

**Business Enterprise Program Council for Minorities,
Females and Persons with Disabilities Meeting Notes**

MONTHLY COUNCIL MEETING MINUTES

100 W. Randolph
Room 9-040
Chicago, IL 60601

401 S. Spring St.
Room 500 ½
Springfield, IL 62706

Monday, December 14, 2015- 1:30 PM

COUNCIL MEMBERS IN ATTENDANCE

Larry Ivory, , Edward McKinnie, Beth Doria, Jesse Martinez, Denise Barreto, Hedy Ratner, Kim McCullough, Selena Gray Sizemore, Karen Eng, Sharla Roberts, Emelia DiMenco

COUNCIL MEMBERS NOT IN ATTENDANCE

Samantha Hufnagel, Susan Shaw, Lynne Marie Turner

COUNCIL CHAIR

Kim McCullough

COUNCIL SECRETARY

Paul Cerpa

CMS STAFF IN ATTENDANCE

Elias Ricks Ngwayah II, Ben Jones, Leslie Taylor, Irma Lopez, Ignacio Cuevas, Jeanetta Cardine, Carlos Gutierrez, Chantel Snelling

OTHERS IN ATTENDANCE

Selena Gray-Sizemore, Victor Davis, Kevin Davis, Michael Williams, John Cieslik, Ron Barreto, Vincent Gilbert, Gustavo Giraldo, Dale Morrison, Mark Hardy, Deanna Rossetto, Art Moore, Rodney Hodge, Ben Bagby, Tom Hwang

**PUBLIC NOTICE
STATE OF ILLINOIS**

***Business Enterprise Council for Minorities, Females, and Persons with
Disabilities***

100 W. Randolph
Room 14-612
Chicago, IL 60601

401 S. Spring St.
Room 500 1/2
Springfield, IL 62706

AGENDA

December 14, 2015
1:30 p.m. – 3:30 p.m.

- I. Welcome
- II. Call to Order
- III. Introduction of Council Members
- IV. Roll Call
- V. Approval of Minutes of Council Meetings held on September 28, 2015 and October 26, 2015
- VI. Chair's Report
- VII. Posted Business
- VIII. Committee Updates
 - Marketing and Community Engagement Committee
 - Business Strategic and Growth Committee
 - Advocacy and Public Policy Committee
 - Certification Committee
 - Policy and Compliance Committee
 - Executive Committee
- IX. Old Business
 - Mid-States Minority Supplier Development Council – Assist Organization Recommendation
- X. New Business
- XI. Public/Vendor's Testimony
- XII. Adjournment
 - Next Council Mtg. – January 25, 2016

Please note: In case you need to connect to the meeting via teleconference, please use the following number and access code:

Teleconference Number 888-494-4032
Access Number 2587213722

I. Welcome

Chair McCullough welcomes all.

II. Call to Order

Chair McCullough called the meeting to order at 1:30pm and asked everyone present to introduce themselves.

III. Introduction of Council Members

Council members and attendees introduced themselves.

IV. Roll Call

Chair McCullough asked Secretary Cerpa to conduct a roll call. Roll call conducted, quorum established.

V. Approval of Minutes

Minutes of September 28, 2015 and October 26, 2015 approved.

VI. Chair's Report

Chair McCullough informed the Council Member Selena Gray-Sizemore was transitioning from the BEP Council and thanked her for her service. A replacement member will be appointed.

Ms. Sizemore proceeded to present the results the Diversity Survey conducted by Chicago Urban League and Member Roberts requested that future BEP surveys include organizations who represent minority vendors in southern Illinois.

(Copy of the CMS Diversity Survey Results presented by Member Sizemore).

VII. Posted Business

None

VIII. Committee Updates

a. Marketing and Community Engagement Committee

No Report

b. Business Strategic and Growth Committee

No Report

c. Advocacy and Public Policy Committee

No Report

d. Certification Committees

No Report

e. Policy and Compliance Committee

No Report

f. Executive Committee

No Report

IX. Old Business

Mid-States Minority Supplier Development Council Recognition Certification was approved.

X. New Business

Counsel Jones provided an overview of the Open Meeting Act and associated requirements. Chair McCullough encouraged all members to complete the Open Meeting Act training and asked Counselor Jones to provide Council members with training on the Open Meetings Act at a later date.

Member Ivory requested the Council invite a representative of the Department of Corrections to give the Council an update on the Commissary Contract. Member Ivory also requested an update status of the Sheltered Market. Chair McCullough advised the Council that a solicitation was currently being developed for commissary services and additional information would be forthcoming as it becomes available. Chair McCullough further committed to providing the Council with a response from the administration on the potential implementation of a sheltered market program for IT services procured by the State of Illinois.

