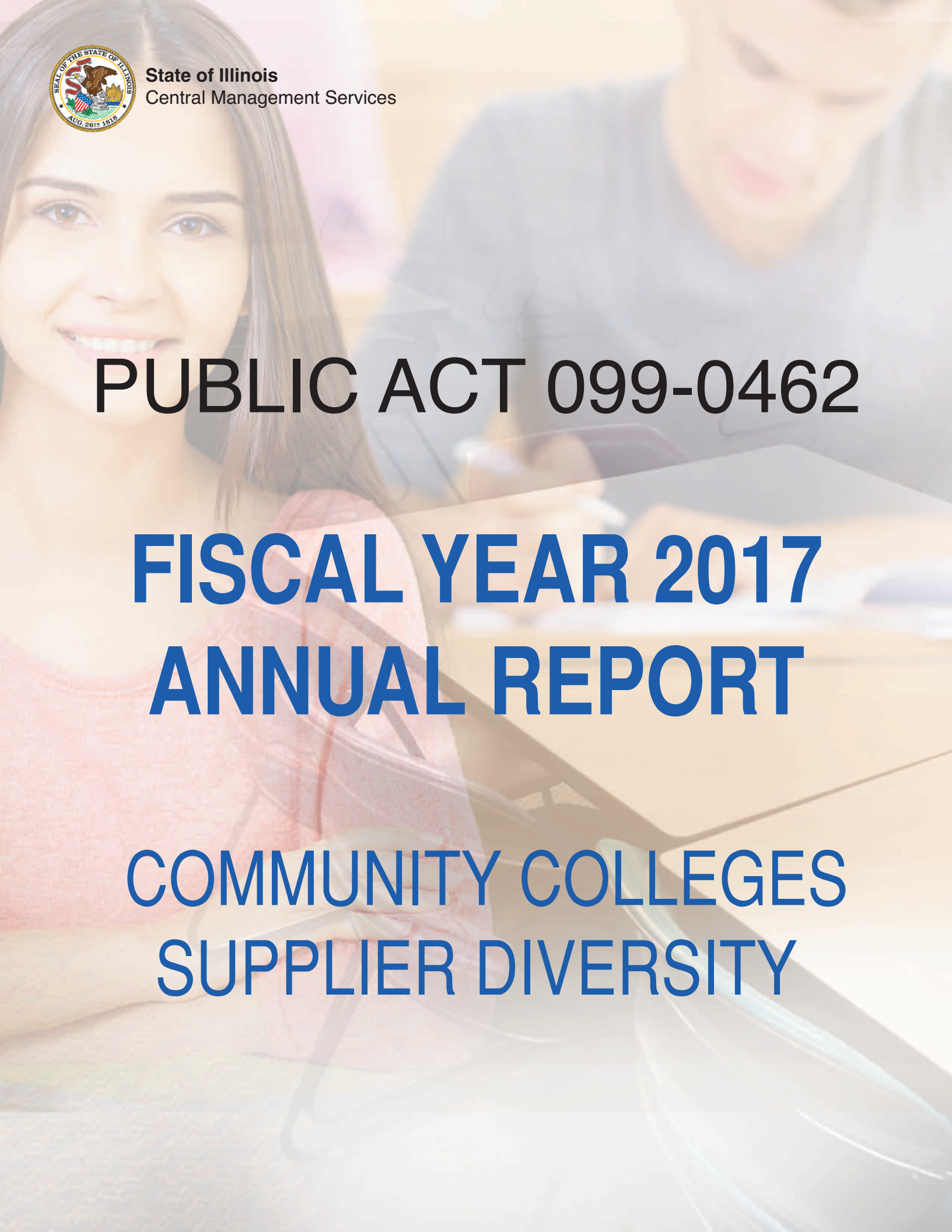

**State of Illinois**
Central Management Services

# PUBLIC ACT 099-0462

# FISCAL YEAR 2017 ANNUAL REPORT

## COMMUNITY COLLEGES SUPPLIER DIVERSITY

| District # | District Name |
|---|---|
| 501 | Kaskaskia College |
| 502 | College of DuPage |
| 503 | Black Hawk College |
| 504 | Triton College |
| 505 | Parkland College |
| 506 | Sauk Valley Community College |
| 507 | Danville Area Community College |
| 508 | City Colleges of Chicago |
| 509 | Elgin Community College |
| 510 | South Suburban College |
| 511 | Rock Valley College |
| 512 | Harper College |
| 513 | Illinois Valley Community College |
| 514 | Illinois Central College |
| 515 | Prairie State College |
| 516 | Waubonsee Community College |
| 517 | Lake Land College |
| 518 | Carl Sandburg College |
| 519 | Highland Community College |
| 520 | Kankakee Community College |
| 521 | Rend Lake College |
| 522 | Southwestern Illinois College |
| 523 | Kishwaukee Community College |
| 524 | Moraine Valley Community College |
| 525 | Joliet Junior College |
| 526 | Lincoln Land Community College |
| 527 | Morton College |
| 528 | McHenry County College |
| 529 | Illinois EasternCommunity Colleges |
| 530 | John A. Logan College |
| 531 | Shawnee Community College |
| 532 | College of Lake County |
| 533 | Southeastern Illinois College |
| 534 | Spoon River College |
| 535 | Oakton Community College |
| 536 | Lewis & Clark Community College |
| 537 | Richland Community College |
| 539 | John Wood Community College |
| 540 | Heartland Community College |

**KASKASKIA COLLEGE PURCHASING OFFICE**
**BUSINESS ENTERPRISE PROGRAM**
**FY17 ANNUAL REPORT**

**7. College Policy Concerning Certified Vendors:**

In November 2016, the Kaskaskia College Board of Trustees approved revisions to the College's Purchasing Policy and Procedures (Policy #4.2). The revisions include reference to the Business Enterprise Program and the College's commitment to participation in the initiatives established by the Business Enterprise Council.

**8. Specific Outreach Efforts to Increase the Use of Certified Vendors:**

A. Outreach Efforts
   1. The College's Vendor Application Form includes a section requesting vendor's certification as a MBE, FBE, or DBE approved Vendor. The form is available on the Purchasing Office's web site.
   2. The Purchasing Office's web site provides a link to the CMS web site for the Business Enterprise Program.
   3. When applicable, information regarding the Business Enterprise Program is included in invitation to bid documents.
   4. The Purchasing Office has cross-referenced the CMS database for Business Enterprise Program certified vendors with the College's database of vendors in an effort to identify any certified vendors already doing business with the College.

B. Purchasing Office staff training efforts include the following:
   1. Participation in meetings of Illinois community college purchasing directors and ICCB representatives where the meeting agenda includes the Business Enterprise Program.
   2. Attending quarterly meetings with the purchasing directors from Southwestern Illinois Community College and John A. Logan College where the meeting agenda includes the Business Enterprise Program.
   3. Monitoring of ICCSPC listserv for any relative information regarding the Business Enterprise Program.

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 26-Oct-17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Kaskaskia College, Community College Dist. #501 |
| **4) Name of College Appointed Contact for Vendors:** | Craig Roper, Director of Purchaing & Aux. Ops. |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Craig Roper Phone: 618-545-3137 |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | MBE, FBE, DBE, SBE, VOB (to include ethnicity) |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 3,845,295 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 713,668 | 0 | 0 |
| *Accounting Services* | *53010* | 46,100 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 10,324 | 6,682 | 65 |
| *Legal Services* | *53050* | 1,938 | 0 | 0 |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 6 | 0 | 0 |
| *Investment Management Services* | *53080* | 1 | 0 | 0 |
| *Information Technology Services* | *53080* | 33 | 0 | 0 |
| *Accounting Services* | *53010* | 1 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 3 | 1 | 33 |
| *Legal Services* | *53050* | 1 | 0 | 0 |

***Submission Instructions:***

***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

College of DuPage

**Community College District - 502**

## 502FY17 BEP Narrative 7 – College Policy Concerning Certified Vendors

### College Policy Concerning Certified Vendors

In March 2009, the College of DuPage Board of Trustees (The "Board") adopted a Business Enterprise Program, Policy No. 10-175, to maintain and to encourage participation by local vendors, minority, female, and persons with disabilities owned vendors, and other disadvantaged vendors in the College's bid and procurement processes. An amended Business Enterprise Program, Policy No. 10-175 (The "Policy"), was adopted on November 17, 2016 to further comply with the requirements of the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01 et seq. (the "Act"), to encourage the continuous economic development of businesses owned and operated by Minorities, Females, and Persons with Disabilities, and to ensure such businesses will have maximum feasible opportunities to participate on College of DuPage contracts. The current Policy follows:

| | |
|---|---|
| **COLLEGE OF DUPAGE**<br>*Policy Manual of the Board of Trustees* | **College Operations - General**<br>**Policy No. 10-175** |

**<u>Business Enterprise Program</u>**

The College recognizes the importance of increasing access and opportunities for businesses owned by minorities, females, and persons with disabilities in public contracts. The College is committed to the "Business Enterprise Program" to encourage participation by minority, female and persons with disabilities-owned vendors in the College's procurement processes.

It is the College's policy to promote and encourage the continuing economic development of businesses owned by minorities, females, and persons with disabilities by setting aspirational goals to award contracts to such businesses for certain services; to award contracts to such businesses for certain services in accordance with the provisions of the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01 *et seq.* (the "Act") and policies, regulations, and procedures enacted by the Business Enterprise Council for Minorities, Females, and Persons with Disabilities, 30 ILCS 575/5 (the "Council"); and to comply with the requirements of the Act and the policies, regulations and procedures enacted by the Council.

| | | |
|---|---|---|
| Adopted: 3/19/09 | Reviewed: 10/21/16 | Amended: 11/17/16 |

College of DuPage

**Community College District - 502**

## 502FY17 BEP Narrative 8 – Annual Compliance Plan

The College of DuPage ("College") acknowledges that a portion of its funding comes from local taxpayer dollars and recognizes the opportunity to contribute to the economic growth of the business community through contracts with minorities, women, and persons with disabilities owned businesses, and disadvantaged and local businesses. The College is committed to providing the maximum practicable opportunity for participation by Minority Business Enterprises ("MBE"), Women Business Enterprises ("WBE"), and Persons with Disabilities Business Enterprises ("PBE"), and strongly encourages College departments to work with MBE, WBE, and PBE firms under the Business Enterprise Program ("BEP"). Further, the College is required under the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (the "Act"), 30 ILCS 575, to submit an Annual Compliance Plan to the State of Illinois regarding contracting activity the College's BEP generated through the expenditure of funds.

*Mission*
The College of DuPage mission is to be a center for excellence in teaching, learning, and cultural experiences by providing accessible, affordable, and comprehensive education with imparting values of integrity, honesty, respect and responsibility toward students and the community.

**Objective**
This Annual Compliance plan highlights the College's progress toward achieving certain contracting goals related to the implementation of the College's BEP program in accordance with the Act. It is the intent of the College to comply fully with the applicable State laws and Board policies pertinent to BEP contracting opportunities.

**Policy**
It is the policy of the College to utilize BEP certified firms to the greatest extent possible and legally permissible. The College recognizes the importance of increasing access and opportunities for businesses owned by minorities, females, and persons with disabilities in public contracts. The College is committed to the "Business Enterprise Program" to encourage participation by minority, female and persons with disabilities-owned vendors in the College's procurement processes. It is the College's policy to promote and encourage the continuing economic development of businesses owned by minorities, females, and persons with disabilities by setting aspirational goals to award contracts to such businesses for certain services; to award contracts to such businesses for certain services in accordance with the provisions of the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01 et seq. (the "Act") and policies, regulations, and procedures enacted by the Business Enterprise Council for Minorities, Females, and Persons with Disabilities, 30 ILCS 575/5 (the "Council"); and to comply with the requirements of the Act and the policies, regulations and procedures enacted by the Council.

**FY 2017 Accomplishments**
In Fiscal Year 2017, the College began the implementation of its goals to increase the diversity of the businesses that bid on and earn College business and to purposefully achieve the 20% "Aspirational Goals" for each qualifying project in accordance with the Act. On November 17, 2016, the Board of Trustees for District 502 approved an amendment to its Board Policy, 10-175, to further promote and encourage the continuing economic development of businesses owned by

minorities, females, and persons with disabilities and to award contracts to such businesses for services in accordance with the Act.

In addition, the College designated the Director, Business Affairs as the liaison officer to the BEP Council, and the College's Purchasing Manager as a resource for vendors seeking to do business with the College and to enhance our procurement process to achieve the following objectives:

**Summary of Objective Accomplishments**

**A. <u>Improve access and awareness of College purchasing opportunities</u>**

- **Revised solicitation documents:** Competitive Bid/RFP solicitation documents include information encouraging the participation of certified vendors with instructions for BEP utilization
- **Expanded direct solicitation of BEP certified vendors**: The College Purchasing Department utilizes the Illinois Central Management System ("CMS") BEP Certification Portal to search and directly solicit BEP certified vendors for competitive Bid/RFP, and purchase opportunities. In FY 2017, the College solicited over 280 BEP certified vendors on 76 competitive Bid/RFP solicitations. Approximately 18% of the BEP firms contacted downloaded one or more solicitation opportunities, with less than 9% submitting responses.
- **Expanded Vendor Management**: Modified and enhanced the College's system of record to include BEP vendor profile and certifications status; information obtained via the CMS BEP portal is used to update the College database.

**B. <u>Enhance Outreach, Training, and Information</u>**

- **Enhanced Website**: The College's Purchasing Department website contains policy, contact information and resources for any vendor seeking to do business with the College. Additional web links to BEP program resources are included on the website. http://cod.edu/about/purchasing/bep.aspx
- **Expanded Outreach**: The Purchasing Department works with the College of DuPage's Center for Entrepreneurship to broadcast purchasing opportunities to regional small businesses and notifies Regional Area Chambers of Commerce to provide secondary announcements of College bid opportunities.

**C. <u>Increase use of certified vendors</u>**

- **Certified Firm Utilization**: The College advertised 76 Bid/RFPs opportunities, within the reporting services categories; two (2) RFPs were issued for accounting services and one (1) for architectural services. Contracting opportunities within the remaining four (4) categories, including information technology, investment services, architectural & engineering, accounting services, and legal services were limited due to existing multi-year contracts. Additionally, College purchases insurance services via the Illinois Community College Risk Management Consortium minimizing contract opportunities within the Insurance Services category. Two (2) certified BEP firms were awarded contracts in separate renovation and construction projects.

## FY 2018 Objectives

The College values the improvement and promotion of vendor diversification by encouraging continued economic development of businesses owned by minorities, females, and persons with disabilities. The College is committed to supporting and encouraging the BEP initiatives by promoting the involvement of qualified certified businesses owned by minorities, women, and persons with disabilities in the College's purchasing and contracting needs. The following efforts will be taken to improve access and awareness to our purchasing process, with the goal of lessening barriers and generating equitable opportunities to compete on the College's purchasing contracts:

### Summary of Opportunity Objectives

**A. <u>Improve access and awareness of College purchasing opportunities</u>**

- **Solicitation Packages:**
  - Continue using the CMS BEP portal to identify and directly solicit certified vendors.
  - Increase the use of Pre-Bid / Pre-Proposal meetings to recruit and communicate the BEP program objectives and requirements to vendors.

**B. <u>Enhance Outreach, Training, and Information</u>**

- **Outreach and Recruitment**
  - Attend minority business procurement conferences and partner with other Community Colleges, Universities, and Local Governments. Participate in Supplier Diversity Outreach seminars, fairs, and workshop events.
  - Launch communication awareness tools and training for College personnel involved in purchasing activities and local community vendors regarding the value and utilization of the BEP program.
  - Advise certified and non-certified minority, female and persons with disabilities owned businesses with information on becoming a State of Illinois certified vendor.

**C. <u>Increase use of certified vendors</u>**

- **Certified Firm Utilization**:
  - <u>Enhancement to Quotation Request (less than the Statutory Limit $25,000)</u>: Expand procurement requirements to obtain additional (verbal/written) quotations from certified BEP vendors.
  - <u>Supplement BEP Utilization Tracking</u>: In addition to reporting expenditures and contracts required by the Act, the College will initiate efforts to track non-BEP required categories such as Maintenance and Construction.

## College of DuPage Commitment

College of DuPage

Community College District - 502

**FY2018 College of DuPage**

**Business Enterprise Program Compliance Plan Commitment**

The College recognizes the importance of increasing access and opportunities for businesses owned by minorities, females, and persons with disabilities in public contracts. Additionally, the College is committed to the Business Enterprise Program and encourages participation by minority, female, and persons with disabilities-owned vendors in the College's procurement processes.

In accordance with the Business Enterprise Program for Minorities, Females, and Persons with Disabilities Act, and as the President of the College of DuPage, I understand that my participation in, and commitment to, the College's Business Enterprise Program (BEP) is critical to the success of the program.

I will commit to encouraging the use of businesses owned by minorities, females, and persons with disabilities. This will be demonstrated by, but not limited to, committing to an aspirational goal of no less than 20% of total contractual spend in the services categories as prescribed in the Act and by the Illinois Community College Board.

Ellen M. Roberts, Director of Business Affairs, is the designated BEP liaison, and will provide the required reports and assistance to BEP Management and Compliance Coordinators.

Jacoby Radford is the College's Purchasing Manager, and will provide procurement expertise and required documents as needed.

I will comply with BEP statutes and the following compliance plan guidelines:

- We will utilize the Illinois Department of Central Management Services website (https://www.illinois.gov/cms/business/sell2/bep/Pages/Default.aspx), along with other resources, to identify potential certified contractors and vendors. We will also provide information to potential contractors and vendors regarding how to access businesses legitimately certified as owned by minorities, females, and persons with disabilities for subcontracting purposes.

- We will attend local supplier diversity fairs to create relationships with BEP certified vendors.

- We will set aspirational contract goals for specific prime contracts and purchase orders for subcontractors based upon the type of work or services and subcontractor availability.

- We will ensure that contractors and vendors make a good faith effort to meet contract goals, and develop a process to justify contract goal exemptions, modifications and waivers.

- We will file an annual report indicating our utilization of businesses owned by minorities, females, and persons with disabilities during the preceding fiscal year within the established Illinois Community College Board due date.

As a community college participating in the Business Enterprise Program, we are required to provide an annual report detailing how we met or did not meet the above outlined compliance goals. We will include a thorough self-evaluation of the College's performance detailing how we achieved or failed to achieve the goals. For all goals not met, a detailed narrative of how we plan to improve our results will be submitted.

I understand the outlined compliance expectations and will fully comply with the expected procedures and documentation.

The College is committed to supporting the BEP initiatives and to encouraging and ensuring the involvement of qualified certified businesses owned by minorities, females, and persons with disabilities in the College's purchasing and contracting needs.

Ann E Rondeau
Signature

November 8, 2017
Date

Dr. Ann E. Rondeau
Printed Name

President
Title

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | **November 14, 2017** |
| **2) Fiscal Year Reporting:** | **2017** |
| **3) Name and District Number of Community College District:** | **College of Dupage 502** |
| **4) Name of College Appointed Contact for Vendors:** | **Jacoby Radford, Purchasing Manager** |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | **Ellen Roberts, Director of Business Affairs**<br>**630-942-2233** |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | Illinois Department of Central Management Services<br>(CMS) Business Enterprise Program (BEP) |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | $ 1,526,342.00 | $ - | 0.00% |
| *Investment Management Services* | *53080* | $ 215,291.88 | $ - | 0.00% |
| *Information Technology Services* | *53080* | $ 1,810,376.47 | $ - | 0.00% |
| *Accounting Services* | *53010* | $ 656,978.25 | $ - | 0.00% |
| *Architectural & Engineering Services* | *53030* | $ 257,952.84 | $ 82,194.22 | 31.86% |
| *Legal Services* | *53050* | $ 920,516.90 | $ - | 0.00% |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 1 | 0 | 0.00% |
| *Investment Management Services* | *53080* | 1 | 0 | 0.00% |
| *Information Technology Services* | *53080* | 26 | 0 | 0.00% |
| *Accounting Services* | *53010* | 2 | 0 | 0.00% |
| *Architectural & Engineering Services* | *53030* | 12 | 5 | 41.67% |
| *Legal Services* | *53050* | 8 | 0 | 0.00% |

***Submission Instructions:***

***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

**Narrative #8**

**Black Hawk College Outreach Initiatives**

- Attend supplier diversity fairs and trainings as budget allows.
- Encourage contractors to utilize and subcontract with diverse vendors.
- Updated Purchasing website to reflect our diversity initiatives and to promote new vendor registration with CMS/BEP.
- Updated Purchase Order Terms and Conditions, stating the College's BEP initiatives.
- Updated the Purchasing Vendor application form to request more specific information regarding the vendor's MBE status.
- Designated Manager of Purchasing as the Liaison.
- Added links to the CMB/BEP Website on the college's Purchasing site.
- Send bid/RFP specifications to known diverse firms.
- Update bidding documents, as needed, to request DBE/MBE/FBE/PBE supplier and subcontractor information.
- Proactively sent BEP questionnaire to all known vendors doing $500 or more annually with the College. Then encourage vendors to certify if the questionnaire indicates they are eligible.

**BLACK HAWK COLLEGE**
**BOARD REPORT**

Board Report #9021
October 27, 2016
Second Reading

PROPOSED NEW BOARD POLICY, 4.511 PUBLIC CONTRACTS

**Report:** The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts. It is the policy of the College to promote the economic development of disadvantaged business enterprises by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services, to the extent provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act ("Act"), 30 ILCS 575/0.01 et seq. and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities ("Council") which serves to implement, monitor and enforce the goals of the Act.

The College is committed to meeting the requirements of the Act, establishing the aspirational goals as cited by the Act, and engaging in good faith efforts to meet such goals. The President shall appoint a liaison to the Council with all duties as set forth in the Act. The College has the responsibility to develop policies, plans and procedures to achieve the goals to its best ability in compliance with the Act.

**Recommendation:** It is the recommendation of the Board Chair and the College President that the Board of Trustees approves the new board policy as listed above.

David L. Emerick, Jr., Chair
Board of Trustees

Bettie A. Truitt, Ph.D.
Board of Trustees

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 25-Oct-17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Black Hawk College, District 503 |
| **4) Name of College Appointed Contact for Vendors:** | Mike Meleg |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Mike Meleg 1-309-796-5002 |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | DCMS (Department of Central Management Services) Business Enterprise Program, CMBDC (Chicago Minority Business Development Council), IDOT (Illinois Department of Transportation), WBDC (Women's Business Development Center) plus those recognized by CMS and BEP (City of Chicago, CTA, Metra, PACE, Cook County, CMSDC, MSMSDC, etc.) |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | $ 968,780.92 | $0.00 | $0.00 |
| *Investment Management Services* | *53080* | $ - | $0.00 | $0.00 |
| *Information Technology Services** | *53080* | $ 2,797,892.74 | $0.00 | $0.00 |
| ** I interpret this to mean goods and services of any kind related to IT* | | | | |
| *Accounting Services* | *53010* | $ 76,776.70 | $0.00 | $0.00 |
| *Architectural & Engineering Services* | *53030* | $ 827,124.34 | $0.00 | $0.00 |
| *Legal Services* | *53050* | $ 119,103.62 | $0.00 | $0.00 |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 2 | 0 | 0% |
| *Investment Management Services* | *53080* | 0 | 0 | 0% |
| *Information Technology Services** | *53080* | 321 | 0 | 0% |
| ** I interpret this to mean goods and services of any kind related to IT* | | | | |
| *Accounting Services* | *53010* | 1 | 0 | 0% |
| *Architectural & Engineering Services* | *53030* | 5 | 0 | 0% |
| *Legal Services* | *53050* | 13 | 0 | 0% |

***Submission Instructions:***

***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

**BOARD OF TRUSTEES, DISTRICT 504** **BUSINESS SERVICES**

**MINORITY VENDOR POLICY**

**POLICY 3316**
**ADOPTED: 04/21/92**
**AMENDED: 03/26/02**
**AMENDED: 08/23/05**
**AMENDED: 12/20/16**

Minority, Female, and Disabled-Person Owned Enterprises

The college is committed to maximizing the participation of minority, female, and disabled-person owned and operated businesses in its procurement process as both prime and subcontractors or vendors. Toward that end, the college shall, through its Business Office established procedures, ensure the participation of minority, female, and disabled-person owned and operated businesses.

The college purchasing office shall coordinate the minority, female, and disabled-person business enterprise (MBE, FBE, and PBE) effort, however the commitment to this program will extend to all units within the college.

The Business Office shall give a progress report on MBE, WBE, and PBE annually.

# Community College Business Enterprise Program Annual Report

## Triton College, District #504

## Narrative #8

8) Specific outreach efforts to increase the use of certified vendors.

A. Identify Triton's certified vendors.
Triton College first adopted a Minority Vendor Policy in April 1992. In December 2016, the college modified the policy to also reference Disabled-Person Owned Enterprises (PBE). A copy of that policy is attached as 504FY17 BEP Narrative 7.

Triton College's vendor application includes a section for a company to mark if it is certified as one of the seven Business Enterprise Program's classifications. We require that certification documentation be submitted with the completed vendor form. We follow up with all companies that mark one of the classifications, but do not include the certification documentation.

Triton's vendor application is available on Triton College's website. We have a statement on our webpage encouraging certified minority, female, and disabled-person businesses to complete our application.

B. Other Outreach Efforts
The Purchasing Directors from all the Illinois community colleges have an active email list. We regularly reach out to the group to ask questions or assistance on purchasing topics. We use this group to also query if any of the colleges can suggest minority, female and/or disabled-person businesses that we can contact for quotes/bids for a specific commodity or service.

The Business Enterprise Program has a database of certified minority, female and/or disabled-person businesses. The database has various search criteria to find companies to contact for quotes/bids.

We seek out Diversity Supplier Fairs that are scheduled by Illinois state agencies or Illinois state colleges and universities to meet an increased number of minority, female and/or disabled-person businesses for potential vendors of Triton.

On October 5, 2016, Alida Carpenter attended the Diverse Supplier Fair at Northern Illinois University. She attended a workshop conducted by individuals from the Business Enterprise Program. The workshop gave companies a better understanding of the BEP certification application process.

Triton is a member of E & I Cooperative, an educational purchasing cooperative. This cooperative has a supplier diversity program to develop relationships with diverse businesses. E & I's website maintains a listing of all the current contracts with these businesses for its members to use for their purchasing needs.

## 7) College Policy concerning Certified Vendors

### POLICY 6.01.01 BUSINESS ENTERPRISE FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES

Consistent with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01, *et seq*. (the "Act"), it is the policy of Parkland College to foster and encourage the continued economic development of businesses owned by minorities, females, and persons with disabilities.

Parkland College recognizes the importance of increasing the participation of businesses owned by minorities, females, and persons with disabilities in public contracts in an effort to overcome the discrimination and victimization such firms have historically encountered. It is the College's policy to promote the economic development of businesses owned by minorities, females, and persons with disabilities by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females, and Persons with Disabilities Act 20, ILCS 575.01 et. seq. (the Act), and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities. To that end, Parkland College adopts as its aspirational goals those percentages set forth in the Act.

