW PROCESS

- ✓ Tollway will consider the quality, quantity and intensity of efforts to secure Small Business participation
- ✓ Tollway will review efforts by ALL bidders on a contract if an exception is requested
- ✓ Receiving a higher price quote compared to larger, non-SBI firms is NOT a legitimate reason to request a waiver



# SMALL BUSINESS INITIATIVE



**I·PASS** | **PAY-BY-PLATE** ✓



[Doing Business](#) > [Diversity](#) > Small Business Initiative

## Small Business Initiative

### Program Goal

The Illinois Tollway Small Business Initiative is intended to increase opportunities for small construction companies to participate on Tollway construction contracts.

### Program Overview

The Small Business Initiative puts small businesses in a position to succeed and grow by:

- Identifying select construction contracts, generally with values of approximately \$5 million or less, specifically for small businesses to perform as prime contractors
- Establishing diversity goals for select construction contracts on a project-by-project basis

### Who Can Participate?

Firms must be registered with the [State of Illinois](#) as a small business and meet the following criteria:

- Gross revenues of \$14 million or less annually
- Meet specifications that may include prequalification with either the [Illinois Department of Transportation \(IDOT\)](#) or [Illinois Capital Development Board \(CBD\)](#), which will be determined on a project-by-project basis



**SMALL BUSINESS INITIATIVE**

POWERED BY THE ILLINOIS TOLLWAY

*Creating Opportunities for Inclusion*

**Vendor Directory in  
B2GNow**

# ADDITIONAL SMALL BUSINESS RESOURCE

## *Technical Assistance Program*

- ✓ Participants receive customized business development assistance to build financial understanding and business plan development for increased business stability and growth in the transportation construction industry

### TECHNICAL ASSISTANCE PROVIDERS

- Inner City Underwriting  
*Elise Roper: [eroper@icutechassist.net](mailto:eroper@icutechassist.net)*
- Illinois Hispanic Chamber of Commerce  
*Keren Malca: [keren@ihccbbusiness.net](mailto:keren@ihccbbusiness.net)*



# MEET THE PRIMES: JOC SMALL BUSINESS INITIATIVE



## Speakers will include:

Tollway JOC Executive Project Manager Michael Carlson

Tollway Acting Chief of Diversity and Strategic Development Marlene Vick



## Attend the event to:

- Learn about upcoming JOC SBI Program opportunities.
- Network with JOC awarded prime contractor and other small businesses.
- Meet Illinois Tollway resource partners and learn about the TA Program

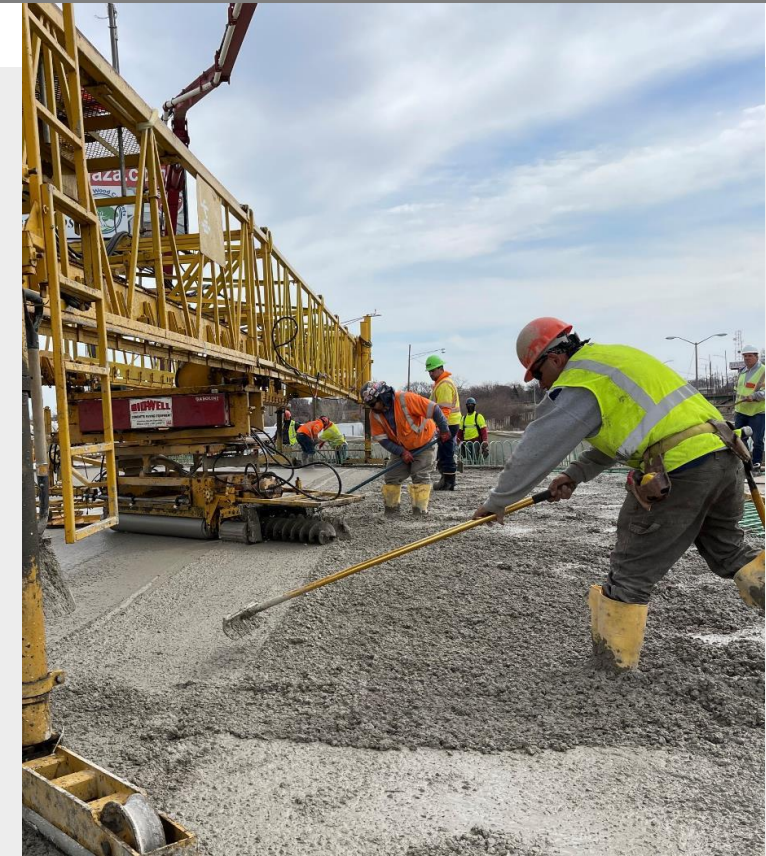
**Tuesday, August 13, 2024**

**9 a.m. to noon**

**Illinois Tollway Downers Grove Headquarters - Room 119**

**2700 Ogden Avenue**

**Downers Grove, IL 60515**







# QUESTION & ANSWER SESSION

# DIVERSITY AND STRATEGIC DEVELOPMENT

## Programs

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

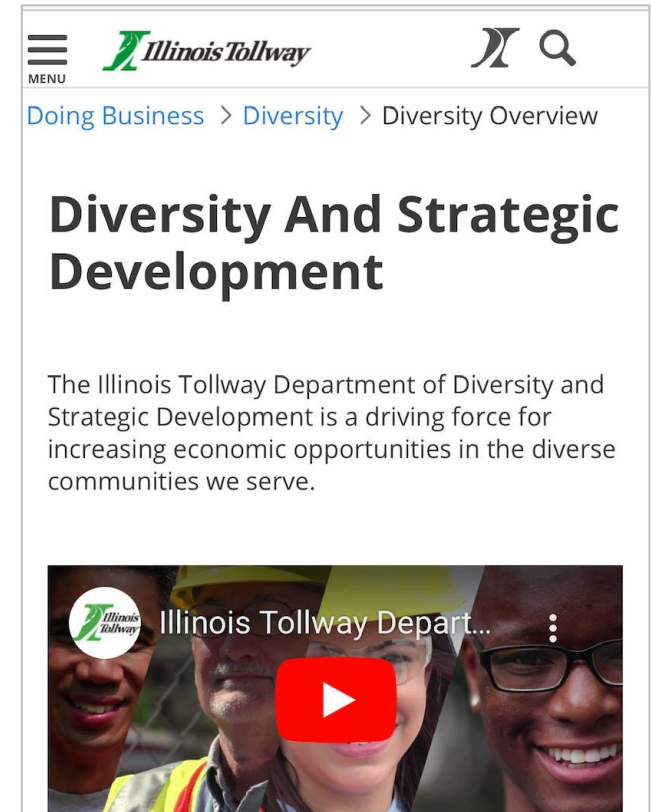
## Initiatives

- Virtual outreach sessions
- Training webinars
- Contracting opportunity emails

## Register for Tollway Diversity alerts!

- [lperez@getipass.com](mailto:lperez@getipass.com)

Visit [illinoistollway.com](https://illinoistollway.com) to get started



# THANK YOU