Member Roberts indicated they received a notice from the Illinois Procurement Gateway not being able to search the bulletin because they are rolling out the process. Mr. Ben Bagby said he understands this was a temporary measure. Member Roberts also asked that the Council appointment website be updated.

Public/Vendor's Testimony

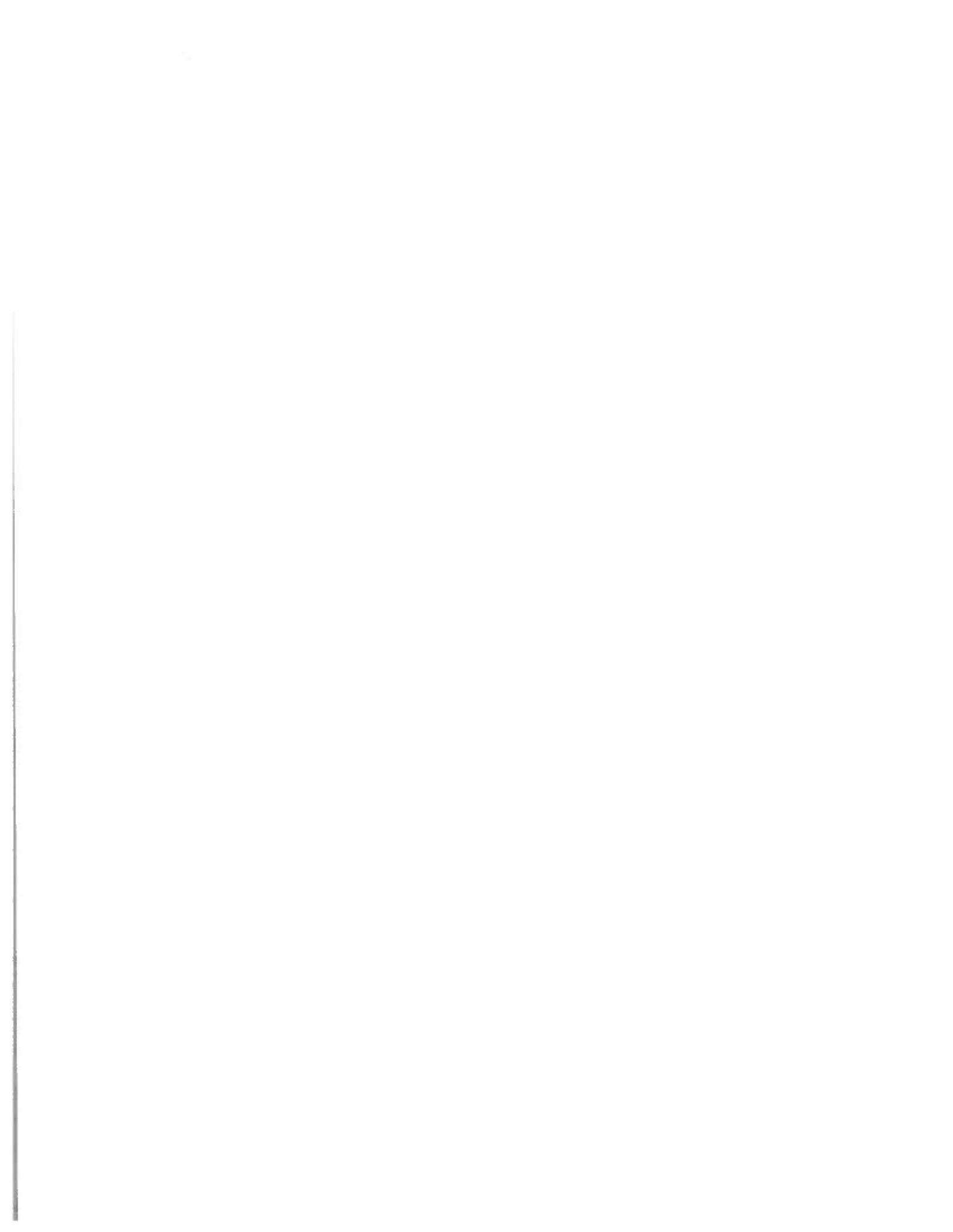
None

XI. Adjournment

Meeting was adjourned as of 2:42pm

Next Council Meeting date: January 25, 2016

Attachment: CUL Diversity Survey Results





Illinois Department of Central Management Services

CMS

DIVERSITY SURVEY RESULTS

**PRESENTED BY THE
CHICAGO URBAN LEAGUE ENTREPRENEURSHIP CENTER
DECEMBER 11, 2015**

OVERVIEW

Chicago Urban League conducted the survey from 10/7/2015 through 11/7/2015

Direct distribution to 1,972 companies via Survey Monkey

OVERVIEW

Distribution via twelve (12) assist agencies and partners including

- **WBDC**
- **Illinois Hispanic Chamber of Commerce**
- **Chatham Business Association**
- **Southeast Chicago Commission**
- **African-American Contractors Association**
- **Trinal, Inc.**
- **HACIA**
- **Federation of Women Contractors**
- **Chicago Minority Supplier Development Council**
- **Cosmopolitan Chamber of Commerce**

RESPONSES

Total responses received: 412

- Direct invitation response rate: 19.8% (391)