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 10/31/17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Triton College, District #504 |
| **4) Name of College Appointed Contact for Vendors:** | Alida Carpenter, Director of Purchasing |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Alida Carpenter, 708-779-4467 |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | CMS (For businesses with other certifications, we encourage the companies to consider certification by the Business Enterprise System.) |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

| | | For Item 9 Enter Data in These 3 Columns | | |
|---|---|---|---|---|
| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 270,845 | 0 | 0 |
| *Investment Management Services* | *53080* | 1,500 | 0 | 0 |
| *Information Technology Services* | *53080* | 1,556,636 | 0 | 0 |
| *Accounting Services* | *53010* | 105,000 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 492,020 | 0 | 0 |
| *Legal Services* | *53050* | 286,166 | 0 | 0 |

**10) Total Number of Contracts Analyzed**

| | | For Item 10 Enter Data in These 3 Columns | | |
|---|---|---|---|---|
| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 5 | 0 | 0 |
| *Investment Management Services* | *53080* | 1 | 0 | 0 |
| *Information Technology Services* | *53080* | 40 | 0 | 0 |
| *Accounting Services* | *53010* | 1 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 2 | 0 | 0 |
| *Legal Services* | *53050* | 4 | 0 | 0 |

***Submission Instructions:***
***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

**Procedure**

## 6.01.01 BUSINESS ENTERPRISE FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES

A. The College's aspirational goals as required by 30 ILCS 575.01 et. seq (the Act) shall be calculated based on total dollars for all contracts and subcontracts during each fiscal year.

B. Parkland College shall appoint a liaison to the Business Enterprise Council. The liaison shall be the contact person for businesses owned by minorities, females, and persons with disabilities who do or wish to do business with Parkland College.

C. The liaison to the Business Enterprise Council shall:
   1. Maintain records that will be required for an annual report of Parkland College's utilization of businesses owned by minorities, females, and persons with disabilities during the preceding fiscal year;
   2. Prepare and submit all reports and documents required by the Act;
   3. Notify the Secretary of the Business Enterprise Council of proposed contracts for professional and artistic services as required by the Act;
   4. Distribute to potential contractors and vendors the list of all businesses legitimately classified as businesses owned by minorities, females, and persons with disabilities and so certified under the Act;
   5. Coordinate with potential contractors and vendors to assure they are making good faith efforts to meet the College's aspirational goals: and
   6. Conduct outreach efforts aimed at increasing the use of vendors certified as businesses owned by minorities, females, and persons with disabilities.

D. To further its aspirational goals set forth in Policy 6.01.01, Parkland College will be working with a non-profit sourcing cooperative to identify vendors, and alternatives to current vendors, that qualify as businesses owned by minorities, females, and persons with disabilities.

E. When Parkland College is required to competitively bid a contract, the bid documents shall additionally require all potential bidders to submit their name, the bid amount, a statement confirming whether the bidder is including in its bid work to be performed by a certified business owned by minorities, females, and persons with disabilities.

F. When competitively bidding construction contracts, Parkland College shall notify those whose bids or proposals are successful but that fail to meet the aspirational goals set forth in Policy 6.01.01 of the deficiency in the bid or proposal, and shall afford the bidder a period not to exceed 10 days to cure that deficiency in the bid or proposal. The deficiency in the bid or proposal may only be cured by contracting

with additional subcontractors that are owned by minorities, females, and persons with disabilities. Subject to limited exceptions, pursuant to the Illinois Community College Act, 110 ILCS 805/3-27.1, Parkland College is required to award all contracts for purchase of supplies, materials, or work involving an expenditure in excess of $25,000 or a lower amount as required by board policy to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability; after due advertisement. In an effort to balance Parkland College's commitment to the aspirational goals stated in Policy 6.01.01 with the need to be good stewards of local taxpayer monies, Parkland College will evaluate bids based upon financial concerns first and foremost but will make due consideration for businesses qualifying under the Act.

Approved: December 14, 2016

## 8) **Specific Outreach Efforts to Increase the Use of Certified Vendors**

Parkland College efforts to increase the use of BEP Certified Vendors.

The following Business Enterprise Program vendor certification procedures have been implemented:

- The Purchasing Agent has cross referenced the vendors listed in the BEP Certification online tool with those listed in the Colleges Colleague system. Vendors recognized as having their certification have been marked as such in the Parkland College purchasing system.

- The Purchasing Agent to send an annual list of all vendors in Colleague that are qualified as being a minority BEP certified vendor to employees involved in the purchasing process for Parkland College. This will be updated as needed.

- The college encourages budget managers to contact the Purchasing Agent when searching for a certified Business Enterprise Program vendor. Purchasing will utilize the BEP "Vendor Search" tool to locate appropriate vendors.

- The significance of utilizing minority Business Enterprise Certified vendors are expressed to the appropriate employees by the Controller the beginning of each fiscal year.

- The Purchasing Agent includes the following Business Enterprise for Minorities in each bid packet.

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

Consistent with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01, *et seq*. (the "Act"), it is the policy of Parkland College to foster and encourage the continued economic development of minority owned businesses, female owned businesses, and businesses owned by a person with a disability.

When Parkland College is required to competitively bid a contract, the bid documents shall additionally require all potential bidders to submit their name, the bid amount, a statement confirming whether the bidder is including in its bid work to be performed by certified as a minority owned businesses, female owned businesses, and businesses owned by a person with a disability.

Are you certified as a minority owned business or female owned or person with a disability owned business?

Yes ____ No____

# Community College Business Enterprise Program FY 2017 Annual Report

## 1

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 10/31/17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Parkland College, District 505 |
| **4) Name of College Appointed Contact for Vendors:** | Karen Martin, Purchasing Agent |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Karen Martin 217-351-2232 |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | MBE, PBE, VOSB, WBE, WMBE - The Business Enterprise Program with the State of Illinois and Federal Certifications |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

| | | For Item 9 Enter Data in These 3 Columns | | |
|---|---|---|---|---|
| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | $ 526,484 | $ - | 0% |
| *Investment Management Services* | *53080* | $ - | $ - | 0% |
| *Information Technology Services* | *53080* | $ 63,954 | $ 5,250 | 13% |
| *Accounting Services* | *53010* | $ 70,295 | $ - | 0% |
| *Architectural & Engineering Services* | *53030* | $ 217,723 | $ - | 0% |
| *Legal Services* | *53050* | $ 73,124 | $ - | 0% |

**10) Total Number of Contracts Analyzed**

| | | For Item 10 Enter Data in These 3 Columns | | |
|---|---|---|---|---|
| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 3 | 0 | 0% |
| *Investment Management Services* | *53080* | 0 | 0 | 0% |
| *Information Technology Services* | *53080* | 8 | 1 | 14% |
| *Accounting Services* | *53010* | 1 | 0 | 0% |
| *Architectural & Engineering Services* | *53030* | 3 | 0 | 0% |
| *Legal Services* | *53050* | 1 | 0 | 0% |

***Submission Instructions:***
***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

## 305.03 Business Enterprise for Minorities, Females, and Persons with Disabilities Contracts

### A. Introduction

This policy establishes the expectations of the College in meeting the goals of the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/1).

### B. Policy Statement

This Act establishes goals for all state agencies and public institutions of higher education to increase participation of businesses owned by minorities, females, and persons with disabilities for "State Contracts", professional service contracts, and requirements for college compliance and reporting as define by the Act (30 ILCS 657/1).

### C. Compliance

In order to remain compliance with the Act the College will do the following:

1. The College President shall appoint the Chief Financial Officer as the liaison to the Council;
2. The College Liaison shall file an annual compliance plan with the Council, which shall include a copy of this Policy, signed by the College President, which shall outline and summarize the College's goals for contracting with businesses owned by minorities, females and persons with disabilities for the current fiscal year, the manner in which the College intends to reach these goals, a timetable to reach these goals, and procedures to support this Policy as specified by the Act;
3. The College Liaison shall file an annual report with the Council;
4. The College Liaison shall provide notice to the Council of proposed contracts for professional services;
5. The College shall use bid forms identifying the bidder's percentage or disadvantaged business utilization plans; and percentage of business enterprise program utilization plan; and
6. The College shall comply with all other requirements of the Act.

5/23/2016

Sauk Valley Community College supports the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/1. The College has established aspirational goals to award contracts to those businesses that fall under the Act. In order to reach these goals, the College has updated some procedures so that we are able to collect information in order to track the usage of businesses that are owned by minorities, females and persons with disabilities.

The College has updated it bidding and request for quote documents to include the following verbiage:

> **GOALS FOR MINORITY/FEMALE/PERSONS WITH DISABILITIES BUSINESS PARTICIPATION**
>
> **Goals:** The Business Enterprise for Minorities, Females and Persons with Disabilities Act (30 ILCS 575/1) is a law requiring state agencies and public institutions of higher education to set aspirational goals to increase participation of businesses owned by minorities, females, and persons with disabilities in contracts that these public bodies award.
>
> **Instructions:** The bidder shall include the following information with bid submission:
>
> Name/Address/Phone Number of Certified MBE/FBE/PBE Firm
>
> Copy of Minority Certification
>
> If there is no minority owned, female owned or persons with disabilities owned participation in the bid submission, bidder must include a statement acknowledging such.

The College will take this information into consideration when awarding bids.

The College sent letters to all our current vendors asking them to go online and fill out our vendor information sheet, located at http://www.svcc.edu/vendor-info. There is a section in which we ask vendors to identify if they are a MBE, FBE, PBE, SBE or VOB as well as ethnicity. If they check any of the boxes, we ask them to attach their certification. This information will be entered into our Banner ERP system so that we can easily identify the percentage of our costs that are going to BEP groups. We will also ask that any of our new vendors to fill out the same form prior to issuing any payments.

The College utilizes the Central Management Website to find vendors that are certified prior to purchasing and will also direct any vendors to the website if they have question how they can become certified.

The College will support key administrative and staff members to attend and participate in training sessions, workshops, conferences and seminars dealing with procurement through qualified minority, female and persons with disability-owned business in compliance with the Act.

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 10/30/17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Sauk Valley Community College #506 |
| **4) Name of College Appointed Contact for Vendors:** | Melissa Dye, Dean of Business Services |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Melissa Dye, 815-835-6253 |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | MBE, FBE, PBE, SWS |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 81,755 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | #DIV/0! |
| *Information Technology Services* | *53080* | 212,312 | 0 | 0 |
| *Accounting Services* | *53010* | 45,800 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 295,961 | 0 | 0 |
| *Legal Services* | *53050* | 3,545 | 0 | 0 |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 1 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 15 | 0 | 0 |
| *Accounting Services* | *53010* | 1 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 6 | 0 | 0 |
| *Legal Services* | *53050* | 2 | 0 | 0 |

***Submission Instructions:***

***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

Index | Section 6000 – Business Services

**Purchasing** **6013**

It shall be the policy of the College to purchase products and services using competitive procedures through the Director of Administrative Services or Designee. This official has the sole authority, within established policy and administrative procedures, to order supplies, materials, and equipment, and to obligate the College for contractual services. Without definite and particular permission of the Director of Administrative Services or Designee, College employees may not order products or services by letter, telephone, telegraph, or in any other manner. The College will only assume obligations issued on a duly authorized purchase order by the Director of Administrative Services or Designee.

The Director of Administrative Services or Designee is responsible for the procurement of all supplies, materials, equipment, and contracted services necessary for College operations. The Director of Administrative Services or Designee will operate within procedures that meet the requirements of the laws of the State of Illinois, applicable federal laws, and requirements of all applicable Office of Management and Budget (OMB) Circulars, specifically 29 CFR 95 and OMB Circular A-110, for Procurement Procedures; adhere to sound business practice and; in general, are consistent with those of similar institutions. The objectives will be to procure all equipment, supplies, and related services in such a manner that maximum value will be obtained for money expended.

Adopted: 7-28-92; Revised: 1-24-95; Revised: 7-24-01; Revised effective FY 2002; Revised: 12-13-05; Revised: 1-24-12; Revised: 9-27-16

**Procedure** **6013**

Competitive buying principles shall be applied for all procurement which exceed $1,000 and in all other instances where price comparison may be advantageous. Contracts and purchase orders will be awarded without prejudice or favoritism. Even though price has been established by bid or negotiation on standard items, market checks should continue to be made by procurement personnel. Contracts will be awarded to the lowest responsible bidder complying with specifications and other stipulated bidding conditions. Joint purchasing with the State of Illinois is encouraged when pricing is lower. Danville Area Community College will aspire to award contracts in accordance with Illinois Statute 30 ILCS 575, aka the Business Enterprise for Minorities, Females, and Persons with Disabilities Act.

**Intent of Purchasing Policies** **6013**

1. To procure products and services as economically and conveniently as possible.

2. To maximize the ultimate value to the College for each dollar expended.

3. To procure products and services from District 507 vendors so long as value, economy, and service are not sacrificed.

4. To consolidate purchases of like or common items to obtain maximum economical benefits.

5. To promote good business relationships between the vendor and the College.

6. Not to discriminate against the procurement of recycled-content products. Products with recycled-content shall be purchased when costs, specifications, quality standards and availability are comparable to products without recycled-content.

7. In accordance with Illinois State Statute 30 ILCS 575, the College President shall appoint the Director of Administrative Services as the liaison to the Business Enterprise Council.

8. Pursuant to 110 ILCS 805/8-27, contracts for the purchase of supplies, materials, or work exceeding $25,000 must be awarded to the lowest responsible bidder. The College will evaluate bids based upon financial concerns first and foremost but will make consideration for qualified businesses.

9. Pursuant to 30 ILCS 575, it shall be the aspirational goal of the College to use such firms owned by minorities, females, and persons with disabilities as defined by the Act for not less than 20% of the total amount spent on State Contracts for these services collectively.

7/24/01; Revised: 9-27-16

Danville Area Community College

September 2, 2016

Dear Vendor,

Pursuant to the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/), Illinois community colleges are now required to report all expenditures with certified minority, female, and/or disabled-person owned businesses.

Please complete the enclosed vendor information form and return by mail, fax to 217-443-8589, or email to tbies@dacc.edu.

Please note that to qualify as a minority, female, and/or disabled-person owned business, vendors, contractors, and sub-contractors must be certified with the Business Enterprise for Minorities, Females, and Persons with Disabilities Council of the Illinois Department of Central Management Services (CMS).

Please fax, mail, or email the enclosed form as soon as possible.

Thank you,

Mike Cunningham
Director, Administrative Services

2000 East Main Street

*Martin Luther King Memorial Way*

Danville, IL 61832

217-443-DACC (3222)

# Danville Area Community College

Finance & Administration Office
2000 E. Main Street
Danville, IL 61832
Phone: 217-443-8763
Fax: 217-443-8589

## Vendor Information

Company: _____

Address: _____
*Street Address*

_____
*City* *State* *Zip*

Phone: _____

## Business Owner Information

***Please check all boxes that apply to the business owner(s):***

☐ **Minority Business Owner**

- ☐ American Indian/Alaska Native
- ☐ Hispanic/Latino
- ☐ Asian
- ☐ Black/African American
- ☐ Native Hawaiian/Pacific Islander

☐ **Female Business Owner**

☐ **Disabled Business Owner**

☐ **None of the above**

**Please note: To qualify for one of the groups above, vendors, contractors, and sub-contractors must be certified with the Business Enterprise for Minorities, Females, and Persons with Disabilities Council of the Illinois Department of Central Management Services (CMS).**

_____ _____
*Signature* *Title*

_____
*Date*

***Return form to:***
***Fax:*** 217-443-8589 ● ***Email:*** tbies@dacc.edu
***Mail:*** DACC, 2000 E. Main Street, Danville, IL 61832 Attn: Tina Biesecker

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 11/1/17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Danville Area Community College, District #507 |
| **4) Name of College Appointed Contact for Vendors:** | Mike Cunnigham, Vice President Admin. Services |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Mike Cunningham, 217-443-8831 |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | Illinois Department of Central Management (CMS) |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *See attached Board Policy* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *See Attached Vendor Survey* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | $ 205,315.28 | $ - | $ 41,063.06 |
| *Investment Management Services* | *53080* | | | |
| *Information Technology Services* | *53080* | | | |
| *Accounting Services* | *53010* | $ 43,100.00 | $ - | $ 8,620.00 |
| *Architectural & Engineering Services* | *53030* | $ 26,725.00 | $ - | $ 5,345.00 |
| *Legal Services* | *53050* | $ 25,366.26 | $ - | $ 5,073.25 |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 1 | | |
| *Investment Management Services* | *53080* | | | |
| *Information Technology Services* | *53080* | | | |
| *Accounting Services* | *53010* | 1 | | |
| *Architectural & Engineering Services* | *53030* | 1 | | |
| *Legal Services* | *53050* | 5 | | |

***Submission Instructions:***

***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

**Community College District No. 508 Narrative 7 Outreach Efforts:**

City Colleges of Chicago works consistently to increase its efforts to use certified vendors including, but not limited to the following:

- Attend various networking events hosted by City of Chicago "sister agencies," and educational institutions such as the Chicago Park District's Vendor Networking Event and UIC's Construction Summit. Additionally, when funds allow we attend outreach fairs hosted by Minority-owned and Women-owned Business associations such as the Chicago Minority Supplier Development Council's Business Opportunity Fair and the Women's Business Development Center's Vendor Fair.

- Research the spaces under consideration for solicitations for certified MBEs and WBEs and directly send them invitations to submit.

- Encourage potential prime vendors to network with certified MBEs and WBEs during pre-proposal/pre-bid conferences.

- Participate in the Government Procurement Compliance Forum (GPC Forum) hosted by the City of Chicago that includes the leadership of MBE and WBE associations and procurement and compliance representatives from government agencies. The primary purpose of the group is to collaborate on best practices to increase the participation of MBEs and WBEs in public procurement.

- Attend MBE/WBE association meetings to discuss contract opportunities with their membership.

**Terms & Conditions Regarding**
**Compliance with the City Colleges of Chicago's**
**Minority Business Enterprise (MBE) and**
**Women Business Enterprise (WBE) Participation Plan**

## SECTION 1: INTRODUCTION

1. The Board of Trustees of Community College District No. 508. (The "Board") has adopted the amended Minority and Women Business Enterprise Plan (The "Plan") to ensure that Minority Businesses and Women Businesses shall have maximum feasible opportunities to participate on City Colleges of Chicago contracts, and to remedy the effects of historical discrimination while minimizing its impact upon Non-MBE and Non-WBE businesses. The Plan includes goals for participation of certified MBE and WBE firms, and the Bidders/Proposers utilization of such firms is considered in determining responsibility in performing this contract.

1.1 The purpose of the revised Terms and Conditions is to describe the current requirements of the Plan including the MBE and WBE goals that have been established for this contract and certain administrative and procedural provisions.

***Bidders/Proposers are required to submit information specifying the percentage of the total contract that will be performed by certified MBE and WBE firms on the attached Schedules.***

## SECTION 2: POLICY STATEMENT AND TERMS

2.1 It is the policy of the Board to ensure that the City Colleges of Chicago take all possible steps consistent with applicable law to insure that Minority Business Enterprises and Women Business Enterprises are afforded a fair and representative opportunity to participate fully in this institution's contracting.

2.2 Consistent with this policy it shall be the responsibility of all contractors to exhaust all feasible means to ensure significant participation by certified MBEs and WBEs.

2.3 Failure to carry out the commitments and policies set forth in this Plan shall constitute a material breach of contract and may result in termination of the contract or such other remedy as the Board deems appropriate.

## SECTION 3: DEFINITIONS

3.1 The following words as used herein shall have the meanings indicated below unless the context clearly indicates otherwise:

a. **Board of Trustees or Board** shall mean the Board of Trustees of Community College District No. 508.

b. **Certified** means any business or individual which has been certified by any of the CCC approved certifying agency to be an MBE or WBE and is on the Board's list of certified MBEs or WBEs.

c. **Chancellor** shall mean the Chancellor of City Colleges of Chicago or his/her designee.

d. **City College** shall mean the City Colleges of Chicago.

e. **Commercially Useful Function** shall mean the execution of a distinct element of work with actual performance, resources, management and supervision.

f. **Financial and Administrative Service Committee** shall mean the Financial and Administrative Service Committee of the Board of Trustees of Community College District No.508 or such other committee as the Board of Trustees may from time to time designate.

g. **General Contractor** shall mean a firm that has entered into a contract with the Board to provide goods or services.

h. **Joint Venture shall** mean an association between two or more independent businesses formed to perform a specific contract.

i. **Minority or Minority person** shall mean a person who is a citizen or lawful permanent resident of the United States, who is a member of an identified racial/ethnic population group, specifically, Black, Hispanic, Asian, or any other racial/ethnic population group that the Chancellor determines, after notice and hearing, to suffer discrimination in the Chicago area and who has participated, or has attempted to participate, in the Chicago area market.

j. **MBE or Minority Business Enterprise** shall mean a certified business that is owned and controlled by a Minority or Minorities that is certified as an MBE as defined in Section III (Definitions, 3.1) and has participated, or has attempted to participate, in the Chicago area market.

k. **Person** shall mean a natural person, or partnership, corporation or joint venture.

l. **Subcontractor** shall mean a business that has entered into a contract with a General Contractor to provide goods or services pursuant to a contract between the General Contractor and the Board.

m. **WBE or Women Business Enterprise** shall mean a certified business that is owned and controlled by a woman or women, that is certified as a WBE as provided in Section III (Definitions, 3.1) and has participated, or has attempted to participate, in the Chicago area market.

n. **Woman or Female** shall mean a person who is a citizen or lawful permanent resident of the United States who us of female gender.

## SECTION 4: PARTICIPATION GOALS

4.1 **Percentages of Participation**

Goals for participation by certified MBE and WBE firms for this Contract shall be not less than the following percentage of the **total contract value**:

MBE Participation goal: 25%
WBE Participation goal: 7%

4.2 **Bidder/Proposer's Commitment and Responsibility**

Each Bidder's commitment to the utilization of certified MBE and WBE firms shall be considered as further evidence of the responsibility of the Bidder/Proposer. Further, the Contractor agrees to use its best efforts to include certified MBE and WBE firms in any Contract modifications, amendments and renewals.

## SECTION 5: PROCEDURE TO DETERMINE BID & PROPOSAL COMPLIANCE

5.1 The following documents constitute the Bidder/Proposer's MBE/WBE Compliance Plan and must be submitted with the bid or proposal:

A. **Schedule A: Affidavit of MBE/WBE Goal Implementation Plan**

Bidders/Proposers must submit, together with the bid/proposal, a completed Schedule A committing them to the utilization of each certified MBE/WBE firm listed.

Except in cases where the bidder/proposer has submitted a complete request for a waiver or variance of the MBE or WBE goals in accordance with Section 8 (below), the bidder/proposer must commit to the expenditure of an estimated percentage of their proposed contract value. Specific dollar amounts of participation by each certified MBE/WBE firm should also be included on the Schedule A as practicable.

Additionally, the total dollar commitments proposed for certified MBE firm(s) must at least equal the MBE goal, and the total dollar commitment to propose certified WBEs must at least equal the WBE goal.

All commitments made on the bidder/proposer's Schedule A must correspond with those presented on the Schedule C documents that are described below.

Additionally, a fully completed and executed Schedule A must be submitted with the bid/proposal when due. Failure to submit the completed Schedule A or a waiver request in accordance with this section will be cause for finding bid/proposal non-responsive and may result in rejection of bid/proposal.

B. **Schedule C: Letter of Intent**
A Schedule C [Schedule C-1 (MBE/WBE Bidder/Proposer or Schedule C-2 (Joint Venture Partner) as described herein] must be completed in its entirety and executed by each certified MBE and WBE firm listed on the Schedule A and submitted with the bid/proposal.

The Schedule C must accurately detail the work to be performed by the certified MBE or WBE firm at the agreed rates and prices to be paid. Additionally, the certified MBE and WBE firm's scope of work, as detailed on their Schedule C must conform to their area of specialty included in the certification letter as described below.

Additionally, all fully completed and executed Schedule Cs must be submitted with the bid/proposal when due. Failure to submit the completed Schedule C(s) in accordance with this section will be cause for finding bid/proposal non-responsive and may result in rejection of bid/proposal.

C. **Letters of Certification & Certification Determination**
A copy of each proposed MBE and WBE firm's current letter of certification must be submitted with the bid/proposal as a complement to the Schedule A and C. All letters of certification must include a statement of the certified MBE/WBE firm's area of specialty.

In order to be designated as a certified Minority Business Enterprise (MBE) or as a Women Business Enterprise (WBE) in City Colleges of Chicago contracting activity a firm must be verified as such by agencies known and accepted by CCC.

Specifically, the following agencies confer the designation and are accepted by the Office of Contract Compliance:

1) The City of Chicago;
2) Cook County;
3) The State of IL—CMS ;
4) National Minority Supplier Development Council and its regional affiliates including the Chicago Minority Supplier Development Council and
5) Women Business Enterprise National Council and its regional partner organizations including the Women's Business Development Center in Chicago and

Certifications will also be considered from conferring government agencies in other states and major metropolitan cities on a case by case basis.

D. **Schedule C-2 & Joint Venture Agreements**

If the bidder/proposer's MBE/WBE proposal includes the participation of certified MBE or WBE firms as a joint venture on any tier (either as the bidder/proposer or as a subcontractor), the bidder/proposer must provide a copy of the joint venture agreement, as a part of Schedule A submission.

In order to demonstrate the certified MBE or WBE partner's share in the ownership, control, management responsibilities, risks and profits of the joint venture, the MBE or WBE firm that is a party to the Joint Venture must complete the Schedule C-2.

Additionally, the joint venture agreement must complement the Schedule C-2 and include <u>specific details</u> related to: (1) contributions of capital and equipment (2) work responsibilities or other performance to be undertaken by the certified MBE/WBE firm; (3) the commitment of management, supervisory and operative personnel employed by the certified MBE/WBE to be dedicated to the performance of the contract. The joint venture agreement must also clearly define each partner's authority to contractually obligate the joint venture and each partner's authority to expend joint venture funds (e.g. check signing authority).

5.2 **Correct Completion of Schedules**

The MBE/WBE Compliance Plan must have all blank spaces on both of the Schedules applicable to the Contract correctly filled in.

Agreements between a Bidder/Proposer and a certified MBE and certified WBE in which the certified MBE/WBE promises not to provide subcontracting quotations to other Bidders/Proposers are prohibited.

5.3 **Deficient Compliance Plans**

Upon receipt of the Compliance Plan submitted with the bid/proposal, the Office of MBE/WBE Compliance will determine if the bid/proposal is responsive. A bid/proposal may be treated as non-responsive by reason of the determination that the Bidder/Proposer's response did not contain a sufficient level of certified MBE or WBE participation or an approved waiver request.

During the period between bid opening/proposal due date and contract award the MBE/WBE Plan will be evaluated by the Office of M/WBE Contract Compliance for the following:

1) MBE and WBE Performance of a commercially useful function
2) Analysis of industry standard for sub-contracting (if applicable)
3) Scope of services versus certification letter specialty area
4) Accurate levels of compliance
5) Due diligence efforts to support waiver request (if applicable)
6) Certification renewal status
7) MBE/WBE execution of Schedule C
8) Compliance history on previous contracts with CCC and its sister agencies

The Bidder/Proposer agrees to provide, upon request, earnest and prompt cooperation to the Office of M/WBE Contract Compliance in submitting to interviews that may be necessary, in allowing entry to places of business, in providing further documentation, or in soliciting the cooperation of a proposed certified MBE or WBE firm in providing such assistance.

Additionally, a bid/proposal may be treated as non-responsive by reason of the determination that the Bidder/Proposer was unresponsive or uncooperative when asked for further information relative to the bid/proposal, or that false statements were made in the Schedules.

## SECTION 6: COUNTING MBE/WBE PARTICIPATION TOWARD CONTRACT GOALS

6.1 Only certified MBE and WBE participation shall be counted toward the MBE and WBE goals set in this Contract and applied as follows:

A. **Direct Participation**

An MBE or WBE firm should be used directly in the performance of the scope of services that the Bidder/Proposer is providing for the District. The MBE or WBE's total contract value can be credited towards the participation goals for direct participation.

B. **Indirect Participation**

In the event the Bidder/Proposer's specific scope of services does not provide an opportunity for direct subcontracting, the Bidder/Proposer must consider other ways to engage MBEs and WBEs to meet the contract participation goals.