- Responses via assist agencies: 21
- Survey completion rate: 50%

Factors affecting response rate

- Bounced emails: 4% (79)
- Opted out of Survey Monkey: 2.4% (47)

Factors affecting completion rate

- Failure to start after agreeing to participate
- Problems looking up legislative districts
- Problems looking up commodity codes

SURVEY DESIGN

27 Total Questions

- Page 1: Agreement to participate in survey (1)
- Page 2: General business profile questions (10)
- Page 3: Questions to non-certified firms (2)
- Page 4: Questions specific to BEP certified firms and VOSBs(5)
- Page 5: Questions to all certified firms (9)

Q1: PLEASE CLICK HERE TO INDICATE YOUR AGREEMENT TO PARTICIPATE IN THIS SURVEY.

Answered: 412

Yes: 409 (99.27%) No: 3 (0.73%)

Yes

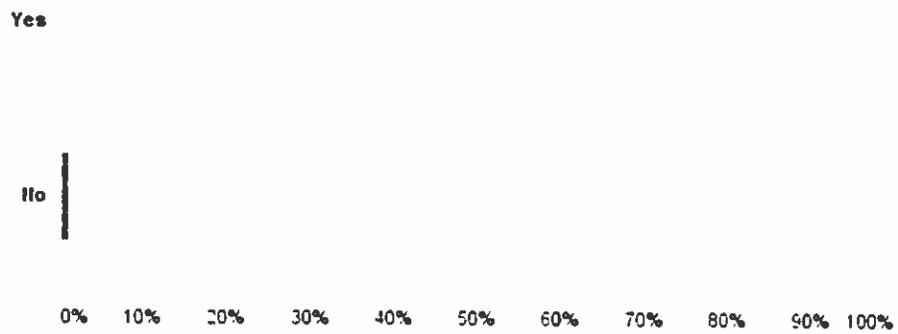
No

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Q2: ARE YOU CURRENTLY IN BUSINESS?

Answered: 198

Yes: 196 (98.99%) No: 2 (1.01%)



Q3: HOW MANY YEARS HAVE YOU BEEN IN BUSINESS?

Answered: 198

Skipped: 214

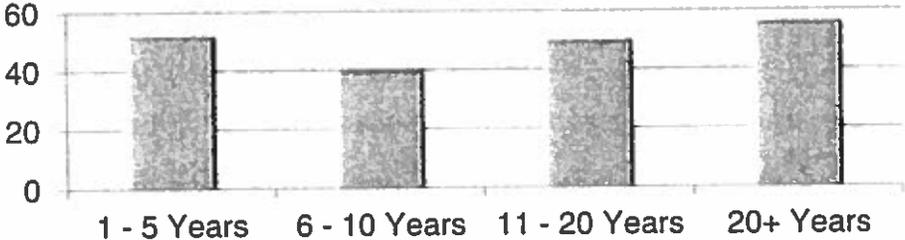
1 – 5 Years: 52 (26.3%)

6 – 10 Years: 40 (20.2%)

11 – 20 Years: 50 (25.2%)

20+ Years: 56 (28.3%)

Average years in business: 15.75 Years

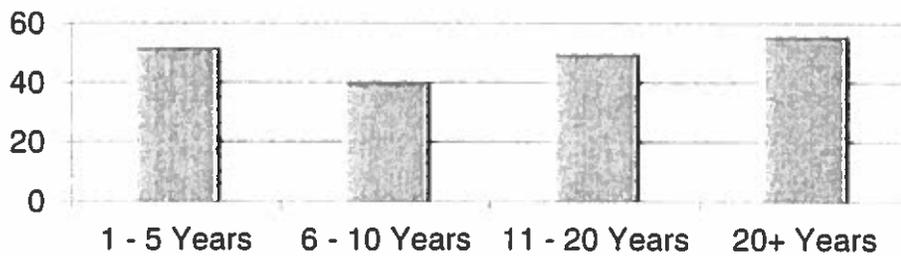


Q3: HOW MANY YEARS HAVE YOU BEEN IN BUSINESS?