The expenditures with MBE and WBE vendors that are being used in the Bidder/Proposer's overall business operations for goods or services that are ancillary to the CCC contract such as transportation, advertising, accounting, landscaping, office supply can be credited at 100%.

C. **Commercially Useful Function (CUF)**

A Bidder/Proposer may count toward its MBE and WBE goal only expenditures to certified firms that will perform a commercially useful function in the work of a contract. A firm is considered to perform a commercially useful function when it is responsible for a distinct element of work of a contract and carries out the responsibilities by actually performing, managing, and supervising the work involved using its own resources.

The Office of M/WBE Contract Compliance will use a variety of methods to determine whether or not an MBE or WBE is performing a CUF at any time (pre-award, during contract execution and/or during the contract close-out phase) including but not limited to:

1) Project site visits;
2) Documentation requests and/or
3) Interviews with MBE or WBE owners or employees

D. **MBE/WBE Subletting**

Consistent with normal industry practices, a certified MBE or WBE subcontractor may enter into further subcontracts. If a certified MBE/WBE contractor subcontracts a significantly greater portion of the work of the contract than would be expected on the basis of normal industry practices, the certified MBE or WBE shall be presumed not to be performing a commercially useful function. Evidence may be presented, in writing, to the Office of M/WBE Contract Compliance by the contractors involved to rebut this presumption.

E. **Counting MBE/WBE Manufacturers**

A Contractor may count toward its goals expenditures to certified MBE or WBE manufacturers (i.e., suppliers that produce goods from raw materials or substantially alters them before resale) at 100%.

F. **Counting MBE/WBE Suppliers**
A Contractor may count 100% of its expenditures with certified MBE or WBE suppliers toward its compliance goals provided that the supplier performs a commercially useful function in the supply chain process and is a regular dealer.

G. **Counting Total Dollar Value Awarded To Certified MBEs/WBEs**
The total dollar value of contract awarded to a certified MBE or WBE firm shall only be credited to one of the respective certification statuses. The Contractor employing the certified firm may choose the goal to which the contract value is applied—either MBE or WBE; not both.

Work done by one and the same subcontractor shall be considered, for the purpose of this principle, as work effectively under one subcontract only, in which the subcontractor may be counted toward only one of the goals, but not toward both.

H. **MBE/WBE Controlled Firms**
If the Bidder or Proposer is a certified MBE most of the total contract value can be counted toward the fulfillment of the MBE goal and similarly, if a WBE is the Bidder or Proposer, most of the total contract value can be counted toward the fulfillment of the WBE goal. However, MBE Bidders/Proposers must obtain a certified WBE subcontractor and a WBE Bidder/Proposer must obtain a certified MBE subcontractor to meet the respective goals.

Additionally, if a firm is certified as both an MBE and WBE, they can only use one of the certification statuses to fulfill one of the goals; not both.

MBE and WBE Bidder/Proposers must submit a Schedule C-1 which outlines their intent to subcontract any portion of their work they do not plan to self-perform.

Moreover, an MBE or WBE Bidder/Proposer must submit a Schedule A, Schedule C(s) for MBE or WBE subcontractors, and certification letters for themselves and any other MBE or WBE they may be utilizing on the contract.

I. **Counting Total Dollar Value of Eligible Joint Ventures**
A Contractor may count toward its MBE or WBE goal the portion of the total dollar value of a contract with an eligible joint venture equal to the percentage of the ownership and control of the MBE or WBE partner in the joint venture. A joint venture seeking to be credited for MBE participation may be formed among certified MBE and WBE firms, or between certified MBE and WBE firms and a non-MBE/WBE firm. A joint venture satisfies the eligibility standards of this Plan if the certified MBE or WBE participant of the joint venture:

1. Shares in the ownership, control, management responsibilities, risks and profits of the joint venture; and

2. Is responsible for a clearly defined portion of work to be performed in proportion to the certified MBE or WBE ownership percentage.

**A Schedule C-2 and Joint Venture agreement must be submitted to support utilizing an MBE or WBE as a Joint-Venture participant.**

6.2 A Contractor may count toward its MBE/WBE goal the following expenditures to certified firms that are not manufacturers or regular dealers:

A. **Fees or Commissions For Providing Services**
The fees or commissions charged for providing a bona fide service, such as professional, technical, consultant or managerial services and assistance in the procurement of essential personnel, facilities, equipment, materials or supplies required for performance of the contract, provided that the fee or commission is determined by the Office of M/WBE Contract Compliance to be reasonable and not excessive as compared with fees customarily allowed for similar services.

B. **Fees For Delivering Materials and Supplies**
The fees charged for delivery of materials and supplies required on a job site (but not the cost of the materials and supplies themselves) when the hauler, trucker, or delivery service is not also the manufacturer of or a regular dealer in the materials and supplies, provided that the fee is determined by the Office of M/WBE Contract Compliance to be reasonable and not excessive as compared with fees customarily allowed for similar services.

C. **Fees or Commissions For Bonds or Insurance**
The fees or commissions charged for providing any bonds or insurance specifically required for the performance of the contract, provided that the fee or commission is determined by the Office of M/WBE Contract Compliance to be reasonable and not excessive as compared with fees customarily allowed for similar services.

## SECTION 7: CHANGES TO MBE/WBE PARTICIPATION PLAN

7.1 **Termination of Scope of Work Not Permitted**
After submitting executed MBE and/or WBE sub-agreements to the Office of M/WBE Contract Compliance, the Contractor shall thereafter neither terminate the sub-agreement, nor reduce the scope of the work to be performed by the certified MBE or WBE firm, nor decrease the price to the MBE or WBE firm, without in each instance receiving the prior written approval of the Office of M/WBE Contract Compliance.

7.2 **Substitutions**

If it becomes necessary to substitute an MBE and/or WBE to fulfill the Contractor's MBE and/or WBE commitments, the Office of M/WBE Contract Compliance must be given reasons justifying the release of prior specific MBE and/or WBE commitments established in the Contractor's bid/proposal in order to review the propriety of the proposed substitution.

A substitution of MBE or WBE firms cannot be made without prior approval from the Office of MBE/WBE Compliance. In addition to the explanation provide above, the approval process must include a revised Schedule A, a Schedule C for the replacement firm(s) and current certification letter(s).

The approval process should also include concurrence from the affected MBE or WBE received either proactively from the Prime Vendor or by the Office of MBE/WBE Compliance.

## SECTION 8: WAIVERS of MBE and WBE GOALS

8.1 **Inability to Meet Participation Goals**

If a Bidder/Proposer is unable to identify certified MBE and WBE firms to perform sufficient work to fulfill the MBE or WBE percentage goals for a contract, the bid/proposal must include a Schedule D (written request for waiver).

Submission of the Schedule D is not an automatic approval of the requested waiver. The approval of the requested waiver will be based, in part by the supporting documentation demonstrating the Bidder/Proposer's inability to obtain sufficient certified MBE and WBE firms, notwithstanding good faith attempts to achieve such participation.

Examples of such good faith efforts may include, but are not limited to, the following:

a) Attendance at the Pre-bid/proposal conference.

b) The Bidder/Proposer's general affirmative action policies regarding the utilization of MBE and WBE firms, plus a description of the methods used to carry out those policies.

c) Advertisement in trade association newsletters and minority-oriented and general circulation media for specific sub-bids/proposals.

d) Timely notification of specific sub-bids/proposals to minority and women assistance agencies and associations.

e) Description of direct negotiations with certified MBE and WBE firms for specific sub-bids/proposals, including:

f) the name, address and telephone number of the certified MBE and WBE firms contacted;

g) a description of the information provided to certified MBE and WBE firms regarding the portions of the work to be performed; and

h) the reasons why additional certified MBE and WBE firms were not obtained in spite of negotiations.

i) A statement of the efforts made to select portions of the work proposed to be performed by certified MBE and WBE firms (such as sub-supplier, transport, engineering, distribution, or any other roles contributing to production and delivery as specified in the Contract) in order to increase the likelihood of achieving such participation.

j) A detailed statement of the reasons for the Bidder/Proposer's conclusion that each certified MBE and WBE contacted, were not qualified.

k) Efforts made by the Bidder/Proposer to expand its search for certified MBE and/or WBE firms beyond usual geographic boundaries.

l) General efforts made to assist MBE and WBE firms to overcome participation barriers.

8.2 **Unacceptable Basis for Waiver Request**

If the bidder/proposer does not meet the MBE/WBE goal, price alone shall not be an acceptable basis for which the bidder may reject a certified MBE/WBE sub-bid/proposal unless the bidder can show to the satisfaction of the Office of M/WBE Contract Compliance that no reasonable price can be obtained from a certified MBE/WBE.

A determination of reasonable price is based on such factors as the estimate for the work under a specific subcontract, the bidder's own estimate for the specific subcontract, and the average of the bona fide prices quoted for the specific subcontract. A bid from a certified MBE/WBE for a subcontract will be presumed to be unreasonable if the MBE/WBE price exceeds the average price quoted by more than 15 percent.

8.3 **Subsequent Waiver by Request of Contractor**

During the performance of a contract, a contractor may request a partial waiver from compliance with its original MBE or WBE proposal for the following reasons:

a) Due to substantially changed circumstances the contractor is unable to meet the previously stated MBE or WBE goal(s);

b) Despite every good faith effort on the part of the contractor, it is unable to meet the previously stated MBE or WBE goal(s)

8.4 **Waiver Initiated by City Colleges of Chicago**

The Chancellor or their designee may grant a waiver from MBE or WBE requirements for an individual contract upon a determination that there are insufficient certified MBEs or WBEs available to fulfill such requirements for that particular contract.

A determination by the Chancellor to waive MBE or WBE requirements for an individual contract must be stated in writing, and placed in the appropriate project file.

## SECTION 9: REPORTING AND RECORD-KEEPING REQUIREMENTS

9.1 **Execution of Subcontract By Contractor**

The Contractor, within five (5) working days after Contract award, shall execute a formal subcontract or purchase order in compliance with the terms of the Contractor's bid/proposal and MBE and WBE assurances and should be submitted to the Office of MBE/WBE Compliance within three (3) business days if requested by the Office of MBE/WBE Compliance.

In addition, each subcontract between the Bidder/Proposers and any certified MBE or WBE firm performing work on the Contract shall include remedies for non-compliance with the commitment to MBE and WBE participation, including an agreement to pay damages to the certified MBE and WBE firms which were underutilized.

9.2 **Payments to MBE and WBES**

During the performance of the Contract, the Contractor shall file regular MBE and WBE payment reports, on the form entitled "Monthly and Quarterly Report of Payments to MBE and WBE Subcontractors."

Additionally, invoices and/or other documentation must be submitted to the Office of MBE/WBE Compliance within five (5) days upon request to support the utilization of MBEs and WBEs.

9.3 **Maintenance of Relevant Records**

The Contractor shall maintain records of all relevant data with respect to the utilization of certified MBE and WBE firms, including without limitation payroll records, tax returns and records, and book of accounts, and retain such records for a period of at least three (3) years after final acceptance of the work. Full access to such records shall be granted to the Office of M/WBE Contract Compliance or its designee, on five (5) business days' notice in order to determine the Contractor's compliance with its MBE and WBE commitments and the status of any certified MBE or WBE firm performing any portion of the Contract.

## SECTION 10: NON-COMPLIANCE WITH MBE and WBE PARTICIPATION GOALS

10.1 **Compliance Audits**

Whenever the Office of M/WBE Contract Compliance believes that the contractor or any of its subcontractors may not be operating in compliance with this Plan, it shall conduct an appropriate investigation.

10.2 **Notification regarding Non-compliance**

Upon indications of inadequate compliance or non-compliance, the Office of M/WBE Contract Compliance will notify the contractor and the subcontractor, in writing.

The Office of M/WBE Contract Compliance, the contractor or subcontractor may request an opportunity to meet to discuss MBE/WBE contract compliance. The contractor or subcontractor shall make such request to the Office of M/WBE Contract Compliance in writing within five (5) working days of receiving notice. The meeting shall be scheduled by the Office of M/WBE Contract Compliance at a reasonable date, time and place, with notice to contractor and subcontractor.

10.3 **Determination of non-compliance**

If after notification and subsequent discussions, the Office of M/WBE Contract Compliance determines that a contractor is not meeting or has not met applicable MBE or WBE goals and is not demonstrating or has not demonstrated every good faith to meet the goals, the contractor shall be subject to suitable sanctions as set forth in paragraph 10.3 A (Sanctions) below.

10.4 **MBE and WBE Remedies For Prime Vendor Non-Compliance**

The unexcused reduction of certified MBE or WBE participation in connection with the Contract including any modification thereof, shall entitle the affected certified MBE and WBE firms to payments pursuant to such agreement. Such provisions shall include an undertaking by the Contractor to submit any dispute concerning such damages to binding arbitration by an independent arbitrator, other than the City Colleges of Chicago, with reasonable expenses, including attorneys' fees, being

recoverable by a prevailing certified MBE or WBE. Nothing herein shall be construed to limit the rights of and remedies available to the City Colleges of Chicago.

## 10.5 Sanctions for Non-compliance

### A. Terms and Conditions of Plan Applying To All Contracts

The MBE/WBE requirements of these Terms and Conditions shall be incorporated into all of the contracts between City Colleges and its vendors. In addition to any other remedies City Colleges may have, the following apply:

Where the Office of M/WBE Contract Compliance determines the conditions set forth in Section 10.3 above to exist during the term of the contract, the Office of M/WBE Contract Compliance may recommend that the Board suspend or terminate the contract, in whole or in part, and may also declare the contractor ineligible for future contracts for a period of two (2) years.

The Contractor shall be liable to the City Colleges for any consequential damages incurred as a result of suspension or termination of the contract including damages arising either from delay or increased price in securing performance of the work by other contractors, attorney's fees and court cost.

Where the Office of M/WBE Contract Compliance determines the conditions set forth in paragraph 10.3 above to exist at the conclusion of a contract, the Office of M/WBE Contract Compliance may declare the contractor ineligible for future contracts for a period of two (2) years.

If a Contractor has provided false or misleading information in connection with certification, bid or proposal documents, compliance progress reports, or any other aspect of this Plan, the Office of M/WBE Contract Compliance may impose any of the sanction described in paragraph 10.5 (Sanctions) and all its subsections.

If there is a bona fide payment dispute between a Contractor and its certified M/WBE subcontractor for work performed under the Plan, the City Colleges may withhold payment of the disputed amount from the Contractor and place such funds in an interest bearing account pending resolution of the dispute, by judicial or other means.

### B. Contractor's Right To Appeal Decision

A contractor shall have the right to appeal a decision from the Office of M/WBE Contract Compliance declaring it ineligible for future City College contracts. Such appeal shall be made to the Chancellor or his/her designee.

C. **Sanctions Available To The City Colleges of Chicago**
The failure of City Colleges to impose any sanction it may have under this Section shall not be deemed a waiver of its right to impose such a sanction for subsequent violations. The listing of sanctions available to City Colleges in paragraph 10.5 A shall not be deemed to exclude any other sanctions or remedies available at law or in equity.

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 13-Nov-17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | City Colleges of Chicago<br>Community College District No. 508 |
| **4) Name of College Appointed Contact for Vendors:** | Sheila Johnson<br>District Director of Procurement<br>(312) 553-3336<br>sjohnson2@ccc.edu |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Lisa E. Lewis<br>Manager, Contract Administration & Compliance<br>(312) 553-2815<br>llewis126@ccc.edu |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | 1) The City of Chicago;<br>2) Cook County;<br>3) The State of IL—CMS ;<br>4) National Minority Supplier Development Council and its regional affiliates including the Chicago Minority Supplier Development Council and<br>5) Women Business Enterprise National Council and its regional partner organizations including the Women's Business Development Center in Chicago and<br><br>Certifications will also be considered from conferring government agencies in other states and major metropolitan cities on a case by case basis. |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | $2,355,810.77 | $152,895.25 | 6.49% |
| *Investment Management Services* | *53080* | $48,463.08 | $12,020.42 | 24.80% |
| *Information Technology Services* | *53080* | $9,540,815.93 | $3,239,924.31 | 33.96% |
| *Accounting Services* | *53010* | $72,002.50 | $0.00 | 0.00% |
| *Architectural & Engineering Services* | *53030* | $542,471.68 | $529,560.62 | 97.62% |
| *Legal Services* | *53050* | $1,101,560.68 | $9,740.00 | 0.88% |

**10) Total Number of Contracts Analysis**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 3 | 2 | NA |
| *Investment Management Services* | *53080* | 1 | 2 | NA |
| *Information Technology Services* | *53080* | 22 | 15 | NA |
| *Accounting Services* | *53010* | 0 | 0 | NA |
| *Architectural & Engineering Services* | *53030* | 1 | 2 | NA |
| *Legal Services* | *53050* | 13 | 2 | NA |

Elgin Community College

# Community College Business Enterprise Program FY 2018 Annual Report

## College Policy Concerning Certified Vendors and Specific Outreach Efforts to Increase the Use of Certified Vendors

In compliance with the Business Enterprise Program (BEP) for Minorities, Females, and Persons with Disabilities Act 30 ILCS 575/0.01, *et seq.* (the "Act"), Community College District No. 509, Elgin Community College, will commit to actively promote and encourage the participation of businesses owned by Minorities, Females, and Persons with Disabilities in the College's procurement process.

1. The Board of Trustees policies require that the Board of Trustees "uphold its statutory duties and powers as stipulated in the Illinois Compiled Statutes". The College issued Administrative Procedure 3-408 Business Enterprise for Minorities, Females and Persons with Disabilities on June 12, 2017 supporting the "Act".

2. The College has set an aspirational goal of twenty percent (20%) of the total dollar amount of contracts to be awarded to businesses owned by Minorities, Females, and Persons with Disabilities as defined in the "Act". The College will also:
    a. Develop procedures to set separate contract goals on specific prime contracts and purchase orders.
    b. Send out statement of qualifications for professional services as applicable.
        a. In FY18, and request for proposal/statement of qualifications for audit services and professional services for the master plan will be issued.
    c. Determine total purchase dollars subject to aspirational goal.
    d. Identify 2nd tier opportunities: office supplies, food vendors, bookstore merchandise, construction, E&I, NJPA, IPEC, etc.

3. The College will identify Minorities, Females, and Persons with Disabilities vendors and encourage these vendors to participate in the College's procurement process. The College will also:
    a. Provide direction to current vendors to become Central Management Services (CMS) certified – compare CMS current listing to College's authorized vendors.
    b. Post bid notifications in newspapers, online, etc. that better reach businesses owned by Minorities, Females, and Persons with Disabilities.

4. The College will create procedures to assure that contractors and vendors make good faith efforts to meet contract goals, and develop a process to justify goal exemptions, modifications, and waivers.

5. The College implemented the following processes to delineate separate contract goals for businesses owned by Minorities, Females, and Persons with Disabilities to include but not limited to:
    a. Inclusion of a supplier profile form with all bids that requests information on vendor status.
    b. Continue coding each classification (Minority, Female, and Persons with Disabilities) in the purchasing system as part of the new vendor set-up.

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 1-Nov-17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Community College District No. 509, Elgin Community College |
| **4) Name of College Appointed Contact for Vendors:** | Melissa Tait |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Melissa Tait; 847-214-7365 |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | The college will recognize vendors on the CMS certified vendor list for reporting purposes. |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total Expenditure Analysis (prior fiscal year)**

| | | For Item 9 Enter Data in These 3 Columns | | |
|---|---|---|---|---|
| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | NA for FY 2017 | NA for FY 2017 | NA |
| *Investment Management Services* | *53080* | NA for FY 2017 | NA for FY 2017 | NA |
| *Information Technology Services* | *53080* | NA for FY 2017 | NA for FY 2017 | NA |
| *Accounting Services* | *53010* | NA for FY 2017 | NA for FY 2017 | NA |
| *Architectural & Engineering Services* | *53030* | NA for FY 2017 | NA for FY 2017 | NA |
| *Legal Services* | *53050* | NA for FY 2017 | NA for FY 2017 | NA |

**10) Total Number of Contracts Analysis**

| | | For Item 10 Enter Data in These 3 Columns | | |
|---|---|---|---|---|
| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | NA for FY 2017 | NA for FY 2017 | NA |
| *Investment Management Services* | *53080* | NA for FY 2017 | NA for FY 2017 | NA |
| *Information Technology Services* | *53080* | NA for FY 2017 | NA for FY 2017 | NA |
| *Accounting Services* | *53010* | NA for FY 2017 | NA for FY 2017 | NA |
| *Architectural & Engineering Services* | *53030* | NA for FY 2017 | NA for FY 2017 | NA |
| *Legal Services* | *53050* | NA for FY 2017 | NA for FY 2017 | NA |

***Submission Instructions:***
***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to ed.s.smith@illinois.gov***

***Any questions contact: Edward Smith, ICCB Ph 217-785-0173 or ed.s.smith@illinois.gov***

## 311.0 Business Enterprise Program

South Suburban College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts. In support of the Business Enterprise for Minorities, Females and Persons with Disabilities Act ("Act"), 30 ILCS 575/0.01 et seq., South Suburban College commits to promoting and encouraging participation of minority, female and persons with disability owned businesses in South Suburban College purchasing and construction to the greatest extent feasible within the bounds of financial and fiduciary prudence and to take necessary steps to remove any barriers to the full participation of such firms in the procurement and contractual opportunities afforded. South Suburban College will provide support for College administrative and staff members to attend and participate in trainings, workshops, conferences and seminars dealing with procurement through qualified minority, female and persons with disability owned businesses in compliance with the Act.

South Suburban College is committed to meeting the requirements of the Act, establishing the aspirational goals as cited by the Act, and engaging in good faith efforts to meet such goals. The President shall appoint a liaison in a manner consistent with current law to oversee all duties as set forth in the Act. Consistent with the Act, South Suburban College will develop policies, plans and procedures to achieve the goals to its best ability in compliance with the Act.

Specific outreach efforts to increase the use of certified vendors:

A. South Suburban College will advertise in newspapers directed to minority based readership and the official state newspaper. Additionally, South Suburban College will search the Business Enterprise Program website to identify minority businesses and will notify the certified vendor of upcoming bid opportunities.

B. South Suburban College will require all vendors to complete a vendor form in order to identify all classifications of Minority Business Enterprise vendors.

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 1-Nov-17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | South Suburban College/District 510 |
| **4) Name of College Appointed Contact for Vendors:** | Laurie Czulno |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Martin Lareau |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | Illinois CMS |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

| | | For Item 9 Enter Data in These 3 Columns | | |
|---|---|---|---|---|
| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 0 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 0 | 0 | 0 |
| *Accounting Services* | *53010* | 0 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 0 | 0 | 0 |
| *Legal Services* | *53050* | 0 | 0 | 0 |

**10) Total Number of Contracts Analyzed**

| | | For Item 10 Enter Data in These 3 Columns | | |
|---|---|---|---|---|
| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 0 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 0 | 0 | 0 |
| *Accounting Services* | *53010* | 0 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 0 | 0 | 0 |
| *Legal Services* | *53050* | 0 | 0 | 0 |

***Submission Instructions:***
***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

**ROCK VALLEY COLLEGE** **Board Report #7333**
**September 27, 2016**

# Diverse Vendor Enterprise Use

**Background:** Illinois Public Act 099-0462 amended 30 ILCS 575 in August 2015, adding community colleges to the set of institutions required to have aspirational goals for use of Minority Business Enterprises (MBE), Female Business Enterprises (FBE), and Disabled Business Enterprises (DBE). Compliance and reporting is mandated for community colleges beginning with fiscal year 2017.

The law calls for adoption of a policy that identifies a plan and procedures for compliance and reporting. The College must identify a single point of contact for vendor questions, a position responsible for submitting the annual compliance plan to the state's Business Enterprise Council each fall, and the annual utilization report to the Council each spring.

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees authorize Administration, with the assistance of Business Services, to create new Board Policy *5:10:140 Diverse Vendor Enterprise Use* and develop procedures that are consistent with Illinois Public Act 099-0462, as amended in August 2015. **Attorney Reviewed.**

Mike Mastroianni
President

Board Approval: _____
Secretary, Board of Trustees

Attachments (2): Diverse Vendor Use Policy (First Reading August 23, 2016)
Diverse Vendor Use Procedures

# DIVERSE VENDOR ENTERPRISE USE

Rock Valley College recognizes the importance of increasing the participation of businesses owned by minorities, females, and persons with disabilities in public contracts in an effort to overcome the discrimination and victimization such firms have historically encountered. It is the College's policy to promote the economic development of businesses owned by minorities, females and persons with disabilities by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575 (the Act) and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities.

It is the intent of the State of Illinois that public agencies, including community colleges, aspire to award upwards of 20% of contracts to minority, female, or disabled-owned business enterprises. In support of this policy, the College shall establish and maintain procedures such that the institution operates in accordance with the Act.

**Reference**: Board Report #7326, #7333
**Adopted:** 9/27/16 (First Reading 8/23/16)

# ROCK VALLEY COLLEGE PROCEDURES
# DIVERSE VENDOR ENTERPRISE USE

The office of Business Services shall be the liaison between Rock Valley College and the Enterprise Council for Minorities, Females, and Persons with Disabilities (the Council). Business Services will oversee the planning and reporting required under state statute 30 ILCS 575.

## I. Aspirational Goals:

The College shall have the following aspirational goals for awarding contracts to businesses owned by minorities, females, and persons with disabilities:

1. Construction Contracts. The College shall have an aspirational goal to award twenty percent (20%) of the total dollar amount of contracts for the repair, remodeling, renovation or construction of a building or structure ("Construction Contracts") to qualified businesses owned by minorities and females. The College shall also have an aspirational goal that fifty percent (50%) of the total dollar amount of Construction Contracts awarded to qualified minority and female owned businesses shall be awarded to female owned businesses.

2. Professional Services Contracts. The College shall have an aspirational goal to award twenty percent (20%) of the total, collective dollar amount of contracts for insurance services, investment services, information technology services, accounting services, architectural and engineering services, and legal services ("Professional Services Contracts") to qualified businesses owned by minorities, females and persons with disabilities. The definitions of these professional services shall be in accordance with 30 ILCS 575/4f (1) (d).

3. College Contracts. The College shall have an aspirational goal to award twenty percent (20%) of the total dollar amount of all contracts entered into by the College ("College Contracts"), except those contracts identified above, to qualified businesses owned by minorities, females and persons with disabilities. The College shall also have an aspirational goal that of the total dollar amount of all College Contracts awarded to qualified businesses owned by minorities, females, and persons with disabilities, at least eleven percent (11%) shall be awarded to businesses owned by minorities, at least seven percent (7%) shall be awarded to female owned businesses, and at least two percent (2%) shall be awarded to businesses owned by persons with disabilities.

## II. Compliance Procedures:

1. Maintenance of Records. Business Services shall maintain a copy of the Business Enterprise Council's list of certified businesses owned by minorities, females and persons with disabilities or shall have knowledge of the public availability of said list, and shall be responsible for providing the list or information about the list to any contractors and/or vendors upon request.

2. Subcontractors and Suppliers. The College's aspirational goals, as set forth above, are based on the total dollar amounts awarded to businesses owned by minorities, females, and persons with disabilities. All funds awarded to any certified subcontractors and/or suppliers shall be included for the College's aspirational goals, so long as the expenditures are direct, necessary, and proximately related to the work or service of the contract.

3. Good Faith Effort Procedures. If a bidder cannot meet the contract's aspirational goal, the bidder must document in the utilization plan its good faith efforts that could reasonably have been expected to meet the goal. The College shall consider the quality, quantity, and intensity of the bidder's efforts, and may evaluate the bidder's:

    a. Solicitation through all reasonable and available means of certified subcontractors, suppliers, and/or vendors that have the capability to perform the work required by the contract. The bidder must solicit this interest to give certified businesses sufficient time to respond to the solicitation, must provide adequate information about the plans, specifications, and contract requirements in a timely manner, and must take appropriate steps to follow up initial solicitations.

    b. Use of resources from the College, the Business Enterprise Council, and any other business or community groups that provide assistance in the recruitment and placement of certified businesses.

    c. Selection of portions of the contract work to be performed by certified vendors to increase the likelihood that the goal will be achieved. This includes, where appropriate, breaking out contract work items or services into economically feasible units to facilitate participation by certified businesses, even when the bidder might otherwise prefer to perform the work or services with its own employees.

    d. Negotiation in good faith with interested certified businesses. In order to show good faith efforts, the bidder's utilization plan shall include the names, addresses, and telephone numbers of certified businesses that were considered, and an explanation for why an agreement could not be reached.

    e. Thorough investigation of the capabilities of certified businesses and not rejecting them as unqualified without sound reasons.

    f. Efforts to assist interested certified businesses in obtaining contract required lines of credit, insurance, equipment, supplies, materials, or other related assistance or services.

4. Exemptions and Waivers.
    a. Individual Contract Exemptions. In the event that the College determines that there is an insufficient number of businesses owned by minorities, females and persons with disabilities to ensure adequate competition and an expectation of reasonable prices on bids or proposals solicited for a specific contract, the College may make a written request to the Business Enterprise Council, based on the best information available at the time, requesting an exemption for that individual contract or contract package, in whole or in part. The Business

Enterprise Council shall make the determination with respect to granting the exemption. The determination shall be made prior to the advertisement for bids or solicitation of bids.

b. Class Exemptions. In the event that the College determines that there is an insufficient number of businesses owned by minorities, females and persons with disabilities to ensure adequate competition and an expectation of reasonable prices on bids or proposals solicited for an entire class of contracts, the College may make a written request to the Business Enterprise Council, based on the best information available at the time, requesting an exemption for that entire class of contracts. The Business Enterprise Council shall make the decision with respect to granting the exemption.

**III. Compliance Plans:**

The office of Business Services shall submit a compliance plan to the Council annually in October. This plan shall include:

- The College's policy statement.
- Designation of the liaison.
- An outline of the fiscal year goals for contracting with MBE/FBE/DBE vendors.
- The action plan for reaching these goals. Actions may include advertising with trade associations, service organizations, minority newspapers and other appropriate media, and other organizations focused on the needs of businesses owned by minorities, females and persons with disabilities to alert potential contractors and suppliers of opportunities.
- A timetable for reaching the goals.
- The process for tracking vendors certified by the Business Enterprise Council for Minorities as MBE/FBE/DBE vendors.
- The Compliance Procedures identified above in Section II.

IV. **Annual Utilization Report:**

The office of Business Services shall submit a utilization report to the Council annually prior to March 1 of that year with fiscal year-to-date figures showing the degree to which certified vendors have been utilized. The report shall conform to the requirements set forth by the Council and, if permitted by the Council, shall be included on forms provided by the Illinois Community College Board. The report shall:

- Identify Rock Valley College District 511 and the appointed liaison for the institution.
- Include a copy of the policy statement.
- Include actions taken during the fiscal year to increase the use of MBE/FBE/DBE vendors.
- State any recommendations from the Council to the College for increasing the use of MBE/FBE/DBE vendors.
- Include a listing of MBE/FBE/DBE vendors used during the fiscal year, with total expenditures for each vendor.
- Include a list of certifications recognized by the College for determining whether a business is

owned or controlled by a minority, female, or person with disability.

- Identify the total:
  - (i) amount of dollars that apply to the College's aspirational goals for Construction Contracts, Professional Services Contracts, and College Contracts as defined in the College's Aspirational Goals;
  - (ii) amount of dollars for College Construction Contracts, Professional Services Contracts, and College Contracts that were awarded to businesses owned by minorities, females, and persons with disabilities; and
  - (iii) number of contracts entered into for College Construction Contracts, Professional Services Contracts, and College Contracts.
- Include a self-evaluation of the College's efforts to meet its Aspirational Goals

Notification of the policy, procedures, and aspirational goals to increase participation of MBE/FBE/DBE vendors will be posted to the Rock Valley College website. Documentation of the policy and procedures will be available on request from the office of Business Services. Text noting the aspirational goals for participation of MBE/FBE/DBE vendors shall be added to the invitations to bid and requests for quote or proposal as outlined in state statute 30 ILCS 575.

Vendor certification as an MBE, FBE, or DBE vendor is handled by the Business Enterprise Council for Minorities (the Council). Vendors will work directly with the Council to apply for recognition and only vendors that have successfully completed the certification process at the time of contract award will be considered as contributing to the aspirational goal. To aid in tracking and reporting, Business Services will flag vendor records on the College's enterprise system as vendors are confirmed certified with the Council.

# Plan to Increase Use of Diversity Vendors

**Background:** Illinois Public Act 099-0462 amended 30 ILCS 575 in August 2015, adding community colleges to the set of institutions required to have aspirational goals for use of Minority Business Enterprises (MBE), Female Business Enterprises (FBE), and Disabled Business Enterprises (DBE). Compliance and reporting is mandated for community colleges beginning with fiscal year 2017.

The law calls for adoption of a policy that identifies a plan and procedures for compliance and reporting. The College must identify a single point of contact for vendor questions, a position responsible for submitting the annual compliance plan to the state's Business Enterprise Council each fall, and the annual utilization report to the Council each spring.

**College Liaison:** Director of Business Services, Mike Papp

**Vendor Contact:** Business Services, 815-921-4482 or 815-921-4477

**Action Items:**

- Add policy statement to College's public website.
  - Completed
  - http://www.rockvalleycollege.edu/Community/Vendors_BidInfo/index.cfm
- Add link to College website taking vendors to the BEP Certification Portal.
  - Completed
- Determine which existing and commonly used vendors are currently certified as MBE/FBE/DBE.
  - Frequently used vendors reviewed for recognition by IL CMS/BEP
  - Acceptable certifications are provided by the following entities:
    - NWBOC
    - WBENC
    - NMSDC
    - USBLN
    - Dept of Veterans Affairs
  - Only six vendors hold recognized certifications
- Contact and inform vendors of BEP certification process. (ongoing)
- Add check boxes to New Vendor Form so vendors can self-identify diversity certification.
  - Incomplete – existing form does not have sufficient room for more fields
  - Certifications to be verified during creation of vendor record. – this step could still

be performed with a quick query on the BEP site

- Create codes on the enterprise system for identifying diversity vendors.
    - Completed – codes established to identify vendors as MBE/FBE/DBE/VBE
- Select relevant codes during vendor record creation to allow for tracking and reporting spend with the relevant diversity vendors. (ongoing)
- Add language to bid specification boiler plate text regarding policy and aspirational goal.
    - Completed – April 2017
    - Text added to cover of all Bids/RFPs and to all quote request instructions
- Identify relevant diversity organizations within the district, such as the Hispanic Chamber of Commerce, to utilize as additional resources for locating vendors and for advertising bid opportunities. (ongoing)
    - List of diversity vendors obtained from the City of Rockford. Majority are construction and trades. Those checked against the BEP site were not registered.
    - Additional organizations may include trade associations, service organizations, and minority news outlets.
- For fiscal year 2018
    - Continue outreach to diversity organizations in the community.
    - Continue outreach to existing vendors, informing them of certification process.
    - Check status of new vendors at point of creating the vendor record on our system.
    - Prepare for addition of construction as a reportable category, gathering expense data for capital projects or smaller contracts.

**Narrative 7 - College Board Policy**

07.03.05 DISADVANTAGED BUSINESS ENTERPRISES

The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities[1] in public contracts in an effort to overcome the discrimination and victimization such firms have historically encountered.[2] It is the College's policy to promote the economic development of businesses owned by minorities, females and persons with disabilities by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 *et seq*. (the "Act") and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (the "Council").[3]

In support of this policy, the College will encourage the participation of qualified minority, female and persons with disability owned businesses by advertising, whenever practicable with appropriate media and other organizations focused on the needs of businesses owned by minorities, females and persons with disabilities to alert potential contractors and suppliers of opportunities. The College will support key administrative and staff members to attend and participate in training sessions, workshops, conferences and seminars dealing with procurement through qualified minority, female and persons with disability-owned businesses in compliance with the Act.

In furtherance of the above:

1. The College President[4] shall appoint a liaison to the Council;
2. The College Liaison shall file an annual compliance plan with the Council, which shall include a copy of this Policy, signed by the College President, which shall outline and summarize the College's goals for contracting with businesses owned by minorities, females and persons with disabilities for the current fiscal year, the manner in which the College intends to reach these goals, a timetable to reach these goals, and procedures to support this Policy as specified by the Act[5];
3. The College Liaison shall file an annual report with the Council[6];
4. The College Liaison shall provide notice to the Council of proposed contracts for professional and artistic services[7];
5. The College shall use bid forms identifying the bidder's percentage or disadvantaged business utilization plans; and percentage of business enterprise program utilization plan[8]; and
6. The College shall comply with all other requirements of the Act.

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[1] As defined in 30 ILCS 575/2.
[2] *See* 30 ILCS 575/1.
[3] This Council was created to implement, monitor, and enforce the goals of the Act. *See* 30 ILCS 575/5.
[4] *Id*.
[5] 30 ILCS 575/6-(a).
[6] 30 ILCS 575/6(c).
[7] 30 ILCS 575/6a.
[8] 30 ILCS 575/7(5).

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

**1) Submitted on:**

**2) Fiscal Year Reporting:** 2017

**3) Name and District Number of Community College District:** Rock Valley College, District 511

**4) Name of College Appointed Contact for Vendors:** Director of Business Services
Mike Papp, 815-921-4482

**5) College Contact Person and Phone Number for Purposes of This Report:** Director of Business Services
Mike Papp, 815-921-4482

**6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** Illinois CMS/BEP Listing
NWBOC; WBENC; NMSDC; USBLN
Dept of Veterans Affairs

**7) College Policy concerning Certified Vendors (Separate Narrative Required)** *Narrative in Word format required. Please complete and send as an attachment to this annual report.*

**8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** *Narrative in Word format required. Please complete and send as an attachment to this annual report.*

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

| | | For Item 9 Enter Data in These 3 Columns | | |
|---|---|---|---|---|
| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 7,171,507 | 0 | |
| *Investment Management Services* | *53080* | 80,200 | 0 | |
| *Information Technology Services* | *53080* | 124,913 | 0 | |
| *Accounting Services* | *53010* | 94,393 | 0 | |
| *Architectural & Engineering Services* | *53030* | 319,232 | 6,000 | 2 |
| *Legal Services* | *53050* | 335,939 | 0 | |

**10) Total Number of Contracts Analyzed**

| | | For Item 10 Enter Data in These 3 Columns | | |
|---|---|---|---|---|
| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 15 | 0 | |
| *Investment Management Services* | *53080* | 2 | 0 | |
| *Information Technology Services* | *53080* | 16 | 0 | |
| *Accounting Services* | *53010* | 2 | 0 | |
| *Architectural & Engineering Services* | *53030* | 6 | 1 | 17 |
| *Legal Services* | *53050* | 2 | 0 | |

***Submission Instructions:***
***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

**Narrative 8 - William Rainey Harper College Business Enterprise Program – Outreach Plans**

In Fiscal Year 2017 the College complied with the College's goals by doing the following:

1. Contracted or sub-contracted $5,987,253 to MBE and WBE contractors as a result of increased efforts utilizing the CMS database and encouraging prime contract to utilize BEP firms. $5,272,192 was spent on construction and $715,061 was spent on all other services.
2. Directly solicited vendors listed in the CMS database for projects by sending them copies of bids, and RFP's opening up opportunities for them to participate in the College's procurement process.
3. Modified the college's solicitation documents to include utilization plans, and forms to identify prime contractors utilization and demonstration of good faith efforts subcontracting to MBE/FBE and PDE owned businesses.
4. Distributed Bids, Requests for Proposals and formal solicitation documents to outreach agencies such as the Minority Business Development Council and Women Business Development Council for further distribution to their members.
5. Directed potential bidders to the BEP Certified Vendor Directory to solicit certified vendors for subcontracting opportunities. (https://www.illinois.gov/cms/business/sell2/bep/Pages/default.aspx)
6. Encouraged College employees to utilize the BEP Certified Vendor Directory database to identify potential bidders for formal solicitations and small purchases.
7. Included contract specific goals in solicitations requiring formal competitive bids directing potential bidders to subcontract with minority, female and persons with disability-owned businesses.
8. Revised the College's vendor registration form to better identify MBE/FBE and PDE vendors in the College's database.
9. Adopted a Board Policy regarding the College's Policy regarding the College's Business Enterprise program.
10. Drafted a revision to the College's Administrative Services Procedures Manual to align with the College's Board Policy.

**Self-Evaluation -**

In Fiscal Year 2017 operated based on professional service contracts that were already in-force e.g. insurance and accounting services. As these contracts expire in Fiscal Year 2018 and beyond, the College will include BEP goals as these contracts are solicited. The College achieved significant results in the areas of construction, and other goods and services totaling $5,987,253. Of that amount $198,700 were for goods and services performed by firms certified by agencies other than Central Management Services.

In Fiscal Year 2018 The College will evaluate whether it will achieve better outcomes if expands the certifications it is willing to accept to agencies outside of CMS. Greater focus will be placed on contracting with other professional services as current contracts are renewed.

# Community College Business Enterprise Program FY 2017 Annual Report
# 1

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 31-Oct-17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | William Rainey Harper College #512 |
| **4) Name of College Appointed Contact for Vendors:** | Jewell Jackson |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Bret Bonnestetter - Phone #847-925-6224 |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | Department of Central Management Services - BEP Certification |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | |

**9) Total FY 2017 Expenditure Analysis (prior fiscal**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | 570,521 | 0 | 0% |
| *Investment Management Services* | 0 | 0 | 0% |
| *Information Technology Services* | 1,997,202 | 0 | 0% |
| *Accounting Services* | 115,000 | 0 | 0% |
| *Architectural & Engineering Services* | 2,652,478 | 0 | 0% |
| *Legal Services* | 238,977 | 0 | 0% |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | 5 | 0 | 0% |
| *Investment Management Services* | 0 | 0 | 0% |
| *Information Technology Services* | 53 | 0 | 0% |
| *Accounting Services* | 2 | 0 | 0% |
| *Architectural & Engineering Services* | 27 | 0 | 0% |
| *Legal Services* | 2 | 0 | 0% |

***Submission Instructions:***
***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

**Supplier Diversity**

The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts. It is the policy of the College to promote the economic development of disadvantaged business enterprises by setting aspirational goals to awarded contracts to business owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act ("Act"), 30 ILCS 575/0.01 et seq. and the Business Enterprise Council ("Council") for Minorities, Females, and Persons with Disabilities which serves to implement, monitor and enforce the goals of the Act.

In support of this policy, the College makes a commitment to promote and encourage usage of minority, female and persons with disability owned business to the greatest extent feasible within the bounds of financial and fiduciary prudence and to take necessary steps to remove any barriers to the full participation of such firms in the procurement and contraction opportunities afforded. The College will support administrative and staff members to attend and participate in trainings, workshops, conferences and seminars dealing with procurement through qualified minority, female and persons with disability owned businesses in compliance with the Act.

The College is committed to meeting the requirements of the Act, establishing the aspirational goals as cited by the Act to contract and pursue good faith efforts to meet such goals. The College President shall appoint the Director of Purchasing as a liaison to the Council with all duties as set forth in the Act. The College has the responsibility to develop policies, plans and procedures to achieve the goals to the best ability in compliance with the Act.

| | |
|---|---|
| Legal Reference | 30ILCS 375 |
| | Public Act 99-0462 |
| Policy | Illinois Valley Community College |
| | Oglesby, Illinois |

Adopted: This was approved at the January 12, 2017 Board Meeting.

**Specific outreach efforts to increase the use of certified vendors for Illinois Valley Community College:**

Illinois Valley Community College will make an effort to identify and encourage business relationships with BEP Certified vendors through:

A. **Identification:** Illinois Valley Community College vendors will be required to complete a vendor form which provides additional company information, including BEP classification.

B. **Targeted Outreach for Solicitations:** As part of the new bid/quote/RFP notification process, Illinois Valley Community College will search the BEP website to locate certified vendors to notify based on commodity code classification.

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

**1) Submitted on:**

**2) Fiscal Year Reporting:** 2017

**3) Name and District Number of Community College District:** Illinois Valley Community College #513

**4) Name of College Appointed Contact for Vendors:** Michelle Carboni Director of Purchasing

**5) College Contact Person and Phone Number for Purposes of This Report:** Michelle Carboni 815 224 0417

**6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** Illinois Department of Central Management Services (CMS) Business Enterprise Program (BEP)

**7) College Policy concerning Certified Vendors (Separate Narrative Required)** *Narrative in Word format required. Please complete and send as an attachment to this annual report.*

**8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** *Narrative in Word format required. Please complete and send as an attachment to this annual report.*

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 294,215 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 16,651 | 3,616 | 22 |
| *Accounting Services* | *53010* | 36,500 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 56,900 | 0 | 0 |
| *Legal Services* | *53050* | 107,464 | 0 | 0 |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 6 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 5 | 1 | 20 |
| *Accounting Services* | *53010* | 1 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 1 | 0 | 0 |
| *Legal Services* | *53050* | 2 | 0 | 0 |

***Submission Instructions:***

***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

**Community College Business Enterprise Program FY 2017 Annual Report –**

Narrative items 7 & 8

Illinois Central College District #514

## 7) College Policy concerning Certified Vendors:

Illinois Central College promotes competitive and unbiased purchasing and contracting practices and follows all applicable rules and regulations as outlined in Section 3-27.1 of the Public Community College Act and applicable sections of the Illinois Governmental Ethics Act.

Illinois Central College further recognizes the importance of increasing the participation of businesses owned by minorities, females, and persons with disabilities in public contracts. It is the College's policy to promote the economic development of businesses owned by minorities, females, and persons with disabilities as outlined by the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01 et seq. The Finance Department monitors and reviews the College's compliance with said acts and provides purchasing and contracting guidelines.

## 8) Specific Outreach Efforts to Increase the Use of Certified Vendors:

Illinois Central College is committed to increasing the use of certified vendors and we employ the following outreach efforts to accomplish this goal:

- We use the Illinois Central Management Services BEP Certification Compliance Portal, https://cms.diversitycompliance.com/, to identify certified vendors in which to send notices of procurement opportunities, bids, and requests for proposals. In addition, we post on our intranet a list of BEP certified businesses that are located within our district and/or that have registered with the Purchasing Department for College buyers to utilize.
- We employ outreach mailings to encourage vendors doing business with the College to certify with the BEP Program and provide information on how to apply to the program.
- We participate in events with targeted outreach to diverse businesses for purposes of networking with prospective minority, female, and disabled-owned business owners.
- We have a purchasing presence on the College website that includes information on doing business with the College and becoming certified with the State of Illinois Business Enterprise Program. We post requests for bids, proposals, and qualifications on the website in addition to advertising in the newspaper.

- We support key administrative and staff members to attend and participate in training sessions, workshops, conferences, and seminars dealing with procurement through qualified minority, female, and persons with disability-owned businesses.
- We reached out to 733 current vendors via mail campaign requesting information in order to identify businesses' owned by minorities, females, and persons with disabilities that are not yet certified with the State of Illinois. In addition to collecting information from the vendors, the campaign also encouraged those businesses to certify with the State of Illinois and provided links to the BEP website.
- We have committed to participate in a government purchasing diversity event sponsored by the City of Peoria and ECHO in the spring of 2018. This event will provide the opportunity to network with DBE, MBE, FBE, FMB, and Veteran-owned local businesses.
- We attended the Illinois State Black Chamber of Commerce 12th Annual Convention on August 10, 2017 to make connections and build vendor relationships with certified and non-certified businesses owned by minorities and females.
- We are attending the 2017 Construction Summit hosted by the University of Illinois System as an exhibitor. This event will expand our vendor database by providing resources to encourage Architects, Engineers, Design Professionals and Contractor to participate in our procurement process.
- We are collaborating with community partners including the Illinois State Black Chamber of Commerce, NAACP, and the Peoria Black Business Alliance to build a minority outreach program to expand our vendor database and facilitate the introduction of DBE, MBE, FBE, FMB, and Veteran-owned businesses to College procurement decision makers.
- We require inclusive selection committees for all professional services proposal evaluation processes.
- We conduct training for employees selected to serve on an evaluation committee to advise of fair proposal evaluation procedures.
- We have developed internal reporting parameters and reporting formats to provide reporting for administrative review and to guide supplier diversity efforts.
- We provide purchasing staff availability in person, by phone, or through email to hold meetings with and assist potential DBE, MBE, FBE, FMB, and Veteran-owned vendors.

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 11/1/17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Illinois Central College District 514 |
| **4) Name of College Appointed Contact for Vendors:** | Jennifer Hughes, Purchasing Coordinator |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Ed Babcock, Controller, 3096-694-5337 |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | Illinois Central College only recognizes vendors that are certified by the State of Illinois Central Management Services. Certification Types that are recognized include Female Business Enterprise (FBE), Female and Minority Business Enterprise (FMB), Minority Business Enterprise (MBE), and Persons with Disability Business Enterprise (PBE). |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 1,651,590 | 0 | 0% |
| *Investment Management Services* | *53080* | 0 | 0 | 0% |
| *Information Technology Services* | *53080* | 551,211 | 119,524 | 22% |
| *Accounting Services* | *53010* | 106,700 | 0 | 0% |
| *Architectural & Engineering Services* | *53030* | 554,603 | 0 | 0% |
| *Legal Services* | *53050* | 138,615 | 0 | 0% |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 23 | 0 | 0% |
| *Investment Management Services* | *53080* | 0 | 0 | 0% |
| *Information Technology Services* | *53080* | 34 | 9 | 26% |
| *Accounting Services* | *53010* | 2 | 0 | 0% |
| *Architectural & Engineering Services* | *53030* | 23 | 0 | 0% |
| *Legal Services* | *53050* | 18 | 0 | 0% |

***Submission Instructions:***
***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

## PSC- FY17 BEP Report Narrative

Prairie State College has revised its Purchasing and Bidding policy (D-4, attached) to incorporate the following verbiage:

**G. The College shall take steps to invite the participation of minority-owned businesses, female-owned businesses, in-district businesses, and small businesses in the purchasing process.**

**The College shall notify contractors, sub-contractors, vendors, and suppliers of provisions of applicable federal and state equal opportunity rules. In addition, the equal opportunity statement of the College shall be incorporated into each invitation for bid and contract. Contractors shall be notified of the equal opportunity requirements which pertain to them and to their sub-contractors. Notice of applicable federal and state directives concerning equal opportunity for veterans, members of minority groups, and individuals with disabilities shall also be included in contracts and purchase orders.**

**As required by the Business Enterprise for Minorities, Females, and Persons with Disabilities Act ("Business Enterprise Act"), when the College awards a contract for insurance services, investment services, information technology services, accounting services, architectural and engineering services, and legal services, it shall be the aspirational goal of the College to use businesses owned by minorities, females, and persons with disabilities as defined in the Business Enterprise Act for not less than 20% of the total amount spent on contracts for these services collectively.**

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

**1) Submitted on:**

**2) Fiscal Year Reporting:** 2017

**3) Name and District Number of Community College District:** District 515

**4) Name of College Appointed Contact for Vendors:** Dr. Thomas Saban, CPA- VP/Finance and Admin.

**5) College Contact Person and Phone Number for Purposes of This Report:** Dr. Thomas Saban, CPA- VP/Finance and Admin.

**6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** CMS BEP

**7) College Policy concerning Certified Vendors (Separate Narrative Required)** *Narrative in Word format required. Please complete and send as an attachment to this annual report.*

**8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** *Narrative in Word format required. Please complete and send as an attachment to this annual report.*

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 243,526 | | |
| *Investment Management Services* | *53080* | | | |
| *Information Technology Services* | *53080* | 310,869 | | |
| *Accounting Services* | *53010* | 142,000 | 55,000 | 39 |
| *Architectural & Engineering Services* | *53030* | 85,869 | | |
| *Legal Services* | *53050* | 166,761 | | |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 1 | | |
| *Investment Management Services* | *53080* | | | |
| *Information Technology Services* | *53080* | 10 | | |
| *Accounting Services* | *53010* | 2 | 1 | 50 |
| *Architectural & Engineering Services* | *53030* | 1 | | |
| *Legal Services* | *53050* | 1 | | |

***Submission Instructions:***

***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

WAUBONSEE
COMMUNITY COLLEGE

October 30, 2017

**#7 – College Policy concerning Certified Vendors**

On November 16, 2016, the Waubonsee Community College Board of Trustees adopted board policy 2.050.08 Business Enterprise Program.

> It is the policy of the board of trustees to encourage the participation of businesses owned by minorities, females and persons with disabilities in contracts the college awards. This policy shall be furthered by complying with the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 et seq. and by cooperating with the Illinois Business Enterprise Council.

On that same day, the board of trustees passed Resolution No. 17-03, Adoption of Business Enterprise Program Procurement Procedures. A copy of that narrative is below.

> WHEREAS, the Board of Trustees of Community College District No. 516, Counties of Kane, Kendall, DeKalb, LaSalle, and Will, and State of Illinois, commonly known as Waubonsee Community College, shall comply with the laws of the State of Illinois as applicable.
>
> WHEREAS, the State of Illinois modified 30 ILCS 575, The Business Enterprise for Minorities, Females and Persons with Disabilities Act (Act), to include Illinois community colleges effective with FY2017.
>
> NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees of this Community College District does ascertain that it shall adopt a resolution stating the college's commitment to comply with this law.
>
> In compliance with the State of Illinois Business Enterprise for Minorities, Females, and Persons with Disabilities Act 30 ILCS 575/0.01, et seq., Waubonsee Community College will commit to and cooperate in the successful implementation of the Business Enterprise Program (BEP).
>
> - The Board of Trustees appoints the Purchasing Manager to be the liaison for the Illinois Business Enterprise Council for filing the annual report and compliance plan, and to be the single point of contact for contractors and vendor businesses owned by minorities, females or persons with disabilities.
> - The Board of Trustees sets an aspirational goal to award twenty percent (20%) of the total dollar amount for professional services contracts including insurance services, investment services, information technology services, accounting services, architectural and engineering services, and legal services to qualified businesses owned by minorities, females, and persons with disabilities.
> - The Board of Trustees sets an aspirational goal to award twenty percent (20%) of the total dollar amount for construction contracts for the repair, remodeling, renovation or construction of a building or structure to qualified businesses owned by minorities, females,

and persons with disabilities, and shall set an aspirational goal that fifty percent (50%) of the total dollar amount of construction contracts awarded to qualified minority and female owned businesses shall be awarded to female owned businesses.

- The Board of Trustees sets an aspirational goal to award twenty percent (20%) of the total dollar amount of contracts entered into by the college, except those contracts identified above, to businesses owned by minorities, females, and persons with disabilities and at least eleven percent (11 %) shall be awarded to businesses owned by minorities, seven (7%) shall be awarded to female owned businesses, and two percent (2%) shall be awarded to businesses owned by persons with disabilities.
- The college actively recruits and encourages minorities, females, and persons with disabilities owned businesses through the college's website, bid advertisements, Requests for Proposal, Requests for Information and Invitations to Bid.
- The college cooperates with and provides assistance to the Illinois Business Enterprise Council to encourage businesses owned by minorities, females, and persons with disabilities to become BEP certified.
- The college utilizes the college's website and the BEP website, to direct potential contractors and vendor businesses on how to access information on businesses BEP certified as businesses owned by minorities, females, and persons with disabilities.
- The college creates procedures to ensure that contractors and vendors doing business with the college will make a good faith effort to meet contract goals, and develop a process to justify contract goal exemptions, modifications and waivers.