Answered: 198

Skipped: 214

Minimum: 1 Year Median: 11 Years Max: 93 Years



Q4: PLEASE LIST YOUR COMPANY'S ZIP CODE AND STATE LEGISLATIVE DISTRICT NUMBERS.

Answered: 198

Separate list of represented zip codes and state legislative districts provided for further analysis.

- Out of state: 9 (4.5%) Illinois: 189 (95.5%)

Senate Districts with the largest representation

- District 3: 23 (12%) District 5: 10 (5.3%)

Representative Districts with the largest representation

- District 7: 10 (5.3%) District 6: 9 (4.8%)
District 9: 9 (4.8%)

Q5: PLEASE LIST UP TO FIVE (5) PRIMARY COMMODITY CODES AND SERVICES YOUR COMPANY OFFERS.

Answered: 198

- 1 commodity code: 100%
- 2 commodity codes: 83.84%
- 3 commodity codes: 71.72%
- 4 commodity codes: 60.61%
- 5 commodity codes: 46.46%

***Due to the vast number of commodity codes currently in use by the State of Illinois Central Management Services, analysis of this data cannot be provided.**

*Raw data provided separately

Q6: WHAT IS YOUR CURRENT BUSINESS STAGE?

Answered: 196

Answer Choices	Responses
Pre-Venture (Business is non-existent, planning stage)	0.00% 0
Startup (In business < 3 years)	12.24% 24
Early Growth (In business 3+ years with revenue growth)	17.86% 35
Expansion (In business 3+ years with expansion in operations and production)	11.22% 22
Maturity (In business 5+ years, sustained growth and revenues)	51.53% 101
Decline (Consistent loss in revenues and production)	7.14% 14
Total	196

Q7: HOW MANY PEOPLE DOES YOUR COMPANY CURRENTLY EMPLOY INCLUDING THE OWNER?

Answered: 196

Total number employed by surveyed firms

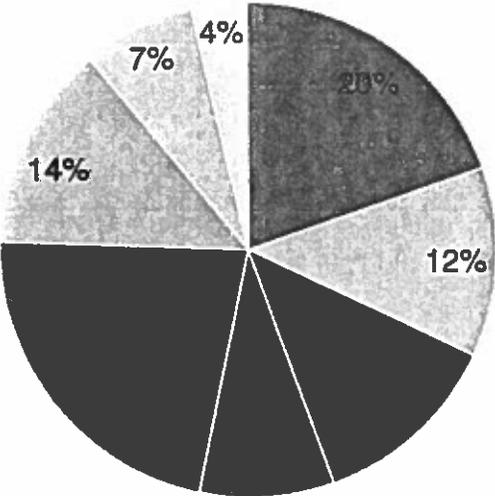
- Full time(30+ hours / week): 5, 129
- Part time (<30 hours/ week): 767

Statistics

- Median: 6 Full time; 2 Part time
- Maximum: 700 Full time; 142 Part time
- Average: 27 Full time; 5 Part time

Q8: WHAT WERE THE GROSS REVENUES FOR YOUR COMPANY FOR 2014?

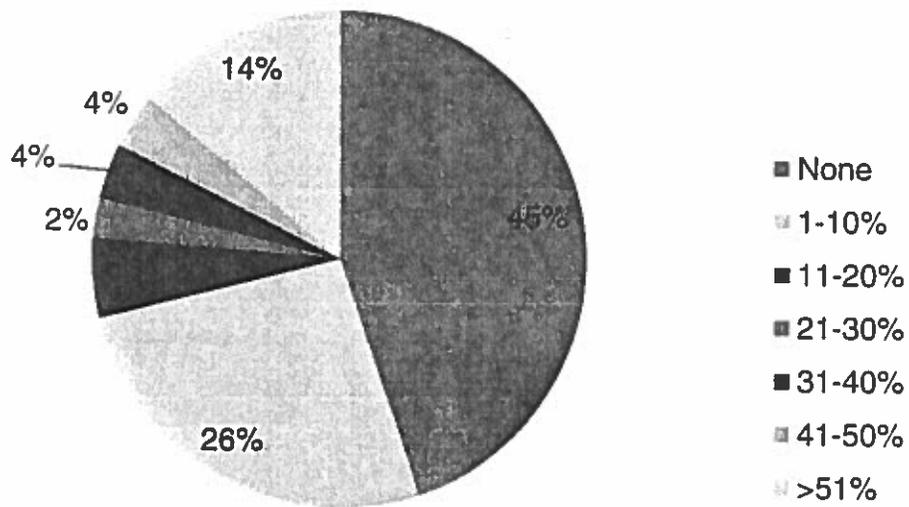
Answered: 193



- <\$100,000
- \$150,000 - \$250,000
- \$250,001 - \$500,000
- \$500,001 - \$1,000,000
- \$1,000,001 - \$5,000,000
- \$5,000,001 - \$10,000,000
- \$10,000,001 - \$20,000,000
- >\$20,000,000

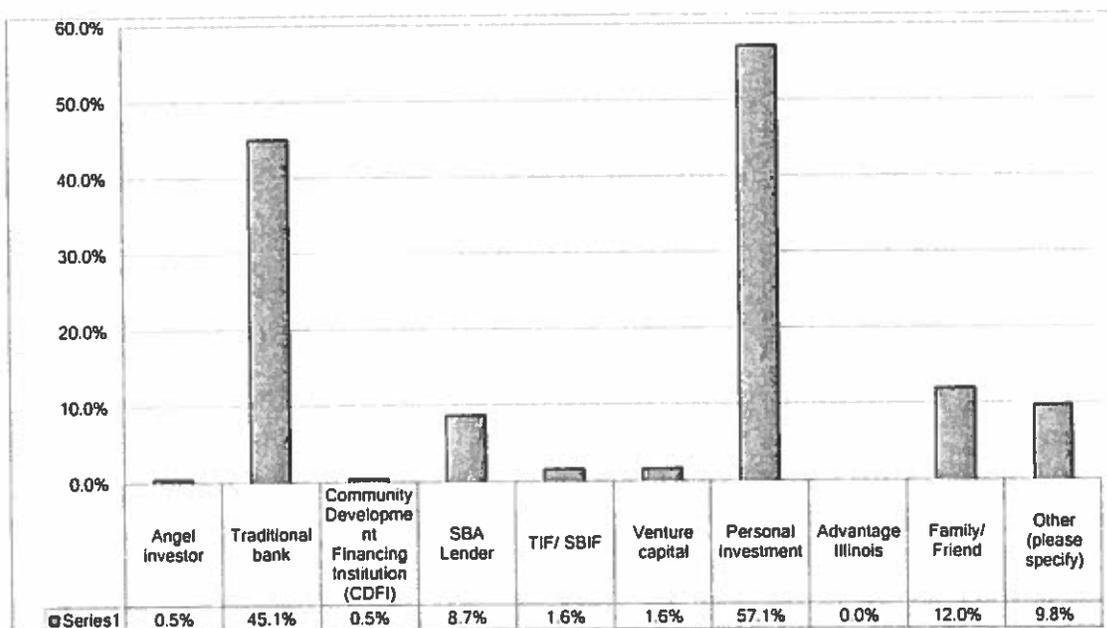
Q9: WHAT PERCENTAGE OF YOUR COMPANY'S GROSS REVENUES CAME FROM STATE CONTRACTS?

Answered: 194



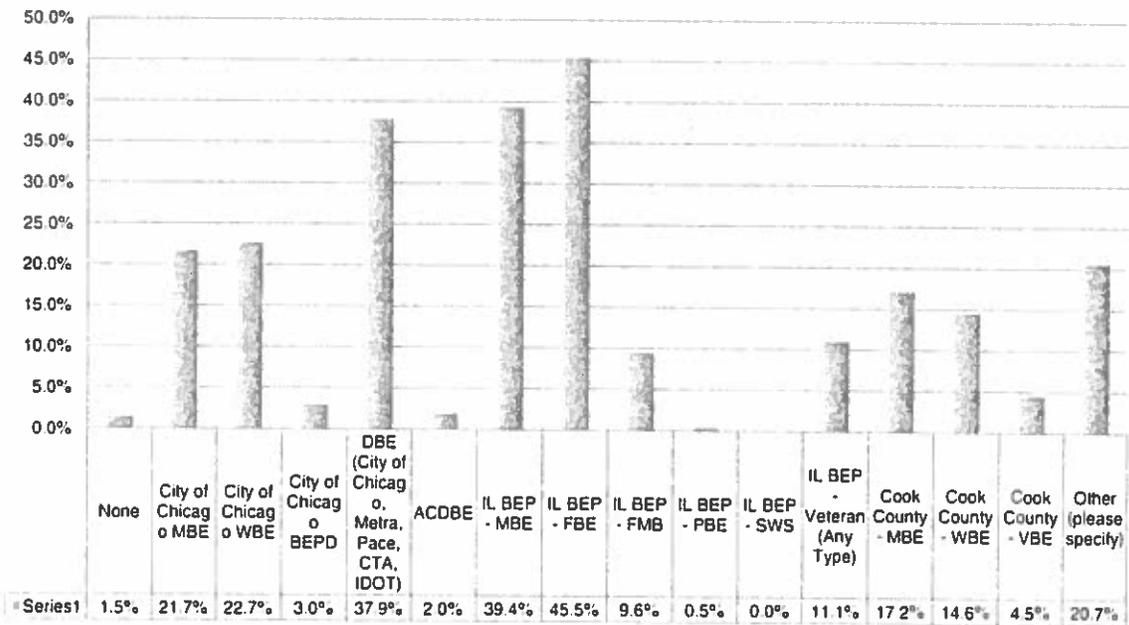
Q10: PLEASE INDICATE SOURCES FROM WHICH YOU HAVE RECEIVED BUSINESS FINANCING.