**#8 – Specific Outreach Efforts to Increase the Use of Certified Vendors**

Waubonsee Community College's outreach efforts to increase the use of certified vendors is described below. The college has taken several steps to obtain appropriate vendor information, provide information on certification to vendors doing business with the college and directly solicit business from certified vendors.

- Language has been added to legal advertisements for bid and requests for proposal supporting the college's commitment to encourage participation of minority, female and disability owned businesses.
- Request for Proposal and Bid documents have been modified to include language supporting the college's commitment to encourage participation of minority, female and disability owned businesses.
- Request for Proposal and Bid documents include a diversity form asking the respondents to complete regarding their eligibility as a minority, women-owned or disadvantaged business including where certified.
- The Purchasing Manager uses the BEP vendor database to find vendors and sends them Invitations for Bid or Request for Proposals to encourage participation.
- The college's website provides information to vendors on BEP certification and where to go to obtain additional information.

- The college has documented in the Finance Compliance and Resource Manual all new procedures and BEP requirements.
- The Purchasing Manager will review all vendors who have identified themselves as minority, woman or disadvantage owned to encourage certification with the BEP. This process will continue with any new vendor that identifies as a minority, woman or disadvantage owned business.

# Disadvantaged Business Enterprise

The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities[1] in public contracts in an effort to overcome the discrimination and victimization such firms have historically encountered.[2] It is the College's policy to promote the economic development of businesses owned by minorities, females and persons with disabilities by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 *et seq*. (the "Act") and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (the "Council").[3]

In support of this policy, the College will encourage the participation of qualified minority, female and persons with disability owned businesses by advertising, whenever possible, with trade associations, service organizations, minority newspapers and other appropriate media and other organizations focused on the needs of businesses owned by minorities, females and persons with disabilities to alert potential contractors and suppliers of opportunities. The College will support key administrative and staff members to attend and participate in training sessions, workshops, conferences and seminars dealing with procurement through qualified minority, female and persons with disability-owned businesses in compliance with the Act.

In furtherance of the above:

1. The College President[4] shall appoint a liaison to the Council;
2. The College Liaison shall file an annual compliance plan with the Council, which shall include a copy of this Policy, signed by the College President, which shall outline and summarize the College's goals for contracting with businesses owned by minorities, females and persons with disabilities for the current fiscal year, the manner in which the College intends to reach these goals, a timetable to reach these goals, and procedures to support this Policy as specified by the Act[5];

3. The College Liaison shall file an annual report with the Council[6];
4. The College Liaison shall provide notice to the Council of proposed contracts for professional and artistic services[7];
5. The College shall use bid forms identifying the bidder's percentage or disadvantaged business utilization plans; and percentage of business enterprise program utilization plan[8]; and
6. The College shall comply with all other requirements of the Act.

---

Adopted June 13, 2016
Effective July 1, 2016

[1] As defined in 30 ILCS 575/2.
[2] *See* 30 ILCS 575/1.
[3] This Council was created to implement, monitor, and enforce the goals of the Act. *See* 30 ILCS 575/5.
[4] *Id*.
[5] 30 ILCS 575/6-(a).
[6]30 ILCS 575/6(c).
[7] 30 ILCS 575/6a.
[8] 30 ILCS 575/7(5).

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

**1) Submitted on:** 30-Oct-17

**2) Fiscal Year Reporting:** 2017

**3) Name and District Number of Community College District:** Waubonsee Community College District 516

**4) Name of College Appointed Contact for Vendors:** Theresa Larson

**5) College Contact Person and Phone Number for Purposes of This Report:** Theresa Larson; 630-466-2910

**6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability**

MBE – Minority Owned/Controlled Business Enterprise
WBE – Women Owned/Controlled Business Enterprise
WMBE – Women Owned/Controlled Business Enterprise
PBE – Person with Disability Owned/Controlled Business Enterprise
SDVOSB – Service Disabled Veteran Owned Small Business
SWS – Sheltered Workshop

**7) College Policy concerning Certified Vendors (Separate Narrative Required)** *Narrative in Word format required. Please complete and send as an attachment to this annual report.*

**8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** *Narrative in Word format required. Please complete and send as an attachment to this annual report.*

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 473,612 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 3,707,988 | 60,272 | 2 |
| *Accounting Services* | *53010* | 84,375 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 147,477 | 0 | 0 |
| *Legal Services* | *53050* | 67,477 | 0 | 0 |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 6 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 397 | 2 | 0 |
| *Accounting Services* | *53010* | 4 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 2 | 0 | 0 |
| *Legal Services* | *53050* | 3 | 0 | 0 |

***Submission Instructions:***
***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

# Lake Land College BEP Compliance Plan

## Policy Statement

The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts in an effort to overcome the discrimination and victimization such firms have historically encountered. It is the College's policy to promote the economic development of businesses owned by minorities, females and persons with disabilities by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 et seq. (the "Act") and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (the "Council").

In support of this policy, the College will encourage the participation of qualified minority, female and persons with disability owned businesses by advertising, whenever possible, with trade associations, service organizations, minority newspapers and other appropriate media and other organizations focused on the needs of businesses owned by minorities, females and persons with disabilities to alert potential contractors and suppliers of opportunities. The College will support key administrative and staff members to attend and participate in training sessions, workshops, conferences and seminars dealing with procurement through qualified minority, female and persons with disability-owned businesses in compliance with the Act.

## Designation of College Liaison:

| | | |
|---|---|---|
| Madge Shoot | Bryan Gleckler | Connie Compton |
| Comptroller | VP for Business Services | Admin. Asst. to VP for Business Services |
| 5001 Lake Land Blvd. | 5001 Lake Land Blvd. | 5001 Lake Land Blvd. |
| Mattoon, Illinois 61938 | Mattoon, Illinois 61938 | Mattoon, Illinois 61938 |
| (217)234-5375 | (217)234-5224 | (217)234-5223 |

## The steps and procedures to reach the goals

1. It is the College's policy to promote the economic development of businesses owned by minorities, females, and persons with disabilities shall be furthered by complying with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01, *et seq*. (the "Act") and by coordinating and cooperating with the Business Enterprise Council for Minorities, Females and Persons with Disabilities. To that end the College shall:
   1.1. Utilize Certified Business Enterprise Contractors. In determining whether a business is owned by a minority, female, or person with disabilities, the College shall require the business to provide proof of certification by the Business Enterprise Council, an entity delegated the authority to make certifications by the Business Enterprise Council, or by a state agency with statutory authority to make such a certification, that the business entity is owned by a minority, female, or person with a disability, or by submitting an ownership affidavit provided by the College.

1.2. Utilize Certified Business Enterprise Subcontractors and Suppliers. The College's aspirational goals, as set forth above, are based on the total dollar amounts awarded to businesses owned by minorities, females, and persons with disabilities. All funds awarded to any certified subcontractors and/or suppliers shall be included for the College's aspirational goals, so long as the expenditures are direct, necessary, and proximately related to the work or service of the contract.

1.3. Evaluate Contracts to Facilitate Aspirational Goals. These procedures shall not eliminate, alter, reduce, alleviate or modify in any way the College's procedures for purchasing. However, in addition to the College's purchasing procedures, the College shall evaluate all contracts, except those subject to federal reimbursement, to determine whether the bidder or contracting party assists the College in meeting its aspirational goals as set forth above, and increase the participation of businesses owned by minorities, females, and persons with disabilities in contracts with the College.

1.4. Indicate the following Bidding Requirements in competitive Bids.

1.4.1. Bid Documents. When the College procedures and/or state law require the College to competitively bid a contract, the College shall state in its bid documents the College's aspirational goal for the contract. The College's bid documents shall also require each bid submitted for a contract to include:

1.4.1.1. The bidder's name,

1.4.1.2. The bid amount, and

1.4.1.3. A business enterprise program utilization plan indicating the percentage of disadvantaged businesses that will be awarded by the bid.

1.4.2. Lowest, Responsive and Responsible Bidder. As required by state law and the College's purchasing procedures, the College shall award contracts subject to state public bidding requirements to the lowest, responsive and responsible bidder. A bidder's failure to complete a utilization plan or submit necessary certifications shall be an issue of "responsiveness" which may make the bidder ineligible to receive the contract. In awarding contracts, the College shall also consider that the definition of "lowest responsible bidder" is broader than "lowest bidder" or "financially responsible", and that in proper circumstances, certain public interests can be considered as "responsible" in the College's discretion as allowed by applicable state laws, rules or regulations.

1.4.3. Opportunity to Cure. In the event that a bidder offers the lowest, responsive and responsible bid but fails to meet the contract's aspirational goals, the College shall notify the bidder of this deficiency and give the bidder no more than ten (10) days to cure that deficiency. The College may provide the bidder with sufficient information necessary to obtain the Business Enterprise Council's list of certified businesses owned by minorities, females and persons with disabilities. The bidder may only cure this deficiency by subcontracting with businesses that are certified as provided in these procedures.

1.4.4. Award of Contract. If the College determines that the bidder is the lowest, responsive and responsible bidder and has either met the contract's aspirational goals or has made a good faith effort to meet the goal, the College may award the

contract to the bidder. The College shall have the right to reject all bids and re-bid the contact in its sole discretion.

1.4.5. Incorporation into Contract. The successful bidder's utilization plan shall become part of the awarded contract and shall not be modified or amended without the College's written consent.

## Delineation of separate contract goals for businesses owned by minorities, females, and persons with disabilities

1. Aspirational Goals. The College shall have the following aspirational goals for awarding contracts to businesses owned by minorities, females, and persons with disabilities:
   1.1. Construction Contracts. The College shall have an aspirational goal to award twenty percent (20%) of the total dollar amount of contracts for the repair, remodeling, renovation or construction of a building or structure ("Construction Contracts") to qualified businesses owned by minorities and females. The College shall also have an aspirational goal that fifty percent (50%) of the total dollar amount of Construction Contracts awarded to qualified minority and female owned businesses shall be awarded to female owned businesses.
   1.2. Professional Services Contracts. The College shall have an aspirational goal to award twenty percent (20%) of the total, collective dollar amount of contracts for insurance services, investment services, information technology services, accounting services, architectural and engineering services, and legal services ("Professional Services Contracts") to qualified businesses owned by minorities, females and persons with disabilities. The definitions of these professional services shall be in accordance with 30 ILCS 575/4f(1)(d).
   1.3. College Contracts. The College shall have an aspirational goal to award twenty percent (20%) of the total dollar amount of all contracts entered into by the College ("College Contracts"), except those contracts identified above, to qualified businesses owned by minorities, females and persons with disabilities. The College shall also have an aspirational goal that of the total dollar amount of all College Contracts awarded to qualified businesses owned by minorities, females, and persons with disabilities, at least eleven percent (11%) shall be awarded to businesses owned by minorities, at least seven percent (7%) shall be awarded to female owned businesses, and at least two percent (2%) shall be awarded to businesses owned by persons with disabilities.

## Proposed timetable for reaching the goals

The effort to collect data and encourage the use of disadvantaged contractors shall begin immediately.

At this time, we have no data from which to make any assumptions or plans. This makes setting a time table difficult at best. Once data has been compiled and a baseline is established, we can then apply the resources necessary to achieve the goals and set a timetable. I expect this will take approximately six months.

## Procedures to distribute to potential contractors and vendors a list of all certified businesses legitimately classified as businesses owned by minorities, females, and persons with disabilities

1. List of certified vendors shall be available from the office of the Comptroller on the Campus of Lake Land College, Luther Student Center, office 014, phone (217) 234-5375/(217) 234-5223, mbailey1292@lakelandcollege.edu.

## Procedures to assure that contractors and vendors make good faith efforts to meet the contract goals

1. Good Faith Effort Procedures. If the bidder cannot meet the contract's aspirational goal, the bidder must document in the utilization plan its good faith efforts that could reasonably have been expected to meet the goal. The College shall consider the quality, quantity, and intensity of the bidder's efforts, and may evaluate the bidder's:
   1.1. Solicitation through all reasonable and available means of certified subcontractors, suppliers, and/or vendors that have the capability to perform the work required by the contract. The bidder must solicit this interest to give certified businesses sufficient time to respond to the solicitation, must provide adequate information about the plans, specifications, and contract requirements in a timely manner, and must take appropriate steps to follow up initial solicitations.
   1.2. Use of resources from the College, the Business Enterprise Council, and any other business or community groups that provide assistance in the recruitment and placement of certified businesses.
   1.3. Selection of portions of the contract work to be performed by certified vendors to increase the likelihood that the goal will be achieved. This includes, where appropriate, breaking out contract work items or services into economically feasible units to facilitate participation by certified businesses, even when the bidder might otherwise prefer to perform the work or services with its own employees.
   1.4. Negotiation in good faith with interested certified businesses. In order to show good faith efforts, the bidder's utilization plan shall include the names, addresses, and telephone numbers of certified businesses that were considered, and an explanation for why an agreement could not be reached.
   1.5. Thorough investigation of the capabilities of certified businesses and not rejecting them as unqualified without sound reasons.
   1.6. Efforts to assist interested certified businesses in obtaining contract required lines of credit, insurance, equipment, supplies, materials, or other related assistance or services.

## Procedures for contract goal exemption, modification and waiver

1. Individual Contract Exemptions. In the event that the College determines that there is an insufficient number of businesses owned by minorities, females and persons with disabilities to ensure adequate competition and an expectation of reasonable prices on bids or proposals solicited for a specific contract, the College may make a written request to the Business Enterprise Council, based on the best information available at the time, requesting an exemption for that individual contract or contract package, in whole or in part. The

Business Enterprise Council shall make the determination with respect to granting the exemption. The determination shall be made prior to the advertisement for bids or solicitation of bids.

2. Class Exemptions. In the event that the College determines that there is an insufficient number of businesses owned by minorities, females and persons with disabilities to ensure adequate competition and an expectation of reasonable prices on bids or proposals solicited for an entire class of contracts, the College may make a written request to the Business Enterprise Council, based on the best information available at the time, requesting an exemption for that entire class of contracts. The Business Enterprise Council shall make the decision with respect to granting the exemption.

## Annual Report

The College shall file an annual report with the Business Enterprise Council of its utilization of businesses owned by minorities, females, and persons with disabilities during the preceding fiscal year and a mid-fiscal year report of its utilization to date for the then current fiscal year. The annual report shall also include a self-evaluation of the College's efforts to meet its goals.

# Sample Bid Document Language:

## Project Specifications Section 007300

SUPPLEMENTARY CONDITIONS

PART 1 GENERAL

1.25 BUSINESS ENTERPRISE FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES ACT

A. On August 25, 2015, Governor Rauner signed into law the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575), effective immediately. The Act stipulates certain requirements regarding the use of businesses owned by minorities, females and persons with disabilities for the procurement of goods and services by State agencies, universities, and community colleges.

B. The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts in an effort to overcome the discrimination and victimization such firms have historically encountered. It is the College's policy to promote the economic development of businesses owned by minorities, females and persons with disabilities by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 et seq. (the "Act") and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (the "Council").

C. Certified Business Enterprise Contractors

1. In determining whether a business is owned by a minority, female, or person with disabilities, the College shall require the business to provide proof of certification by the Business Enterprise Council, an entity delegated the authority to make certifications by the Business Enterprise Council, or by a state agency with statutory authority to make such a certification, that the business entity is owned by a minority, female, or person with a disability, or by submitting an ownership affidavit provided by the College.

D. Subcontractors and Suppliers

1. The College's aspirational goals are based on the total dollar amounts awarded to businesses owned by minorities, females, and persons with disabilities. All funds awarded to any certified subcontractors and/or suppliers shall be included for the College's aspirational goals, so long as the expenditures are direct, necessary, and proximately related to the work or service of the contract.

E. Evaluation of Contracts to Facilitate Aspirational Goals

1. These procedures shall not eliminate, alter, reduce, alleviate or modify in any way the College's procedures for purchasing. However, in addition to the College's purchasing procedures, the College shall evaluate all contracts, except those subject to federal reimbursement, to determine whether the bidder or contracting party assists the College in meeting its aspirational goals as set forth above, and increase the participation of businesses owned by minorities, females, and persons with disabilities in contracts with the College.

F. Bidding Requirements.

1. Bid Documents

   a. When the College procedures and/or state law require the College to competitively bid a contract, the College shall state in its bid documents the College's aspirational goal for the contract. The College's bid documents shall also require each bid submitted for a contract to include: (i) the bidder's name, (ii) the bid amount, and (iii) a business enterprise program utilization plan indicating the percentage of disadvantaged businesses that will be awarded by the bid.

2. Lowest, Responsive and Responsible Bidder

   a. As required by state law and the College's purchasing procedures, the College shall award contracts subject to state public bidding requirements to the lowest, responsive and responsible bidder. A bidder's failure to complete a utilization plan or submit necessary certifications shall be an issue of "responsiveness" which may make the bidder ineligible to receive the contract. In awarding contracts, the College shall also consider that the definition of "lowest responsible bidder" is broader than "lowest bidder" or "financially responsible", and that in proper circumstances, certain public interests can be considered as "responsible" in the College's discretion as allowed by applicable state laws, rules or regulations.

3. Opportunity to Cure

   a. In the event that a bidder offers the lowest, responsive and responsible bid but fails to meet the contract's aspirational goals, the College shall notify the bidder of this deficiency and give the bidder no more than ten (10) days to cure that deficiency. The College may provide the bidder with sufficient information necessary to obtain the Business Enterprise Council's list of certified businesses owned by minorities, females and persons with disabilities. The bidder may only cure this deficiency by subcontracting with businesses that are certified as provided in these procedures.

4. Good Faith Effort Procedures

   a. If the bidder cannot meet the contract's aspirational goal, the bidder must document in the utilization plan its good faith efforts that could reasonably have been expected to meet the goal. The College shall consider the quality, quantity, and intensity of the bidder's efforts, and may evaluate the bidder's:

i) Solicitation through all reasonable and available means of certified subcontractors, suppliers, and/or vendors that have the capability to perform the work required by the contract. The bidder must solicit this interest to give certified businesses sufficient time to respond to the solicitation, must provide adequate information about the plans, specifications, and contract requirements in a timely manner, and must take appropriate steps to follow up initial solicitations.

ii) Use of resources from the College, the Business Enterprise Council, and any other business or community groups that provide assistance in the recruitment and placement of certified businesses.

iii) Selection of portions of the contract work to be performed by certified vendors to increase the likelihood that the goal will be achieved. This includes, where appropriate, breaking out contract work items or services into economically feasible units to facilitate participation by certified businesses, even when the bidder might otherwise prefer to perform the work or services with its own employees.

iv) Negotiation in good faith with interested certified businesses. In order to show good faith efforts, the bidder's utilization plan shall include the names, addresses, and telephone numbers of certified businesses that were considered, and an explanation for why an agreement could not be reached.

v) Thorough investigation of the capabilities of certified businesses and not rejecting them as unqualified without sound reasons.

vi) Efforts to assist interested certified businesses in obtaining contract required lines of credit, insurance, equipment, supplies, materials, or other related assistance or services.

5. Award of Contract
   a. If the College determines that the bidder is the lowest, responsive and responsible bidder and has either met the contract's aspirational goals or has made a good faith effort to meet the goal, the College may award the contract to the bidder. The College shall have the right to reject all bids and re-bid the contact in its sole discretion.
6. Incorporation into Contract
   a. The successful bidder's utilization plan shall become part of the awarded contract and shall not be modified or amended without the College's written consent.

# Sample Advertisement for Bids

Advertisement for Bids
Bids: Month *XX, 20XX*
LAKE LAND COLLEGE DISTRICT #517
MATTOON, ILLINOIS
Project No. *20XX-XXX*

The Lake Land College District Number 517 Board of Trustees will receive sealed bids for _____.

Bids will be received until 2:00 PM Central Time on *Day, Month XX, 20XX* in the office of the Comptroller in the Luther Student Center on the campus of Lake Land College, 5001 Lake Land Boulevard, Mattoon, IL. Obtain bidding documents/requirements at the office of the Comptroller, phone (217) 234-5375/(217) 234-5223, mbailey1292@lakelandcollege.edu/ccompton@lakelandcollege.edu

The Board of Trustees reserves the right to waive irregularities and reject all Bids or parts of Bids.

Successful Prospective Vendors shall have the sole responsibility of complying with all aspects of existing Prevailing Wage Policies.

Lake Land College actively promotes continuing economic development in compliance with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575) . Successful Prospective Vendors shall have the sole responsibility of complying with all aspects

*Board Chair Name*
Chairperson - Lake Land College Board of Trustees

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 11/1/17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Lake Land College District 517 |
| **4) Name of College Appointed Contact for Vendors:** | Madge Shoot, Comptroller<br>Connie Compton, Admin. Asst. to VP for Business Services<br>Bryan Gleckler, VP for Business Services |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Madge Shoot - 217-234-5375<br>Connie Compton - 217-234-5223 |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | Any qualified bidders who are certified through CMS or one of the other entities listed on the CMS website |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 623,557 | 0 | 0 |
| *Investment Management Services* | *53080* | 132,471 | 0 | 0 |
| *Information Technology Services* | *53080* | 376,816 | 0 | 0 |
| *Accounting Services* | *53010* | 42,750 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 0 | 0 | 0 |
| *Legal Services* | *53050* | 66,932 | 0 | 0 |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 2 | 0 | 0 |
| *Investment Management Services* | *53080* | 1 | 0 | 0 |
| *Information Technology Services* | *53080* | 10 | 0 | 0 |
| *Accounting Services* | *53010* | 1 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 0 | 0 | 0 |
| *Legal Services* | *53050* | 1 | 0 | 0 |

***Submission Instructions:***
***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

# 518FY17 BEP Narrative 7 & 8

The college has put in place updates to forms and the college website to help vendors in becoming certified with the state. The college board policy Number 2.12 and procedure Number 2.12.1.2 on Business Enterprise for Minorities, Females, and Persons with Disabilities states:

POLICY on Bidding/Purchasing Number 2.12

The chief business services officer shall be responsible for effecting appropriate regulations and procedures for securing services, materials, supplies, and equipment at the lowest possible cost consistent with satisfactory standards for quality and service for the college.

The college will follow the same policies and procedures for grant-supported projects unless specifically directed otherwise in a Notice of Award.

4/84, 9/12, 06/16

PROCEDURE on Business Enterprise for Minorities, Females, and Persons with Disabilities
Number 2.12.1.2

In support of Act 30 ILCS 575/ Business Enterprise for Minorities, Female, and Persons with Disabilities, the college sets the following aspirational goals for the awarding of construction, professional service, and state contracts:

| Type of Contract | Total % of MFD Contracts | Minority Owned Businesses | Female Owned Businesses | Persons with Disabilities Owned Businesses |
|---|---|---|---|---|
| State Contracts | 20% | 11% | 7% | 2% |
| Construction Contracts | 20% | At least 50% of the total to minority and female owned business | | |
| Professional Services Contracts | 20% collectively (insurance, investment, IT, accounting, A&E, legal) | | | |

The CFO is appointed as a liaison to the Business Enterprise Council. This individual will serve as the



Main Campus, 2400 Tom L. Wilson Blvd., Galesburg, Illinois 61401 Phone: 309.344.2518 Fax: 309.344.1395
Branch Campus, 305 Sandburg Drive, Carthage, Illinois 62321 Phone: 217.357.3129 Fax: 217.357.3512

CARL SANDBURG COLLEGE
Business Office

contact person for businesses owned by minorities, females, and persons with disabilities who do or wish to do business with the College. The liaison will be responsible for the following:

- Submission of any reports and documents (to include but not limited to the annual compliance plan and report) as required by the Business Enterprise Council
- Providing notice to the Business Enterprise Council of proposed contracts for professional and artistic services
- Conducting outreach efforts to increase the use of vendors certified as being a minority, female, or person with disability owned business
- Maintain records needed to properly account for all state, construction, and professional services contracts and corresponding percentage awarded to corresponding certified vendors
- Coordinate with contractors and vendors to assure they are making good faith efforts to meet College contract goals
- Other efforts which may be needed to fulfill our intended purpose.

Pursuant to 110 ILCS 805/8-27, contracts for the purchase of supplies, materials, or work exceeding $25,000 must be awarded to the lowest responsible bidder. In an effort to balance our commitment to this purpose with the need to be good stewards of local taxpayer monies, the College will evaluate bids based upon financial concerns first and foremost but will make consideration for qualified businesses.

08/16

The college has implemented these outreach initiative efforts:

- Updated the vendor application form to request more specific information on business certification of MBE/FBE/PBE/SBE/VOB.
- Check all vendors against the BEP database.
- Updated college purchasing website with links to promote new vendor registration with CMS/BEP.
- Updated website to include the vendor application form to be a vendor with the college.
- Designated the CFO as the Purchasing Liaison.



Main Campus, 2400 Tom L. Wilson Blvd., Galesburg, Illinois 61401 Phone: 309.344.2518 Fax: 309.344.1395
Branch Campus, 305 Sandburg Drive, Carthage, Illinois 62321 Phone: 217.357.3129 Fax: 217.357.3512

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 10/30/17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Carl Sandburg College Dist 518 |
| **4) Name of College Appointed Contact for Vendors:** | Lisa Blake, CFO/Treasurer |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Nora Austin, Financial Reporting Specialist (309) 341-5220 |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | BEP Certification with CMS |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 232,055 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 0 | 0 | 0 |
| *Accounting Services* | *53010* | 52,550 | 52,550 | 100 |
| *Architectural & Engineering Services* | *53030* | 101,128 | 0 | 0 |
| *Legal Services* | *53050* | 9,001 | 0 | 0 |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 27 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 0 | 0 | 0 |
| *Accounting Services* | *53010* | 4 | 1 | 100 |
| *Architectural & Engineering Services* | *53030* | 13 | 0 | 0 |
| *Legal Services* | *53050* | 11 | 0 | 0 |

***Submission Instructions:***
***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

5.031 Use of Businesses Owned by Minorities, Females, and Persons with Disabilities (Adopted 10/25/16 )

In accordance with 30/ILCS 575/1, Highland Community College will develop, implement, and maintain a plan for contracting with businesses owned by minorities, females, and persons with disabilities. Highland Community College will establish a liaison officer, establish annual aspirational goals, and to the greatest extent feasible within the bounds of financial and fiduciary prudence, develop, implement, and maintain procedures to support the utilization of businesses owned by minorities, females, and persons with disabilities.

**Item #8.** Specific outreach efforts to increase the use of Certified Vendors

Highland Community College directly solicited (via letter) current vendors for information regarding certification in the categories outlined in the Business Enterprise Program. In addition, new vendors are directly solicited for information regarding certification in the categories outlined in the Business Enterprise Program. The College liaison has become familiar with contact information and general processes at the agencies from which certification will be recognized: Department of Central Management Services, Chicago Minority Business Development Council, Illinois Department of Transportation, and Women's Business Development Center. This will allow the College to provide relevant information to current or future vendors wishing to pursue certification.

Upon approval of the College's Board of Trustees, the new College policy 5.031, Use of Businesses Owned by Minorities, Females, and Persons with Disabilities, was communicated to all college employees. Procedures were developed and shared with staff involved in purchasing decisions. In addition, training on the requirements of the College policy 5.031 and State of Illinois law 30/ILCS 575/1, as well as the CMS registry was provided to all staff involved in purchasing decisions.

College bid and request for proposal documentation were updated to reflect College policy 5.031 and State of Illinois law 30/ILCS 575/1. Procedures were established to identify certified vendors upon engagement for work with the College and within the College's accounting system in order to support reporting requirements. Those vendors who coordinate work between the College and other vendors, such as architects, were communicated with directly, via email, letter, and or in person, in order for the College liaison to provide information and processes for outreach efforts.