Answered: 184



Q11: WHICH SUPPLIER DIVERSITY CERTIFICATION DOES YOUR COMPANY HOLD? (CHECK ALL THAT APPLY)

Answered: 198



**Q12: WHAT IS THE MAIN REASON YOU ARE NOT CURRENTLY CERTIFIED?
(NON-CERTIFIED BUSINESSES ONLY)**

Answered: 2

- 1: No desire. We are not looking to increase our state contracting nor are we searching for business development through this program.
- 2: Non-profit

Q13: WHAT CAN THE BUSINESS ENTERPRISE PROGRAM DO TO HELP YOU LEARN MORE ABOUT THE BENEFITS OF CERTIFICATION? (NON-CERTIFIED BUSINESSES ONLY)

Answered: 2

- 1: N/A
- 2: Educating the benefits

Q14: DOES YOUR COMPANY HAVE A SUPPLIER DIVERSITY CERTIFICATION OR A VETERAN-OWNED BUSINESS CERTIFICATION FROM THE ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES?

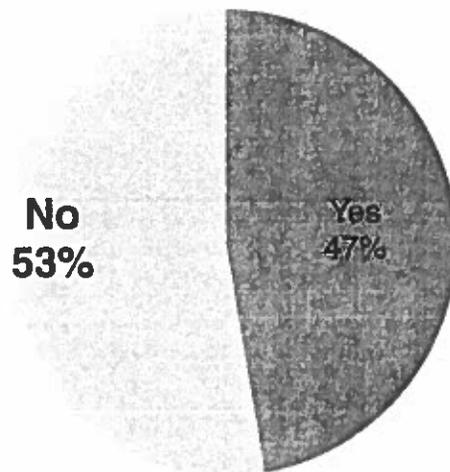
Answered: 189

- Yes: 149 (78.84%)
- No: 40 (21.16%)

IL BEP Certified firms likely hold multiple certifications which total the 210 BEP certifications indicated in Question 11.

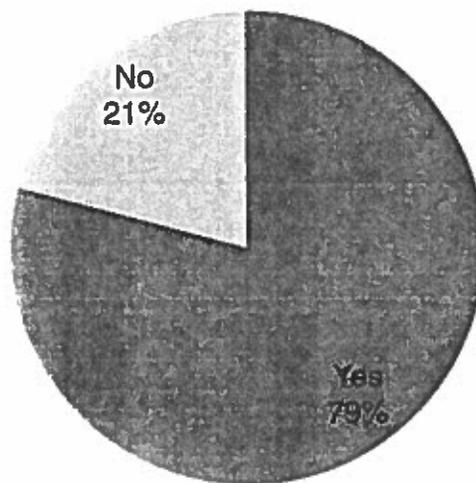
Q15: HAS THIS CERTIFICATION BEEN VALUABLE IN INCREASING YOUR ACCESS TO BUSINESS OPPORTUNITIES?

Answered: 169



Q16: WOULD YOU RECOMMEND THIS CERTIFICATION TO OTHER SMALL BUSINESSES?

Answered: 168



Q17: WHAT WOULD YOU SUGGEST TO IMPROVE THE BUSINESS ENTERPRISE PROGRAM OR VETERAN BUSINESS PROGRAM?

Answered: 131

Most suggested improvements:

- Program expansion to include more opportunities
- Timely payment (i.e. 30 days from invoice)
- Lift Union-based barriers to entry
- Streamline process for participation

Raw data provided separately.