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 10/31/17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Highland Community College, District 519 |
| **4) Name of College Appointed Contact for Vendors:** | Jill Janssen |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Jill Janssen, 815-599-3412 |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | DCMS (Department of Central Management Services) Business Enterprise Program, CMBDC (Chicago Minority Business Development Council), IDOT (IL Department of Transportation), WBDC (Women's Business Development Center), other if enough information provided |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 80,800 | 0 | 0% |
| *Investment Management Services* | *53080* | 0 | 0 | 0% |
| *Information Technology Services* | *53080* | 542,252 | 3,999 | 1% |
| *Accounting Services* | *53010* | 45,000 | 0 | 0% |
| *Architectural & Engineering Services* | *53030* | 20,267 | 0 | 0% |
| *Legal Services* | *53050* | 16,635 | 0 | 0% |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 1 | 0 | 0% |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 15 | 1 | 7% |
| *Accounting Services* | *53010* | 1 | 0 | 0% |
| *Architectural & Engineering Services* | *53030* | 1 | 0 | 0% |
| *Legal Services* | *53050* | 1 | 0 | 0% |

***Submission Instructions:***

***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

**KANKAKEE COMMUNITY COLLEGE**

**BUSINESS ENTERPRISE FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES POLICY**

Pursuant to 30 ILCS 575, it is the College's policy to promote the economic development of businesses owned by minorities, females and persons with disabilities. As a way of measuring our efforts and commitments to this purpose, the College will set aspirational goals for the awarding of construction, professional service, and state contracts to businesses owned by minorities, females, and persons with disabilities.

## PROCEDURE

The College will appoint a liaison to the Business Enterprise Council. This individual will serve as the contact person for businesses owned by minorities, females, and persons with disabilities who do or wish to do business with the College. The liaison will be responsible for the following:

- Submission of any reports and documents (to include but not limited to the annual compliance plan and report) as required by the Business Enterprise Council
- Providing notice to the Business Enterprise Council of proposed contracts for professional and artistic services
- Conducting outreach efforts to increase the use of vendors certified as being a minority, female, or person with disability owned business
- Maintain records needed to properly account for all state, construction, and professional services contracts and corresponding percentage awarded to corresponding certified vendors
- Coordinate with contractors and vendors to assure they are making good faith efforts to meet College contract goals
- Comply will all other requirements of the Act

Note: Policy was adopted by Kankakee Community College Board of Trustees on September 12, 2016

# Kankakee Community College Business Enterprise Program Annual Report

8. Specific outreach efforts to increase the use of certified vendors (***Provide a separate narrative as an attachment***)

In order to solicit new vendors, an ad was placed in our local newspapers inviting BEP vendors to contact the college's BEP liaison. All interested vendors were sent our vendor information form which includes instructions on how become certified with CMS (Central Management Services). Once the vendor completed and returned the form to the liaison, the vendor's information was shared with the appropriate departments and added to appropriate bidder's list. Our bid, quotes, and RFP forms now inquires whether a business is owned by one of the BEP groups and includes information and the link to become certified if the business is not currently registered with CMS. In the coming year, all new vendors will be sent our vendor information form where they can identify if they are a member of one of the BEP groups and information on how to become certified.

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

**1) Submitted on:**

**2) Fiscal Year Reporting:** 2017

**3) Name and District Number of Community College District:** Kankakee Community College 501/01

**4) Name of College Appointed Contact for Vendors:** Brenda Dressler

**5) College Contact Person and Phone Number for Purposes of This Report:** Brenda Dressler 815-802-8135

**6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** City of Chicago ,Cook County, PACE, METRA, Illinois Department of Transportation (IDOT), Chicago Chicago Transportation Authority (CTA), Chicago Minority Business Development Council (CMBDC), Women's Business Development Center (WBDC), Department of Central Management Service (DCMS

**7) College Policy concerning Certified Vendors (Separate Narrative Required)** *Narrative in Word format required. Please complete and send as an attachment to this annual report.*

**8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** *Narrative in Word format required. Please complete and send as an attachment to this annual report.*

**9) Total Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 178,244 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 512,339 | 0 | 0 |
| *Accounting Services* | *53010* | 50,000 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 53,994 | 0 | 0 |
| *Legal Services* | *53050* | 35,111 | 0 | 0 |

**10) Total Number of Contracts Analysis**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 10 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 63 | 0 | 0 |
| *Accounting Services* | *53010* | 1 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 8 | 0 | 0 |
| *Legal Services* | *53050* | 5 | 0 | 0 |

***Submission Instructions:***
***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to ed.s.smith@illinois.gov***

***Any questions contact: Edward Smith, ICCB Ph 217-785-0173 or ed.s.smith@illinois.gov***

**REND LAKE COLLEGE POLICY 8.28 - BUSINESS ENTERPRISE FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES**

**POLICY**

Pursuant to 30 ILCS 575/ Rend Lake College will act in such a way to promote and encourage the continuing economic development of minority, female owned, and persons with disabilities operated businesses. As a way of measuring our efforts and commitments to this purpose, the College sets the following as aspirational goals for the awarding of construction, professional service, and state contracts:

| Type of Contract | Total % of MFD Contracts | Minority Owned Businesses | Female Owned Businesses | Persons with Disabilities Owned Businesses |
|---|---|---|---|---|
| State Contracts | 20% | 11% | 7% | 2% |
| Construction Contracts | 20% | | At least 50% of the total minority and female owned | |
| Professional Services Contracts | 20% collectively | | | |

**PROCEDURE**

The College will appoint a liaison to the Business Enterprise Council. This individual will serve as the contact person for businesses owned by minorities, females, and persons with disabilities who do or wish to do business with the College. The liaison will be responsible for the following:

- Submission of any reports and documents (to include but not limited to the annual compliance plan and report) as required by the Business Enterprise Council
- Providing notice to the Business Enterprise Council of proposed contracts for professional and artistic services
- Conducting outreach efforts to increase the use of vendors certified as being a minority, female, or person with disability owned business
- Maintain records needed to properly account for all state, construction, and professional services contracts and corresponding percentage awarded to corresponding certified vendors
- Coordinate with contractors and vendors to assure they are making good faith efforts to meet College contract goals
- Other efforts which may be needed to fulfill our intended purpose.

Pursuant to 110 ILCS 805/8-27, contracts for the purchase of supplies, materials, or work exceeding $25,000 must be awarded to the lowest responsible bidder. In an effort to balance our commitment to this purpose

with the need to be good stewards of local taxpayer monies, the College will evaluate bids based upon financial concerns first and foremost but will make consideration for qualified businesses.

**Outreach Efforts to be conducted in FY 2018 to Increase Use of Certified Vendors**

1. The College plans to develop a form letter to be sent to all current vendors (all vendors who received payment in FY 2017) and future vendors encouraging them to become certified with the Illinois Department of Central Management if they meet the qualifications for a minority, woman, or person with disability owned business. In addition, vendors will be asked to certify to the College if they qualify or do not qualify as a minority, woman, or person with disability owned business. The College will verify certification using the CMS portal.

2. The College will place an advertisement in local paper(s) to encourage vendors within our area to seek certification if they qualify as a minority, woman, or person with disability owned business. The College has reached out to the other community colleges within our area to explore the option of sharing in publication costs for these ads.

3. The College will make changes to the bid process and to the forms used as part of the bid specification documents to address the process of registration for the vendor/contractor and the requirements that successful vendors/contractors will be place for reporting of sub-contractors and percentage of minority, woman, or person with disability owned businesses involved in projects.

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 12/7/17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Rend Lake College - District No. 521 |
| **4) Name of College Appointed Contact for Vendors:** | Sue Scattone |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Angie Kistner |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | MBE, WBE, WMBE, PBE |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 437,597 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 96,029 | 0 | 0 |
| *Accounting Services* | *53010* | 54,876 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 24,579 | 0 | 0 |
| *Legal Services* | *53050* | 2,750 | 0 | 0 |

**10) Total Number of Contracts Analysis**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 0 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 1 | 0 | 0 |
| *Accounting Services* | *53010* | 1 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 0 | 0 | 0 |
| *Legal Services* | *53050* | 1 | 0 | 0 |

***Submission Instructions:***

***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to ed.s.smith@illinois.gov***

***Any questions contact: Edward Smith, ICCB Ph 217-785-0173 or ed.s.smith@illinois.gov***

# Southwestern Illinois College Procedures For Participation In The Business Enterprise Program for Minorities, Females, And Persons With Disabilities

1. The College recognizes the importance of increasing the participation of businesses owned by minorities, females, and persons with disabilities.
2. The college will strive to meet the aspirational goals set by the Business Enterprise Program.
3. The Director of Purchasing will act at the College Liaison to the Business Enterprise Program.
4. The College Liaison will file required reports to the Business Enterprise Program.
5. The College has incorporated the requirements set forth by the Business Enterprise Council PA 99-0462 (30/ILCS 575/1) into Board Policy (see attached).
6. The College will assist qualified suppliers in becoming eligible for the Business Enterprise Program.
7. The College will ensure that contractors and subcontractors make good faith efforts to meet the aspirational goals set forth by the Business Enterprise Program.

**SOUTHWESTERN ILLINOIS COLLEGE**
**DISTRICT 522**
**BOARD POLICY MANUAL**
**CODE 6007**

**ADOPTED March 20, 1991**

**POLICY ISSUE** **Purchasing**

**POLICY**

**POLICY DATE**

**DATE(S) REVIEWED** **Dec. 16, 1998; March 2003 February 7, 2011, Aug 2, 2016**

**DATE(S) AMENDED** **February 1999, April 2003 & March 2011, Sept. 21,2016**

## STATEMENT

It is the policy of the Board of Trustees to comply with Chapter 110 Section 805/3-27.1 of the Illinois Public Community College Act, IL Compiled Statutes, the rules of the Illinois Fair Employment Practices Commission, and Federal Executive Order Numbers 11246 and 11375.

It is the policy of the Board of Trustees that the College Purchasing Office shall procure for the district its requirements for service, materials, supplies, and equipment at the lowest possible cost consistent with satisfactory standards for quality, service, and timeliness.

All purchase orders and contracts entered into by Southwestern Illinois College will adhere to all Federal and State laws including the equal employment opportunity clause as required by the Illinois Fair Employment Practices Commission.

Southwestern Illinois College will not discriminate against the procurement of items manufactured with post-consumer recycled materials. Products with the highest amount of post- consumer recycled content shall be procured wherever and whenever cost, specifications, standards and availability are comparable to products without post-consumer recycled.

All qualified suppliers will be granted an opportunity to bid, or to offer for sale on a negotiated basis, goods and services which may be purchased by the college.

All purchases and contracts shall follow the requirements as set forth by the Business Enterprise Council for Minorities, Females and Persons with Disabilities PA 99-0462 (30/ILCS 575/1).

# Southwestern Illinois College Outreach Initiatives

1. Attend supplier diversity fairs and trainings.
2. Encourage contractors to utilize and subcontract with diverse suppliers.
3. Incorporate diversity initiatives into the purchasing page on the college website.
4. Check all suppliers against the Business Enterprise Program database.
5. Encourage qualified suppliers to register with the Business Enterprise Program.
6. Update bid documents as needed to reference participation by minorities, females and persons with disabilities.

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 10/30/17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Southwestern Illinois College District 522 |
| **4) Name of College Appointed Contact for Vendors:** | Michael Thomas, Director of Purchasing |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Michael Thomas, 618-222-5384 |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | Illinois Department of Central Management Services (CMS) Business Enterprise Program (BEP) |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 1,017,797 | 0 | |
| *Investment Management Services* | *53080* | 0 | 0 | |
| *Information Technology Services* | *53080* | 323,820 | 0 | |
| *Accounting Services* | *53010* | 34,208 | 0 | |
| *Architectural & Engineering Services* | *53030* | 26,441 | 0 | |
| *Legal Services* | *53050* | 285,108 | 0 | |

**10) Total Number of Contracts Analysis**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 0 | 0 | |
| *Investment Management Services* | *53080* | 0 | 0 | |
| *Information Technology Services* | *53080* | 30 | 0 | |
| *Accounting Services* | *53010* | 1 | 0 | |
| *Architectural & Engineering Services* | *53030* | 0 | 0 | |
| *Legal Services* | *53050* | 0 | 0 | |

***Submission Instructions:***
***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to ed.s.smith@illinois.gov***

***Any questions contact: Edward Smith, ICCB Ph 217-785-0173 or ed.s.smith@illinois.gov***

Kishwaukee College District 523

Attachment to annual report for Community College Business Enterprise Program FY 2017 Annual Report

Narrative #7: College Policy concerning certified Vendors

Kishwaukee College adopted their Minority enterprise Program Policy (BEP) on February 14, 2017. It reads as follows:

The College recognizes the importance of increasing the participation of businesses owned by minorities, females, and persons with disabilities in public contracts. It is the College's policy to promote the economic development of businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01 et seq. (the "Act") and the Business Enterprise Council for Minorities, Females and Persons with Disabilities (the "Council").

In support of this policy, the College will encourage the participation of qualified minorities, females and persons with disability owned businesses by advertising, whenever possible, with trade associations, service organizations, minority newspapers and other appropriate media and other organizations focused on the needs of businesses owned by minorities, females, and persons with disabilities to alert potential contractors and suppliers of opportunities.
In furtherance of the above:

- The College President shall appoint a liaison to the Council.
- The College Liaison shall:
    - file an annual compliance plan with the Council, which shall include a copy of this policy, and shall outline and summarize the College's goals for contracting with businesses owned by minorities, females and persons with disabilities that are certificated with the State of Illinois for the current fiscal year, the manner in which the College intends to reach these goals, a timetable to reach these goals, and procedures to support this Policy as specified by the Act.
    - provide notice to the Council of proposed contracts for professional and artistic services.
- The College shall:
    - use bid forms identifying the bidder's percentage or disadvantaged business utilization plans;
    - and percentage of business enterprise program utilization plan.
    - comply with all other requirements of the Act.

Kishwaukee College District 523

Attachment to annual report for Community College Business Enterprise Program FY 2017 Annual Report

Narrative #8: Specific Outreach Efforts to Increase the Use of Certified Vendors

1. Utilize the CMS Directory to identify approved vendors.
    a. Identify those vendors in our Financials Software (Ellucian/Datatel). This will provide the ability to track expenditures throughout the Fiscal year for reporting purposes.
    b. Maintain a listing of identified vendors that will be available to help encourage campus departments to proactively consider qualified certified business owned by minorities, females and persons with disabilities for their contracting needs.
    c. Promote the use of certified vendors by end users when possible.
2. Further update our vendors by reaching out to vendors not certified with the State of Illinois and encourage those businesses to look into becoming certified with the State of Illinois and provide them with links to the BEP website.
3. Verbiage has been added to Bid, RFP & RFQ specifications that helps to foster an inclusive procurement system that invites the broadest possible participation from a diverse vendor base.
4. Attend, when possible. Diversity Networking programs sponsored by surrounding area institutions.

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 11/1/17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Kishwaukee College District 523 |
| **4) Name of College Appointed Contact for Vendors:** | Kathleen Jones |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Kathleen Jones, Purchasing Coordinator 815/825-1709 |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | The Official CMS Directory for the BEP certified Vendors |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

| | | For Item 9 Enter Data in These 3 Columns | | |
|---|---|---|---|---|
| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 358,163 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 481,797 | 0 | 0 |
| *Accounting Services* | *53010* | 75,115 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 224,451 | 0 | 0 |
| *Legal Services* | *53050* | 107,869 | 0 | 0 |

**10) Total Number of Contracts Analyzed**

| | | For Item 10 Enter Data in These 3 Columns | | |
|---|---|---|---|---|
| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 7 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 18 | 0 | 0 |
| *Accounting Services* | *53010* | 8 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 5 | 0 | 0 |
| *Legal Services* | *53050* | 1 | 0 | 0 |

***Submission Instructions:***
***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

Support Services

Supplier Diversity and Open Access

The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts. In support of the Business Enterprise for Minorities, Females and Persons with Disabilities Act ("Act"), 30 ILCS 575/0.01 et seq., the College commits to promoting and encouraging usage of minority, female and persons with disability owned businesses to the greatest extent feasible within the bounds of financial and fiduciary prudence and to take necessary steps to remove any barriers to the full participation of such firms in the procurement and contractual opportunities afforded. The College will support administrative and staff members to attend and participate in trainings, workshops, conferences and seminars dealing with procurement through qualified minority, female and persons with disability owned businesses in compliance with the Act.

The College is committed to meeting the requirements of the Act, establishing the aspirational goals as cited by the Act, and engaging in good faith efforts to meet such goals. The President shall appoint a liaison to the Council with all duties as set forth in the Act. The College has the responsibility to develop policies, plans and procedures to achieve the goals to its best ability in compliance with the Act.

Legal Reference: Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575)

**Moraine Valley Community College Outreach Initiatives #8**

- Encourage contractors to utilize and subcontract with diverse vendors and register with the BEP Database
- Maintain Purchasing website to reflect our diversity initiatives and to promote new vendor registration with CMS/BEP
- Maintain the Purchasing Vendor application form to request more specific information regarding MBE/FBE, etc., for BEP initiative
- Check all new vendor requests against BEP database to see if vendor is listed and update vendor database
- Obtain listings of diverse vendors from CMS when issuing bid/RFP specifications
- Run advertisements in various media to encourage vendor registration and diversity
- Added links to the CMB/BEP Website on the college's Purchasing site
- Send bid/RFP specifications to diverse firms listed on the BEP database
- Update bidding/RFP documents, as needed, to request DBE/MBE/FBE/PBE supplier and subcontractor information
- Attend supplier diversity fairs and trainings in addition to working with local universities and colleges to participate in vendor fairs and seminars when possible
- Encourage vendors to register and become certified with CMS/BEP
-

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 30-Oct-17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Moraine Valley Community College , District #524 |
| **4) Name of College Appointed Contact for Vendors:** | Jane Bentley, Director of Purchasing |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Jane Bentley, Director of Purchasing 708 974 5703 |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | Those recognized by CMS and BEP |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 11,973,031 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 349,651 | 0 | 0 |
| *Accounting Services* | *53010* | 135,200 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 524,780 | 0 | 0 |
| *Legal Services* | *53050* | 101,616 | 0 | 0 |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 10 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 97 | 0 | 0 |
| *Accounting Services* | *53010* | 2 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 21 | 0 | 0 |
| *Legal Services* | *53050* | 8 | 0 | 0 |

***Submission Instructions:***

***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

JOLIET JUNIOR COLLEGE 1901

# BOARD POLICIES

| DIVISION | POLICY NUMBER |
|---|---|
| XIII. Business Services | 13.07.00 [1] |
| **CATEGORY** | **DATE** |
| 13.07.00 Disadvantaged Business Enterprises | Adopted 10/2016 |

## 13.07.00 DISADVANTAGED BUSINESS ENTERPRISES

The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts in an effort to overcome the discrimination and victimization such firms have historically encountered. It is the College's policy to promote the economic development of businesses owned by minorities, females and persons with disabilities by setting aspirational goals to award contracts to businesses owned by minorities, females and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30ILCS 575/0.01 et seq. (the "Act") and the State of Illinois Business Enterprise Program Council for Minorities, Females, and Persons with Disabilities (the "Council").

In support of this policy, the College will encourage the participation of qualified minority, female and persons with disability owned businesses by advertising, whenever possible, with trade associations, service organizations, minority newspapers and other appropriate media and other organizations focused on the needs of businesses owned by minorities, females and persons with disabilities to alert potential contractors and supplies of opportunities. The College will support key administrative and staff members to attend and participate in training sessions, workshops, conferences and seminars dealing with procurement through qualified minority, female and persons with disability-owned businesses in compliance with the Act.

In furtherance of the above:

1. The College President shall appoint a liaison to the Council;
2. The College Liaison shall file an annual compliance plan with the Council, which shall include a copy of this Policy, signed by the College President, which shall outline and summarize the College's goals for contracting with businesses owned by minorities, females and persons with disabilities for the current fiscal year, the manner in which the College intends to reach these goals, and procedures to support this Policy as specified by the Act;
3. The College Liaison shall file an annual report with the Council;

JOLIET JUNIOR COLLEGE 1901

BOARD POLICIES

| DIVISION | POLICY NUMBER |
|---|---|
| XIII. Business Services | 13.07.00 [2] |
| **CATEGORY** | **DATE** |
| 13.07.00 Disadvantaged Business Enterprises | Adopted 10/2016 |

4. The College Liaison shall provide notice to the Council of proposed contracts for professional and artistic services;
5. The College shall use bid forms identifying the bidder's percentage or disadvantaged business utilization plans; and percentage of business enterprise program utilization plan; and
6. The College shall comply with all other requirements of the Act.

**Specific outreach efforts to increase the use of certified vendors:**

Joliet Junior College will make an effort to identify and encourage business relationships with BEP Certified vendors through:

A. **Identification:** Joliet Junior College vendors are required to complete a vendor form that requests the vendor's BEP classification. The purchasing staff verifies the certification through the BEP vendor directory before noting the classification in the college's ERP system.
B. **Targeted Outreach for Solicitations:** As part of the new bid/quote/RFP notification process, Joliet Junior College searches the BEP website to download a list of certified vendors under the applicable commodity code classification. The college contacts these vendors to invite them to participate in the solicitation.
C. **Supplier Diversity Fairs:** Joliet Junior College plans to attend local supplier diversity fairs to create relationships with BEP certified vendors.
D. **Building Vendor Relationships:** Several senior Joliet Junior College administrators met with local minority vendors to explain the college's procurement process with emphasis on how to take advantage of upcoming solicitations.

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 1-Nov-17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Joliet Junior College District #525 |
| **4) Name of College Appointed Contact for Vendors:** | Janice Reedus, Director of Business & Auxiliary Services |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Janice Reedus, 815-280-6640 |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | Illinois Department of Central Management Services (CMS) Business Enterprise Program (BEP) |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 9,930,594 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 263,246 | 0 | 0 |
| *Accounting Services* | *53010* | 68,900 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 240,052 | 0 | 0 |
| *Legal Services* | *53050* | 162,325 | 0 | 0 |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 23 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 28 | 0 | 0 |
| *Accounting Services* | *53010* | 3 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 20 | 0 | 0 |
| *Legal Services* | *53050* | 10 | 0 | 0 |

***Submission Instructions:***

***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

**AGENDA ITEM III.A.1**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren
President

**SUBJECT:** New Board Policy 6.27 - Business Enterprise Compliance Act

**DATE:** October 26, 2016

Attached is a proposed new Board Policy that supports compliance with the recently implemented Business Enterprise for Minorities, Females with Persons with Disabilities Act (30 ILCS 575/0.01).

This new policy was presented last month for a first reading and is submitted for Board approval this evening.

**MOTION: Move to approve new Board Policy 6.27 – Business Enterprise Compliance Act.**

McDonald/Longhta/Patarozzi

**AGENDA ITEM III.A.1**

| | | |
|---|---|---|
| Lincoln Land Community College | Subject: | **Business Enterprise Compliance Act** |
| | Policy Number: | **6.27** |
| | Officer Responsible: | VP, Administrative Services |
| | Last Reviewed: | |
| | Last Revised: | |
| | Effective Date: | **10/26/16** |
| BOARD POLICY | Old Policy Number: | **New Policy** |

Policy Statement:
Lincoln Land Community College shall promote the economic development of businesses owned by minorities, females and persons with disabilities by developing and maintaining plans and procedures for establishing aspirational goals to increase the procurement of goods and services from such businesses and to otherwise comply with the requirements of the Business Enterprise for Minorities, Females and Persons with Disabilities Act (30 ILCS 575/0.01).

Our outreach efforts include: Continuing to utilize the BEP website, identify Minorities, Females, and Persons with Disabilities vendors and encourage these vendors to participate in the College's procurement process. The College has included language in Invitation to Bid and Request for Proposal newspaper ads encouraging diverse business to submit proposals. The College captures Firm's certification and status on the Vendor Information Form and categorizes and tracks vendors in our in-house electronic vendor database. Continuing to work with procurement consortiums that have developed Business Partner Diversity Programs. The College has included a narrative page in bid and RFP documents stating the goals and the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts per the Act, along with instructions on how to include certification information with bid submission.

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 11/1/17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Illinois Community College District #526 |
| **4) Name of College Appointed Contact for Vendors:** | Dwayne Curry |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Dwayne Curry 217-786-2261 |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | MBE - Minority Owned/Controlled Business Enterprise, FBE - Female Owned/Controlled Business Enterprise, PBE - Persons with Disability Owned/Controlled Business Enterprise, |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 378,585 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 692,840 | 0 | 0 |
| *Accounting Services* | *53010* | 38,500 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 187,454 | 0 | 0 |
| *Legal Services* | *53050* | 87,557 | 0 | 0 |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 3 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 30 | 0 | 0 |
| *Accounting Services* | *53010* | 1 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 3 | 0 | 0 |
| *Legal Services* | *53050* | 2 | 0 | 0 |

***Submission Instructions:***
***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

# MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

**TITLE:** Purchasing Policy **NO.:** 5.3

**SECTION:** Business Affairs **PAGE:** 1 of 1

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The Chief Financial Officer, acting under the direction of the President, is the agent of the College authorized to order supplies, materials, and equipment, and to obligate the College for auxiliary services. No college employee may order items or services directly by letter, telephone, telegraph, or in any other manner, without authorization from the Chief Financial Officer or the President or their written authorized designees. The College will assume no obligation except on previously issued and duly authorized purchase orders. Supplies, materials, and equipment ordered shall be for use in the normal course of business of the College and not for personal use.

Based on the level of expenditure, the signature or approval of the President, and/or Board may be required. All requisitions up to and including $1,000 in actual cost must be approved by the appropriate administrator. Those requisitions in excess of $1,000 require the signature of the Chief Financial Officer or their written authorized designees. Requisitions of $25,000 and over shall be subject to the provisions of Board Policy No. 5.3.1.

Payments for authorized goods and services will be paid on a thirty day basis to be in conformance with the "Local Government Prompt Payment Act" 50 ILCS 505 through weekly Account Payable check releases. A monthly check register will be prepared by the Controller, reviewed by the Chief Financial Officer, and ratified by the Board of Trustees at the monthly Board meeting.

As required by the Business Enterprise for Minorities, Females, and Persons with Disabilities Act ("Business Enterprise Act"), when the College awards a contract for insurance services, investment services, information technology services, accounting services, architectural and engineering services, and legal services, it shall be the aspirational goal of the College to use businesses owned by minorities, females, and persons with disabilities as defined in the Business Enterprise Act for not less than 20% of the total amount spent on contracts for these services collectively.

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**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**DATES REVISED:** March 24, 1983; October 25, 2001; January 28, 2004; October 26, 2011; March 26, 2014, December 5, 2016

**DATE LAST REVIEWED:** November 2013, December 2016

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

Morton College recognizes the importance of Minority, Female and Persons with Disabilities owned businesses and will be the aspirational goal of Morton College to increase the participation of such businesses for insurance services, investment services, information technology services, accounting services, architectural and engineering services, and legal services. It shall be the aspirational goal of the College to use such businesses as defined in the Business Enterprise Act for not less than 20% of the total amount spent on contracts for these services collectively. Morton College will encourage current and future vendors who qualify to become certified by the Il Department of Central Management Services, the Il Department of Transportation or the IL Department of Procurement as an MBE/FBE/PBE/DBE business to apply and participate. Morton College will also include such language on bidding documents and will advertise on the College's website as well as in local newspapers.