Q18: WOULD YOU BE WILLING TO PARTICIPATE IN A FOCUS GROUP TO DISCUSS IMPROVEMENTS TO THE BUSINESS ENTERPRISE PROGRAM OR VETERAN BUSINESS PROGRAM?

Answered: 175

Answer Choices	Responses	
Yes	80.00%	140
No	20.00%	35
Total		175

Q19: HAS YOUR (NON-BEP) SUPPLIER DIVERSITY CERTIFICATION BEEN VALUABLE IN INCREASING YOUR ACCESS TO BUSINESS OPPORTUNITIES?

Answered: 160

Yes: 89 (55.63%); No: 71 (44.38%)

Yes

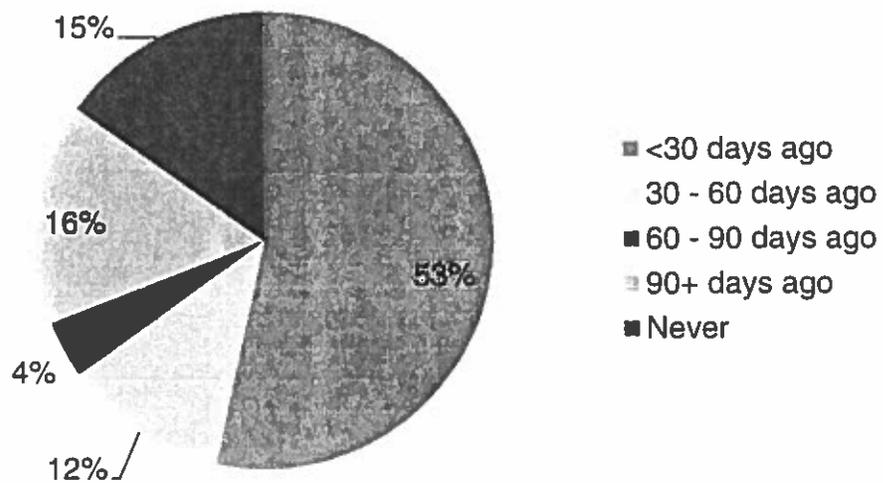
No



0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Q20: WHEN IS THE LAST TIME YOU HAVE USED THE STATE OF ILLINOIS PROCUREMENT PORTAL TO RESEARCH STATE BUSINESS OPPORTUNITIES?

Answered 172



Q21: DO YOU BID STATE CONTRACTS?

Answered: 170

Yes: 112 (65.58%)

No: 58 (34.12%)

Yes

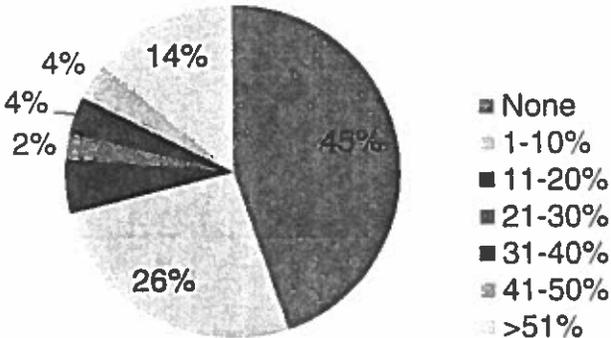
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Q9/21: COMPARISON REVENUES FROM THE STATE AND ACTUAL BIDS

Answered: 194



Answered: 170

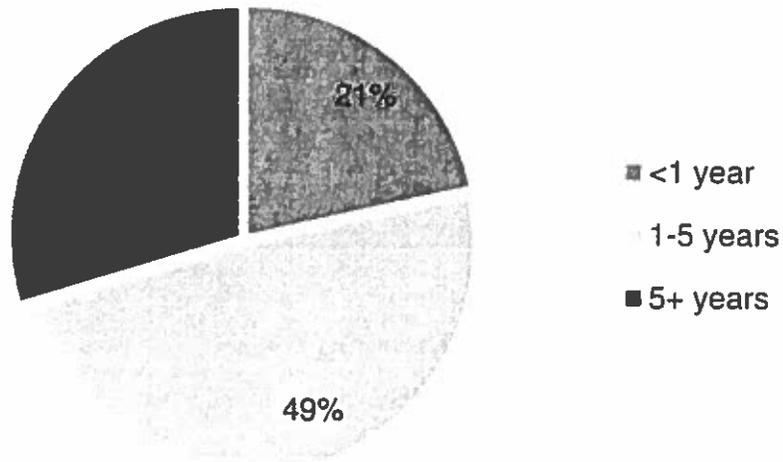
Yes: 112 (65.58%)

No: 58 (34.12%)



Q22: HOW LONG HAVE YOU BEEN PURSUING STATE CONTRACTS?

Answered 158



Q23: PLEASE RANK BARRIERS TO ENTRY FOR STATE CONTRACTS IN ORDER OF LOWEST (1) TO HIGHEST (10).

Answered: 165

Nothing stood out as the highest barrier to entry

- Lowest average score: 5.13 for “Building prime contractor relationship”
- Highest average score: 6.66 for “Certification process”
- See next slide for full ranking chart

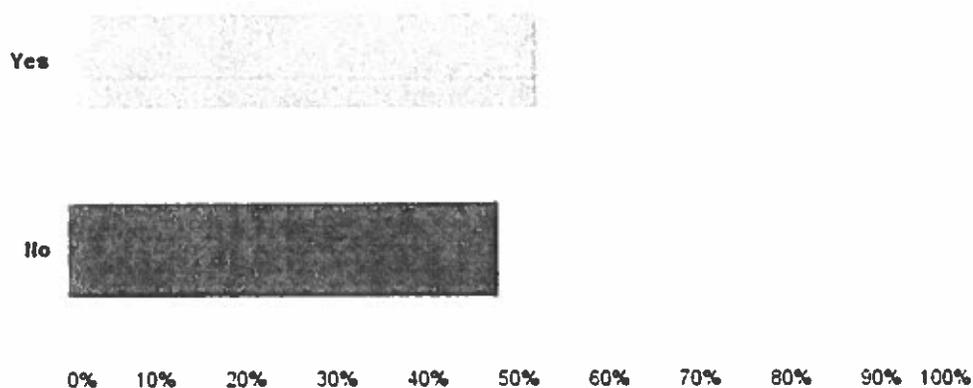
Q23: BARRIERS TO ENTRY (RANKING)

Ranking (Highest to Lowest)	Description	Average Score
1	Certification process	6.66
2	Prequalification process	6.44
3	Insurance requirements	6.32
4	Workforce requirements (Union issues, diversity, etc.)	6.09
5	Capital requirements/ access to working capital	5.95
6	Marketing of contract opportunities	5.90
7	Bid process	5.83
8	Bonding requirements	5.71
9	Lack of small business set-asides/ contract size	5.46
10	Building prime contractor relationships	5.13

**Q24: ARE THE STATE PRE-BID CONFERENCES/
MEETINGS HELPFUL TO YOU?**

Answered: 165

Yes: 86 (52.12%); No: 79 (47.88%)



Q25: HOW DO YOU FIND PARTNERS TO RESPOND TO STATE BIDS?

Answered: 127

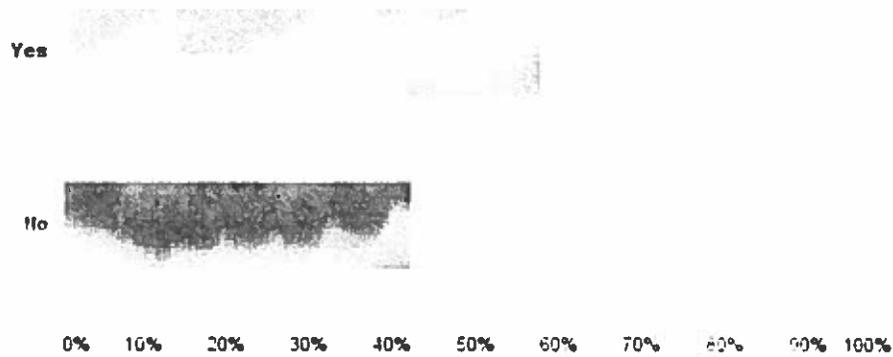
Answers include

- No partners
- Emails from interested primes
- Pre-bid conference sign-in sheets
- Conventional networking
- Existing partner relationships

Q26: HAVE YOU RECEIVED INFORMATION ABOUT THE STATE OF ILLINOIS VENDOR PAYMENT PROGRAM?

Answered: 171

Yes: 99 (57.89%); No: 72 (42.11%)



Q27: AVERAGE DAYS BETWEEN INVOICE SUBMISSION AND PAYMENT FROM THE STATE?

Answered: 119

Average days	Number	Percentage
<30	2	1.68%
30-44	18	15.13%
45-59	14	11.76%
60-89	23	19.33%
90+	26	21.85%
0/ Not Applicable	35	29.41%