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# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 10/24/17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Morton College Dist 527 |
| **4) Name of College Appointed Contact for Vendors:** | Mireya Perez |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | 708-656-8000 ext. 2289 |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | Illinois Department of Central Management Services, Illinois Department of Transportation, Department of Procurement Services |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 209,551 | 0 | |
| *Investment Management Services* | *53080* | 0 | 0 | |
| *Information Technology Services* | *53080* | 446,690 | 0 | |
| *Accounting Services* | *53010* | 82,400 | 0 | |
| *Architectural & Engineering Services* | *53030* | 64,709 | 0 | |
| *Legal Services* | *53050* | 126,122 | 0 | |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 1 | 0 | |
| *Investment Management Services* | *53080* | 0 | 0 | |
| *Information Technology Services* | *53080* | 1 | 0 | |
| *Accounting Services* | *53010* | 1 | 0 | |
| *Architectural & Engineering Services* | *53030* | 2 | 0 | |
| *Legal Services* | *53050* | 1 | 0 | |

***Submission Instructions:***

***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

Disadvantaged Business Enterprises

The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities[1] in public contracts in an effort to overcome the discrimination and victimization such firms have historically encountered.[2] It is the College's policy to promote the economic development of businesses owned by minorities, females and persons with disabilities by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 *et seq*. (the "Act") and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (the "Council").[3]

In support of this policy, the College will encourage the participation of qualified minority, female and persons with disability owned businesses by advertising, whenever possible, with trade associations, service organizations, minority newspapers and other appropriate media and other organizations focused on the needs of businesses owned by minorities, females and persons with disabilities to alert potential contractors and suppliers of opportunities. The College will support key administrative and staff members to attend and participate in training sessions, workshops, conferences and seminars dealing with procurement through qualified minority, female and persons with disability-owned businesses in compliance with the Act.

In furtherance of the above:

1. The College President[4] shall appoint a liaison to the Council;
2. The College Liaison shall file an annual compliance plan with the Council, which shall include a copy of this Policy, signed by the College President, which shall outline and summarize the College's goals for contracting with businesses owned by minorities, females and persons with disabilities for the current fiscal year, the manner in which the College intends to reach these goals, a timetable to reach these goals, and procedures to support this Policy as specified by the Act[5];
3. The College Liaison shall file an annual report with the Council[6];
4. The College Liaison shall provide notice to the Council of proposed contracts for professional and artistic services[7];
5. The College shall use bid forms identifying the bidder's percentage or disadvantaged business utilization plans; and percentage of business enterprise program utilization plan[8]; and
6. The College shall comply with all other requirements of the Act.

Adopted:

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[1] As defined in 30 ILCS 575/2.
[2] *See* 30 ILCS 575/1.
[3] This Council was created to implement, monitor, and enforce the goals of the Act. *See* 30 ILCS 575/5.
[4] *Id*.
[5] 30 ILCS 575/6-(a).
[6]30 ILCS 575/6(c).
[7] 30 ILCS 575/6a.
[8] 30 ILCS 575/7(5).

**Outreach Efforts to Increase the Use of Certified Vendors**

In order to increase the use of certified vendors, McHenry County College will perform the following outreach efforts:

- Email and send letters to current vendors to become certified
- Provide a link to CMS on Colleges bid website to encourage vendors to become certified
- Include CMS requirements in bid documents and advertisements encourage vendors to bid and become certified

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

**1) Submitted on:**

**2) Fiscal Year Reporting:** 2017

**3) Name and District Number of Community College District:** McHenry County College District 528

**4) Name of College Appointed Contact for Vendors:** Jennifer Jones

**5) College Contact Person and Phone Number for Purposes of This Report:** Jennifer Jones 815-455-8770

**6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** The College will recognize all firms that are certified with CMS as BEP vendor, per State Statute.

**7) College Policy concerning Certified Vendors (Separate Narrative Required)** *Narrative in Word format required. Please complete and send as an attachment to this annual report.*

**8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** *Narrative in Word format required. Please complete and send as an attachment to this annual report.*

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 523,373 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 635,831 | 0 | 0 |
| *Accounting Services* | *53010* | 60,325 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 821,789 | 8,260 | 1 |
| *Legal Services* | *53050* | 165,791 | 0 | 0 |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 5 | 0 | 0 |
| *Investment Management Services* | *53080* | 40,470 | 0 | 0 |
| *Information Technology Services* | *53080* | 13 | 0 | 0 |
| *Accounting Services* | *53010* | 1 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 5 | 1 | 20 |
| *Legal Services* | *53050* | 3 | 0 | 0 |

***Submission Instructions:***

***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

**Community College Business Enterprise Program FY 2017 Annual Report**

**Illinois Eastern Community College District # 529**

**Question 7 – District Policy**

Policy – Purchasing Diversity

Pursuant to the Business Enterprise for Minorities, Females and Persons with Disabilities Act, Illinois Eastern Community College District #529 will develop aspirational goals which promote and encourage the continuing economic development of minority, female owned, and persons with disabilities operated businesses.

It is the policy of Illinois Eastern Community College District #529 to provide opportunities for minorities, females and persons with disabilities to share in the total expenditures of state contracts, construction contracts, and professional service contracts. No potential vendor will be excluded from consideration on the basis of race, color, religion, sex, age or national origin.

## Community College Business Enterprise Program FY 2017 Annual Report

## Illinois Eastern Community College District # 529

## Question 8 – Outreach Efforts

These outreach efforts provide methods and include aspirational goals which promote and encourage the continuing economic development of minority, female owned, and persons with disabilities operated businesses (BEP Vendors).

A. The Business Officer of each college is responsible for carrying out these efforts at the college level and coordinating the results with the District's Director of Financial Operations. The Director of Financial Operations is the liaison to the Business Enterprise Council and serves as the contact person for BEP Vendors who do or wish to do business with the colleges.

B. For single purchases over $10,000, the college Business Officer, before approving the Banner requisition and Purchase Order, shall find BEP Vendors on the CMS website (http://www.illinois.gov/cms/business/sell2/Pages/VendorSearch.aspx) and solicit quotes from the certified BEP Vendor for the purchase.

   1. A Good Faith Effort Log is completed to document outreach efforts and record outcomes. A good faith effort should be logged each time a request is warranted. All efforts should be logged, both successful and non-successful efforts.

   2. Monthly, the college Business Officers report their efforts to the liaison.

   3. The liaison compiles the Business Officer efforts into one District Good Faith Effort Report.

C. Contractors shall provide the District with BEP Vendor or Veteran Small Business information for subcontractors, if any services were subcontracted.

D. Outreach efforts to increase certified BEP Vendors utilization also includes placing Sell 2 Illinois information on the District's website.

E. The District has targeted both current vendors and future vendors to identify those that might qualify as BEP businesses. For current vendors we mailed new vendor applications which included information regarding minority owned, female owned, and persons with disabilities owned businesses and we encouraged them to register if qualified. For new vendors our standard application now includes information regarding minority owned, female owned, and persons with disabilities owned businesses and we encouraged them to register if qualified.

F. Aspirational goals:

   State Contracts – The goal is to award BEP Vendors 20% of the total dollar amount of state contracts, with an 11% goal of awarding to businesses owned by minorities, 7% female owned, and 2% persons with disabilities owned.

   Construction Contracts – The goal is to award BEP Vendors 20% of the total dollar amount of construction contracts, with a 50% goal of this amount being awarded to minority and female owned businesses.

   Professional Services – The goal is to award BEP Vendors 20% of the total dollar amount of professional services contracts (collectively) to businesses owned by minorities, females, or persons with disabilities.

# *Disadvantaged Business Enterprises* 7126

The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts. It is the College's policy to promote the economic development of disadvantaged business enterprises by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act ("Act"), 30 ILCS 575/0.01 et seq. and the Business Enterprise Council ("Council") for Minorities, Females, and Persons with Disabilities which serves to implement, monitor, and enforce the goals of the Act.

In support of this policy, the College makes a commitment to utilize qualified minority, female and persons with disability owned businesses to the greatest extent feasible within the bounds of financial and fiduciary prudence and to take affirmative steps to remove any barriers to the full participation of such firms in the procurement and contracting opportunities afforded. The College will support key administrative and staff members to attend and participate in training sessions, workshops, conferences and seminars dealing with procurement through qualified minority, female and persons with disability-owned businesses in compliance with the Act.

In furtherance of the above:

1. The College is committed to meeting the requirements of the Act, of establishing aspirational goals to award 20% of contracts to businesses owned by minorities, females and persons with disabilities, and pursuing good faith efforts to meet such goals.
2. College administration has the responsibility to develop policies, plans and implementation procedures to achieve the goals of the Act.
3. The College President shall appoint the Director of Purchasing and Auxiliary Services or other designee as a liaison to the Council with all duties for such position as set forth in the Act.

Adopted: November 22, 2016
Amended:
Reviewed: September 21, 2016
Legal Ref.: 30 ILCS 575/1; Public Act 99-0462
Cross Ref.: Board Policies 7154; Administrative procedure 712

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 10/6/17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Illinois Eastern Community College District # 529 |
| **4) Name of College Appointed Contact for Vendors:** | Diana Tighe |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Roger Browning |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | Any busines registered and/or certified by the IL Department of Central Management Services as a qualified business owned by a minority, woman, or person with disabilities. |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 434,488 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 0 | 0 | 0 |
| *Accounting Services* | *53010* | 72,800 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 0 | 0 | 0 |
| *Legal Services* | *53050* | 202,152 | 0 | 0 |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 3 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 0 | 0 | 0 |
| *Accounting Services* | *53010* | 1 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 0 | 0 | 0 |
| *Legal Services* | *53050* | 2 | 0 | 0 |

***Submission Instructions:***
***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

# 530 JOHN A LOGAN COLLEGE

## SPECIFIC OUTREACH EFFORTS TO INCREASE THE USE OF CERTIFIED VENDORS

TRAINING

- Attended University of Illinois *Presentation to ICCSPC on Diverse Procurement,* 2015
- Attended *Higher Education Diverse Business Opportunity Fair* at Southern Illinois University, 2015
- Attended Robbins Schwartz presentation on *The Business Enterprise for Minorities, Females, and Persons with Disabilities Act: Critical Issues,* 2015
- Attended *ICCSPC Steering Committee Meeting* with updates from Ed Smith, ICCB, on reporting requirements, 2016
- Attended *ICCSPC Steering Committee Meeting* with updates from Jared Ebel, ICCB, on reporting requirements, 2017

INTERNAL & EXTERNAL EFFORTS

- Created a new JALC Vendor Application form to identify whether any of our existing or new vendors are certified and minority, female, or disabled, 2016
- Created a new JALC Purchasing web page to collect vendor applications provide a link for vendors to the Business Enterprise Program, 2016
- Developed language to incorporate the goals of the Business Enterprise Program into bid specification and request for proposal documents, 2016
- Issued bid specifications that incorporated with goals of the Business Enterprise Program, 2016, 2017
- Modified the Vendor data screen in the JALC ERP system to capture DBE status, 2016
- Campus-wide e-mail campaign to explain the initiative and promote a unified effort, 2016, 2017
- Search BEP vendor list on CMS website for potential vendors for bid participation, 2017
- Included language in newspaper ads for bids, 2016, 2017
- Offered to help local vendors complete paperwork for certification.
- Will accept other certifications outside of CMS.

NOTES ON QUESTIONS 9 & 10

- Architectural & Engineering Services:

  JALC contracted with and paid the architect. The engineer, FBE, was paid out of the funds disbursed to the architect.

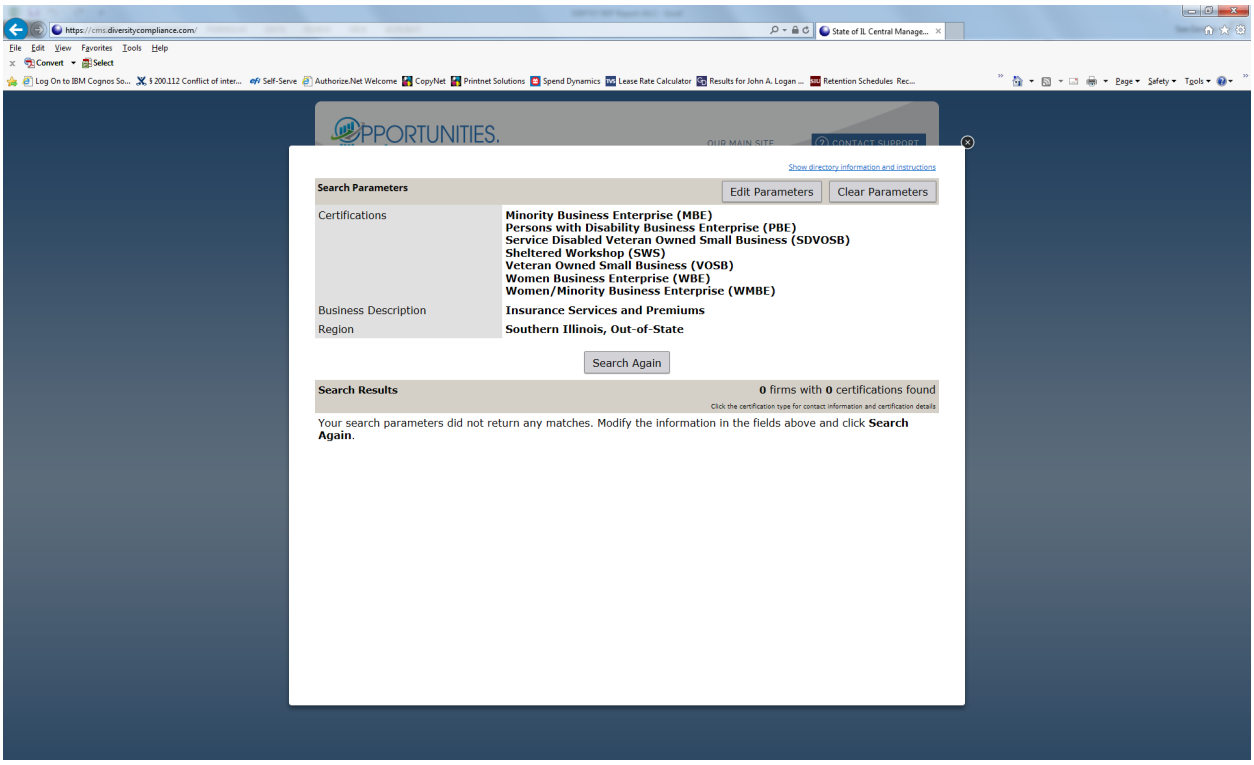
ACTIVE SEARCHES

- Created an insert that is mailed with all checks to vendors to direct them to the Purchasing website and require them to complete a vendor application (if they have not already done so) in order to identify current vendors with certification, 2016

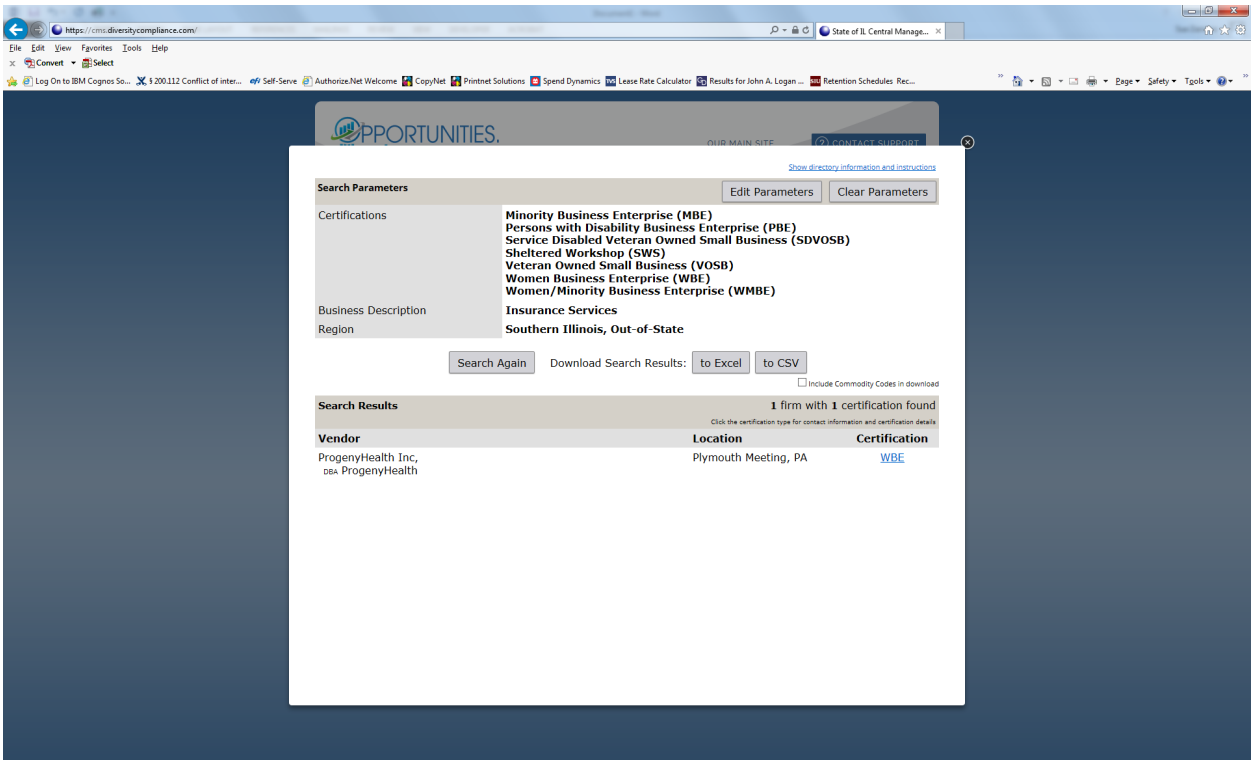
- Contacted Purchasing Consortiums such as E&I Cooperative Purchasing and NJPA seeking known minority vendors, 2016

- Search the Business Enterprise Program online database for potential vendors2016, 2017 (see results below for searches in the reporting categories in the Annual Report)

  Insurance Services and Premiums



## Insurance Services



Show directory information and instructions

**Search Parameters** — Edit Parameters | Clear Parameters

| | |
|---|---|
| Certifications | **Minority Business Enterprise (MBE)**<br>**Persons with Disability Business Enterprise (PBE)**<br>**Service Disabled Veteran Owned Small Business (SDVOSB)**<br>**Sheltered Workshop (SWS)**<br>**Veteran Owned Small Business (VOSB)**<br>**Women Business Enterprise (WBE)**<br>**Women/Minority Business Enterprise (WMBE)** |
| Business Description | **Insurance Services** |
| Region | **Southern Illinois, Out-of-State** |

Search Again | Download Search Results: to Excel | to CSV

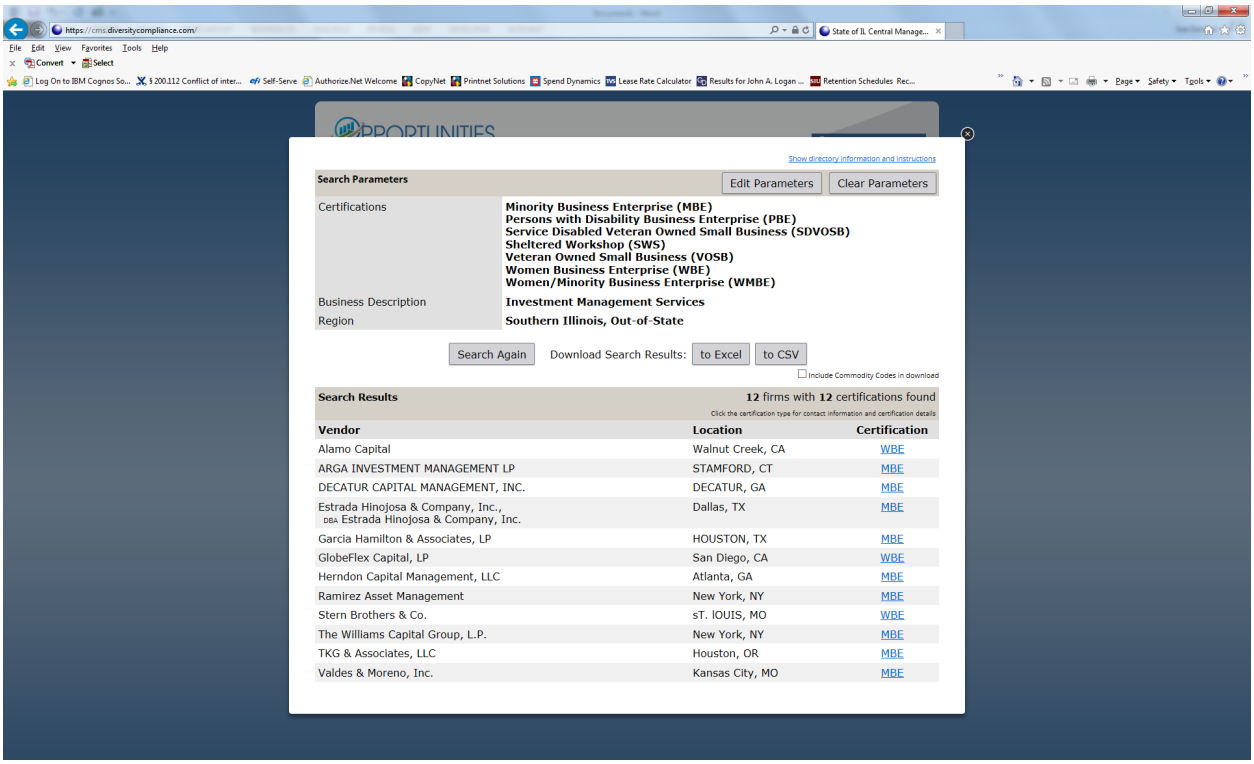
Include Commodity Codes in download

**Search Results** — **1** firm with **1** certification found

Click the certification type for contact information and certification details

| Vendor | Location | Certification |
|---|---|---|
| ProgenyHealth Inc, DBA ProgenyHealth | Plymouth Meeting, PA | WBE |

## Investment Management Services



Show directory information and instructions

**Search Parameters** — Edit Parameters | Clear Parameters

| | |
|---|---|
| Certifications | **Minority Business Enterprise (MBE)**<br>**Persons with Disability Business Enterprise (PBE)**<br>**Service Disabled Veteran Owned Small Business (SDVOSB)**<br>**Sheltered Workshop (SWS)**<br>**Veteran Owned Small Business (VOSB)**<br>**Women Business Enterprise (WBE)**<br>**Women/Minority Business Enterprise (WMBE)** |
| Business Description | **Investment Management Services** |
| Region | **Southern Illinois, Out-of-State** |

Search Again | Download Search Results: to Excel | to CSV

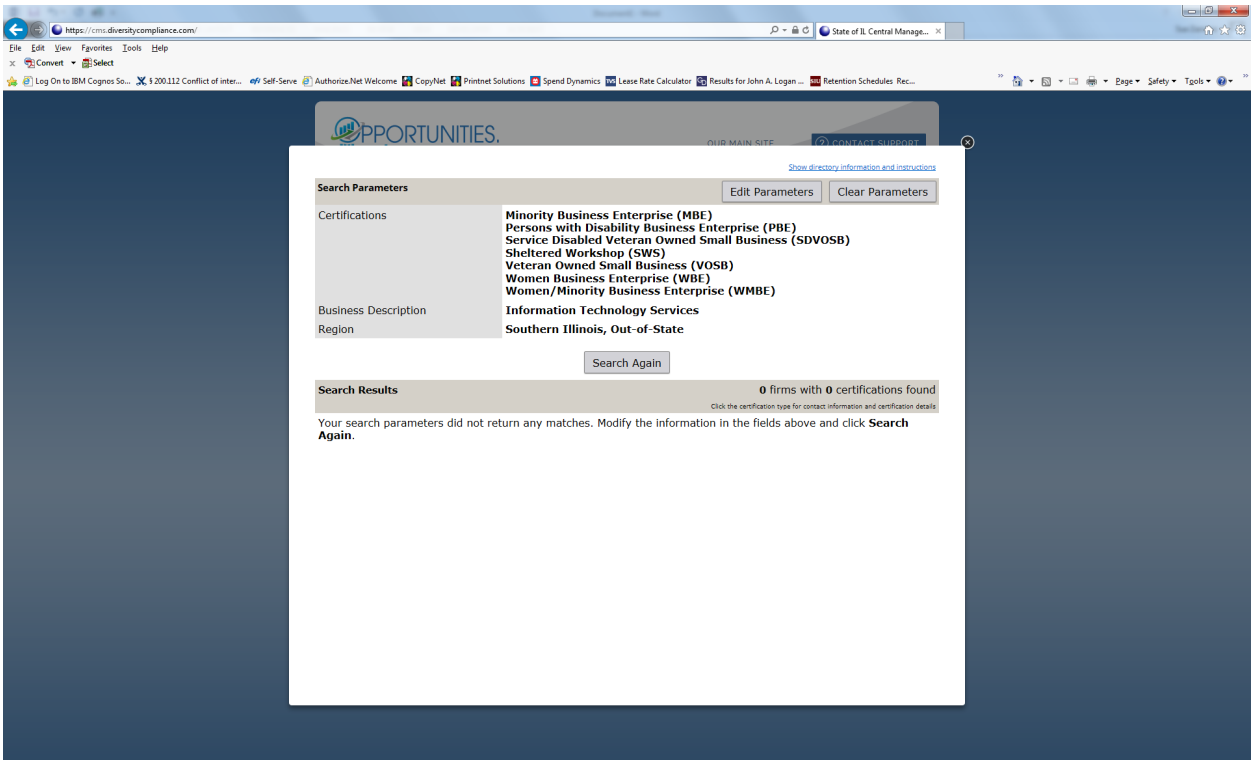
Include Commodity Codes in download

**Search Results** — **12** firms with **12** certifications found

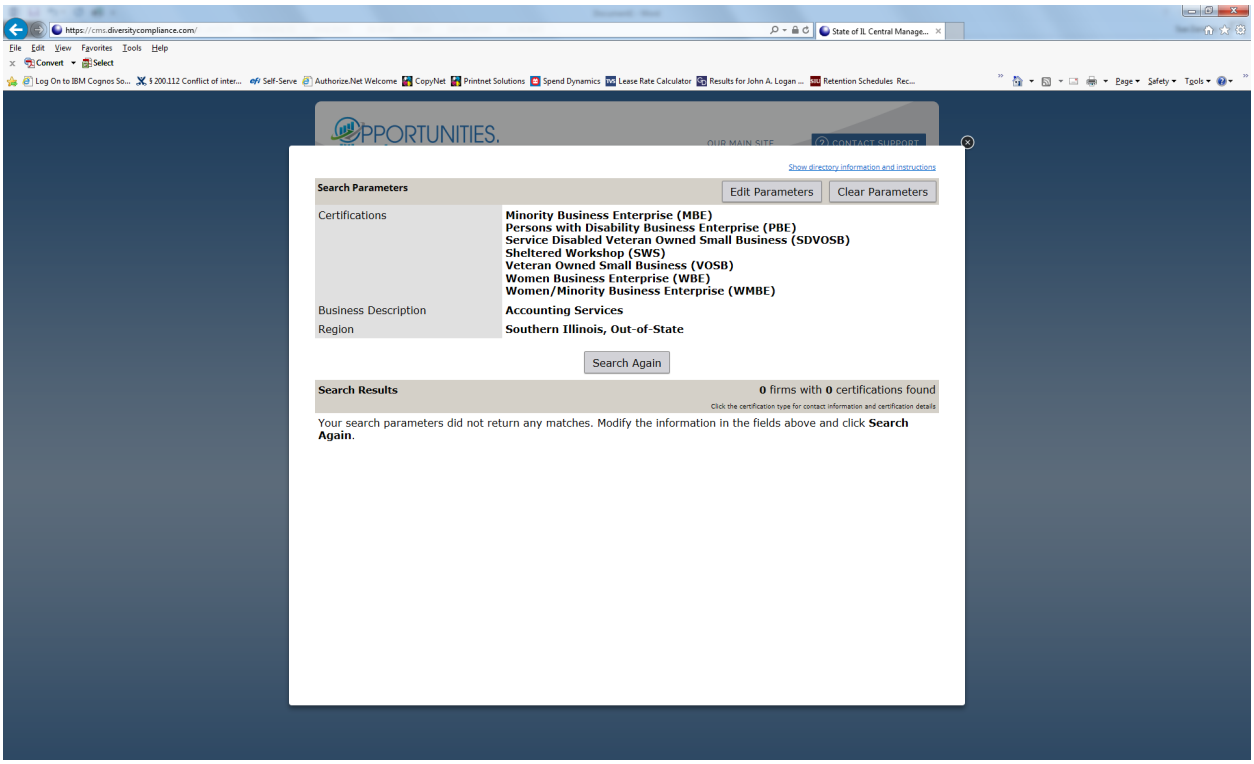
Click the certification type for contact information and certification details

| Vendor | Location | Certification |
|---|---|---|
| Alamo Capital | Walnut Creek, CA | WBE |
| ARGA INVESTMENT MANAGEMENT LP | STAMFORD, CT | MBE |
| DECATUR CAPITAL MANAGEMENT, INC. | DECATUR, GA | MBE |
| Estrada Hinojosa & Company, Inc., DBA Estrada Hinojosa & Company, Inc. | Dallas, TX | MBE |
| Garcia Hamilton & Associates, LP | HOUSTON, TX | MBE |
| GlobeFlex Capital, LP | San Diego, CA | WBE |
| Herndon Capital Management, LLC | Atlanta, GA | MBE |
| Ramirez Asset Management | New York, NY | MBE |
| Stern Brothers & Co. | sT. lOUIS, MO | WBE |
| The Williams Capital Group, L.P. | New York, NY | MBE |
| TKG & Associates, LLC | Houston, OR | MBE |
| Valdes & Moreno, Inc. | Kansas City, MO | MBE |

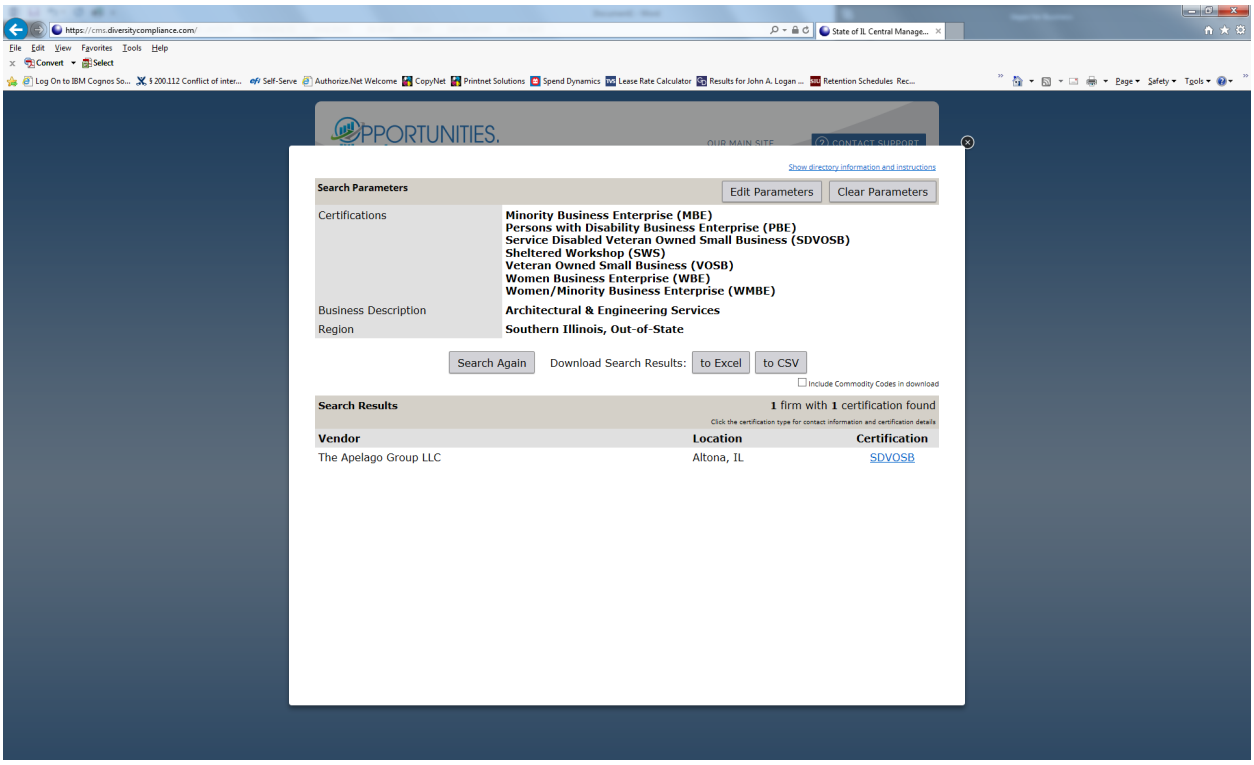
## Information Technology Services




## Accounting Services



## Architectural and Engineering Services



Show directory information and instructions

**Search Parameters** — Edit Parameters | Clear Parameters

| | |
|---|---|
| Certifications | **Minority Business Enterprise (MBE)**<br>**Persons with Disability Business Enterprise (PBE)**<br>**Service Disabled Veteran Owned Small Business (SDVOSB)**<br>**Sheltered Workshop (SWS)**<br>**Veteran Owned Small Business (VOSB)**<br>**Women Business Enterprise (WBE)**<br>**Women/Minority Business Enterprise (WMBE)** |
| Business Description | **Architectural & Engineering Services** |
| Region | **Southern Illinois, Out-of-State** |

Search Again | Download Search Results: to Excel | to CSV

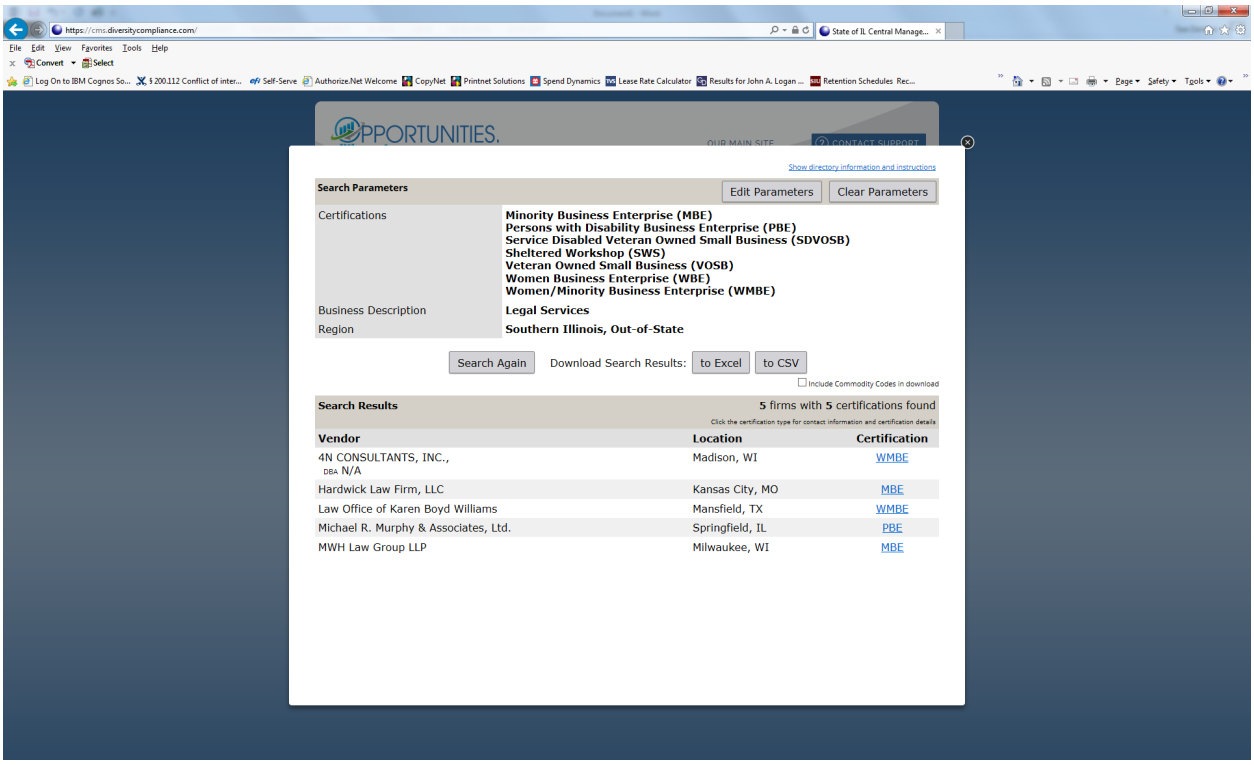
Include Commodity Codes in download

**Search Results** — **1** firm with **1** certification found

Click the certification type for contact information and certification details

| Vendor | Location | Certification |
|---|---|---|
| The Apelago Group LLC | Altona, IL | SDVOSB |

## Legal Services



Show directory information and instructions

**Search Parameters** — Edit Parameters | Clear Parameters

| | |
|---|---|
| Certifications | **Minority Business Enterprise (MBE)**<br>**Persons with Disability Business Enterprise (PBE)**<br>**Service Disabled Veteran Owned Small Business (SDVOSB)**<br>**Sheltered Workshop (SWS)**<br>**Veteran Owned Small Business (VOSB)**<br>**Women Business Enterprise (WBE)**<br>**Women/Minority Business Enterprise (WMBE)** |
| Business Description | **Legal Services** |
| Region | **Southern Illinois, Out-of-State** |

Search Again | Download Search Results: to Excel | to CSV

Include Commodity Codes in download

**Search Results** — **5** firms with **5** certifications found

Click the certification type for contact information and certification details

| Vendor | Location | Certification |
|---|---|---|
| 4N CONSULTANTS, INC.,<br>DBA N/A | Madison, WI | WMBE |
| Hardwick Law Firm, LLC | Kansas City, MO | MBE |
| Law Office of Karen Boyd Williams | Mansfield, TX | WMBE |
| Michael R. Murphy & Associates, Ltd. | Springfield, IL | PBE |
| MWH Law Group LLP | Milwaukee, WI | MBE |

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 1-Nov-17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Community College District No. 530, John A. Logan College |
| **4) Name of College Appointed Contact for Vendors:** | Sue Zamora, Director of Purchasing & Auxiliary Services |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Sue Zamora, Director of Purchasing & Auxiliary Services, 618-985-2828 x. 8260 |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | CMS - Illinois Department of Central Management Services |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 304,583 | 0 | 0.00% |
| *Investment Management Services* | *53080* | 0 | 0 | 0.00% |
| *Information Technology Services* | *53080* | 4,947,356 | 0 | 0.00% |
| *Accounting Services* | *53010* | 52,000 | 0 | 0.00% |
| *Architectural & Engineering Services* | *53030* | 96,708 | 45,886 | 47.45% |
| *Legal Services* | *53050* | 71,494 | 0 | 0.00% |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 4 | 0 | 0.00% |
| *Investment Management Services* | *53080* | 0 | 0 | 0.00% |
| *Information Technology Services* | *53080* | 6 | 0 | 0.00% |
| *Accounting Services* | *53010* | 1 | 0 | 0.00% |
| *Architectural & Engineering Services* | *53030* | 3 | 1 | 33.33% |
| *Legal Services* | *53050* | 1 | 0 | 0.00% |

***Submission Instructions:***

***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

**Narrative 7**

## BUSINESS ENTERPRISE FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES

**7154B**

Pursuant to 30 ILCS 575/ Shawnee Community College will act in such a way to promote and encourage the continuing economic development of minority, female owned, and persons with disabilities operated businesses. As a way of measuring our efforts and commitments to this purpose, the College sets the following as aspirational goals for the awarding of construction, professional service, and state contracts:

| Type of Contract | Total % of MFD Contracts (Measured in dollar amounts not the number of contracts) | Minority Owned Businesses | Female Owned Businesses | Persons With Disabilities Owned Businesses |
|---|---|---|---|---|
| State Contracts | 20% | 11% | 7% | 2% |
| Construction Contracts | 20% | At least 50% of the total minority and female owned | | |
| Professional Services Contracts | 20% collectively | | | |

The college directs the participation of all departments in seeking out and taking necessary steps to ensure that minority, female, and persons with disabilities owned businesses are afforded economic opportunities provided by the college.

Pursuant to 110 ILCS 805/8-27, contracts for the purchase of supplies, materials, or work exceeding $25,000 must be awarded to the lowest responsible bidder. In an effort to balance our commitment to this purpose with the need to be good stewards of local taxpayer monies, the College will evaluate bids based upon financial concerns first and foremost but will make consideration for qualified businesses.

Coordination of this policy will be vested in the college's purchasing/AP department; however, the commitment to this program is college-wide and all departments shall contribute to its success.

**Narrative 8**

## BUSINESS ENTERPRISE FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES

Procedures

1. Appoint the Accounts Payable clerk as the point of vendor contact for businesses with MBE, WBE, WMBE, and PBE.

2. Appoint the Director of Business Services as the Contact Person for the Community College Business Enterprise Program Annual Report.

3. Establish that there are three types of contracts
   a. State contracts – any contract entered into by the college not covered in the following two categories
   b. Construction contracts – any contract for construction
   c. Professional Service contracts – any contract entered into by the college for professional services; insurance services, investment management services, information technology services, accounting services, architectural and engineering services, and legal services

4. Establish that the certification the college will recognize for determining whether a business is owned and controlled by a Minority, Female, or Person with a Disability are MBE, WBE, WMBE, and PBE.

5. Establish that the aspirational goals are based on total dollars spent not the number of contracts.

6. Work with Accounts Payable Clerk, CFO and college wide community to remove any barriers to the full participation of such vendors in the procurement and contracting opportunities.
   a. Accounts Payable Clerk will send out letters to all vendors to encourage them to provide certification if the currently hold it.
   b. Accounts Payable Clerk will also work with vendors to encourage them to register with CMS

c. Accounts Payable Clerk, Director of Business Services and the CFO will all be trained on looking up certified vendors with CMS
d. The Director of Business Services will work with the college's current and new ERP system to identify an area to record these certifications.
e. CFO will work with all bidding documents to include an area for vendors/contractors to state if they hold certification as a MBE, WBE, WMBE, and PBE. All will be asked to provide a copy of that certification with the bid.
f. CFO will continue to work with all architects to ensure that proper tracking is maintained for all subcontractors as well.
g. President's office will send out notification of the new policy and procedures upon final approval by the board of trustees.

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 1-Nov-17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Shawnee Community College District 531 |
| **4) Name of College Appointed Contact for Vendors:** | Christina Faulkner |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Christina Faulkner, (618) 634-3299 |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | MBE, PBE, WBE |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 220,682.50 | 0 | 0 |
| *Investment Management Services* | *53080* | 0.00 | 0 | 0 |
| *Information Technology Services* | *53080* | 773,436.53 | 0 | 0 |
| *Accounting Services* | *53010* | 30,952.00 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 23,271.46 | 0 | 0 |
| *Legal Services* | *53050* | 31,929.10 | 0 | 0 |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 0 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 0 | 0 | 0 |
| *Accounting Services* | *53010* | 0 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 1 | 0 | 0 |
| *Legal Services* | *53050* | 0 | 0 | 0 |

***Submission Instructions:***

***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

**532FY17 BEP NARRATIVE 7**

**PROCUREMENT**

Policy 712 – Revised - Second Reading

Pursuant to State of Illinois Business Enterprise for Minorities, Females and Persons with Disabilities Act (30 ILCS 575/0.01 et seq.), as recently amended to include Illinois community colleges, universities and colleges are required to establish specific Disadvantage Business Enterprise (DBE) goals and annually report actual results to the Illinois Business Enterprise Council for Minorities, Females, and Persons with Disabilities (the Council). Illinois community colleges were not required to make any utilizations reports for fiscal year 2015 or fiscal year 2016, but shall make the utilization reports starting in fiscal year 2017 and beyond. (See 30 ILCS 575/4f(5).) The Council will make additional reports for community colleges beginning in September of 2016.

While the current law does contain a sunset clause repealing the Act on June 30, 2016 (30 ILCS 575/9), it has been routinely extended by the Illinois General Assembly. The College's General Counsel believes that based upon the legislative history and language in Statute, the Act will be extended beyond June 30, 2016. Therefore, the Administrative Affairs Office recommends the current board policy be revised to reflect the required changes to the board procurement policy on Disadvantaged Business Enterprises 712.05.

Original proposed changes are highlighted in red and reflect changes presented as the First Reading. Language highlighted in blue reflects input and changes presented as the Second Reading.

It is recommended that the Board of Trustees approve the policy changes.

**05. Disadvantaged Business Enterprises (DBE)**

The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities[1] in public contracts in an effort to overcome the discrimination and victimization such firms have historically encountered.[2] It is the College's policy to promote the economic development of businesses owned by minorities, females and persons with disabilities by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 *et seq*. (the "Act") and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (the "Council").[3]

In support of this policy, the College will encourage the participation of qualified minority, female and persons with disability owned businesses by advertising, whenever possible, with trade associations, service organizations, minority newspapers and other appropriate media and other organizations focused on the needs of businesses owned by minorities, females and persons with disabilities to alert potential contractors and suppliers of opportunities. The College will support key administrative and staff members to attend and participate in training sessions, workshops, conferences and seminars dealing with procurement through qualified minority, female and persons with disability-owned businesses in compliance with the Act.

In furtherance of the above:

1. The College President[4] shall appoint a liaison to the Council;

2. The College Liaison shall file an annual compliance plan with the Council, which shall include a copy of this Policy, signed by the College President, which shall outline and summarize the College's goals for contracting with businesses owned by minorities, females and persons with disabilities for the current fiscal year, the manner in which the

[1] As defined in 30 ILCS 575/2.
[2] *See* 30 ILCS 575/1.
[3] This Council was created to implement, monitor, and enforce the goals of the Act. *See* 30 ILCS 575/5.
[4] *Id*.

College intends to reach these goals, a timetable to reach these goals, and procedures to support this Policy as specified by the Act[5];

3. The College Liaison shall file an annual report with the Council[6];

4. The College Liaison shall provide notice to the Council of proposed contracts for professional and artistic services[7];

5. The College shall use bid forms identifying the bidder's percentage or disadvantaged business utilization plans; and percentage of business enterprise program utilization plan[8]; and

6. The College shall comply with all other requirements of the Act.

The Vice President for Administrative Affairs or his designee shall establish DBE goals for all construction bids that exceed $250,000. The goals shall be calculated and established using the known firms in the trades identified within the bid and as documented by the State of Illinois DBE Program. Goals shall be established by project and/or bid. Once goals are established, bidders shall include evidence of their attempt to meet the established goals.

Amended 12/18/90
Amended 09/28/93
Amended 12/16/08
Amended 01/25/11
Amended 11/19/13
Amended 11/18/14
Amended 09/22/15
Amended 08/23/16

[5] 30 ILCS 575/6-(a).
[6] 30 ILCS 575/6(c).
[7] 30 ILCS 575/6a.
[8] 30 ILCS 575/7(5).

# Community College Business Enterprise Program
# FY 2017 Annual Report
# NARRATIVE 8 – Specific Outreach Efforts to increase Use of Certified Vendors

Pursuant to Board Policy 712.05 Disadvantaged Business Enterprises, the College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts.

Current initiatives implemented to increase Disadvantaged Business Enterprise participation for CLC purchases include:

- Prepared detailed College of Lake County forward purchasing calendar with College administration for FY 2017 and update College's website to actively promote planned purchases of FY 2017 goods and services;
- Work with network of Illinois community college purchasing directors to help identify eligible DBEs contracts;
- Attend annual minority vendor fair;
- Attendance at area minority business association meetings;
- Required direct solicitation of minority contractors on all College purchases over $25,000;
- Include bid specification language that identifies CLC's BEP initiative;
- Required affidavit in all RFB/RFP/RFI/RFQs requiring the documentation of proposed BEP suppliers for the project; and
- Reviewed direct department purchases over $5,000 and under $25,000 to encourage departments to include DBE vendors in purchases of goods and services.
- Provide internal customers with potential vendors downloaded from the CMS website

Additionally, the College is working towards implementation of a more formal Disadvantaged Business Enterprise Program, which will further identify outreach efforts no later than June 30, 2018.

BUSINESS ENTERPRISE FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES

The Business Enterprise for Minorities, Females, and Disabilities Act (30 ILCS 575/0.01) encourages state agencies and community college's to purchase needed goods and services from businesses owned (100%) or controlled (at least 51%) by members of these groups.

As a part of the Act the College is to measure its efforts and commitment to meet its aspirational goals for awarding construction, certain types of professional services, and state contracts.

The aspirational goals under the Act to be used by Southeastern Illinois College are:

| **Type of Contract** | **Total % of MFD Contracts** | **Minority Owned Businesses** | **Female Owned Businesses** | **Persons with Disabilities Owned Businesses** |
|---|---|---|---|---|
| Construction Contracts | 20% | At Least 50% of the total minority and female owned contracts | | |
| Professional Services Contracts | 20% (Collectively) | | | |
| State Contracts | 20% | 11% | 7% | 2% |

The President of the College appoints the Executive Dean of Administrative Services as a liaison to the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (the "Council") which is created under the Act to help implement, monitor, and enforce the goals of the Act. The liaison is responsible for the following:

- Submission of the annual report, compliance plan, and any other reports and documents necessary under the Act.
- Provide notice to the Business Enterprise Council of proposed contracts for professional and artistic services.
- Conduct outreach efforts to increase the use of vendors certified as minority, female, or person with disability owned businesses.
- Maintain the records needed to complete the annual report of the College's utilization of businesses covered under the Act during the preceding fiscal year as well as the mid-year report on utilization to date. A self-evaluation of the College's efforts to meet its goals is to be included in the Annual Report.

- Work with contractors and vendors to assure they are making good faith efforts to meet the College contract goals.
- Other efforts which may be needed to fulfill our aspirational goals.

Adopted: Amended:
October 18, 2016 Legal
Ref: Cross Ref:

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

**1) Submitted on:**

**2) Fiscal Year Reporting:** 2017

**3) Name and District Number of Community College District:** District 532, College of Lake County

**4) Name of College Appointed Contact for Vendors:** Michele Reynolds, Director, Purchasing & Contracts

**5) College Contact Person and Phone Number for Purposes of This Report:** Michele Reynolds (847)543-2221

**6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** State of Illinois (CMS), Lake County, and City of Chicago

**7) College Policy concerning Certified Vendors (Separate Narrative Required)** *Please see attached document*

**8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** *Please see attached document*

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums) (521001, 565000, 565002)* | *53080, 56050, 56070 52010-00* | $10,655,678.56 | 0 | 0 |
| *Workers Compensation (522000)* | *52020* | $219,304.93 | 0 | 0 |
| *Investment Management Services* | *53080* | $2,000 | 0 | 0 |
| *Information Technology Services (534008+9)* | *53080* | $1,495,543.10 | 0 | 0 |
| *Accounting Services (531000)* | *53010* | $162,066.00 | 0 | 0 |
| *Consultants (532000)* | *53020* | $688,954.38 | | |
| *Architectural & Engineering Services(533000)* | *53030* | $652,106.21 | 0 | 0 |
| *Maintenance Services* | *53040* | $350,088.77 | 0 | 0 |
| *Legal Services (535000)* | *53050* | $267,322.05 | 0 | 0 |
| *Other Contracts (539000)* | 53090 | $3,411,239.60 | 0 | 0 |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums) (565000, 565002)* | *53080, 56050, 56070* | 8 | 0 | 0 |
| *Workers Compensation (522000)* | *52029* | | | |
| *Investment Management Services* | *53080* | 1 | 0 | 0 |
| *Information Technology Services (534008+9)* | *53080* | 44 | 0 | |
| *Accounting Services (531000)* | *53010* | 2 | 0 | 0 |
| *Consultants (532000)* | *53020* | | | |
| *Architectural & Engineering Services(533000)* | *53030* | 3 | 0 | 0 |
| *Maintenance Services* | *53040* | | | |
| *Legal Services (535000)* | *53050* | 2 | 0 | 0 |
| *Other Contracts (539000)* | 53090 | 100 | | |

***Submission Instructions:***

***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***

***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***

***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

**Purchasing Guides 8003**

The office of the Executive Dean of Administrative Services of Southeastern Illinois College has been given the responsibility by the Trustees of Southeastern Illinois College to oversee the system of purchasing of goods and services by the campus departments on behalf of the College. The mission is to directly support the College's educational, environmental, and administrative needs, by assisting faculty and staff to obtain high quality products and services at the lowest cost possible and in a timely manner.

Southeastern Illinois College is focused on a procurement system that invites the broadest possible participation from a diverse vendor base. We are committed to creating a competitive business environment with opportunities for businesses owned by minorities, women, and persons with disabilities. The College encourages campus departments to proactively consider qualified businesses owned by minorities, women, and persons with disabilities for their purchasing and contracting needs.

Each department will be responsible for the selection of supplier, negotiation of price, and assurance of quality and delivery. First consideration for purchasing should be from suppliers within our community college district boundaries where price, quality, and service are equal to or better than that offered by out-of-district suppliers. The following procedures are established by this policy:

1. The purchase requisition is used for a request to purchase materials, supplies, parts, equipment, or other services. It is also used to request the establishment of a Blanket Order to handle the repetitive purchase of products or services. Departments shall anticipate their requirements to allow adequate time for processing, and delivery. Item descriptions should be complete and accurate.

2. New vendors must be approved by the office of the Executive Dean of Administrative Services.

3. Requisitions are approved electronically using an approved hierarchy of departmental and administrative individuals. Using the electronic approval process administrators will verify justification of purchase and approve requisitions taking into consideration budget provisions and expenditures to date. In addition, the Executive Dean of Administrative Services approves all requisitions $1,000 and above and the President approves all requisitions $5,000 and above.

4. Faculty and staff approved by their supervisory VP/Dean along with the President, or Executive Dean of Administrative Services may be issued a purchasing card. The purchasing card use agreement form will be signed by the faculty/staff member and the Executive Dean of Administrative services or the President before the card is issued. The monthly purchasing card charges will be entered into the requisition process for

administrative approval. Copies of the approved purchasing card statements will be available for review at the Board of Trustees meetings.

5. Purchase requisitions that total less than $10,000 to purchase materials, supplies, parts, equipment, or other services will not require multiple price quotations. Requestors at their discretion may obtain additional quotations for comparison purposes. Purchase requisitions between $10,000 and $24,999 require the requester to solicit multiple price quotations.

6. Formal bids through the office of the Executive Dean of Administrative Services will be required for all materials, supplies, parts, equipment, new construction, or other services that meet the guidelines of (110 ILCS 805/3-27.1 contracts) where the cost is $25,000 or greater. Exceptions to this policy as shown in (110 ILCS 805/3-27.1) are allowed. Some of the applicable exceptions to the $25,000 bid requirement are:

    a. Contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed $50,000 and not involving a change or increase to the size, type, or extent of an existing facility
    b. Contracts for duplicating machines and supplies.
    c. Contracts for the purchase and installation of data processing equipment, telecommunications equipment, and software.
    d. Contracts for goods or services procured from another governmental agency.

7. The Executive Dean of Administrative Services will present the bid tabulation sheet to the Board of Trustees along with a recommendation for the best qualifying responsible bid.

8. College policy prohibits the receipt of any personal gifts, gratuities, premiums or other incentives by all employees.

9. The Board of Trustees will approve the payment of the previous month's expenses at each board meeting. A copy of the check register will be made available for their review.

10. The Executive Dean of Administrative Services will review all written vendor complaints and endeavor to offer fair and just treatment to all.

11. The College will not make purchases from employees or members of the Board of Trustees.

Adopted:
Amended: November 8, 2008/October 18, 2016/December 5, 2017
Legal Ref: Illinois Public Community College Act Amended October 3, 2008

SOUTHEASTERN
ILLINOIS COLLEGE

3575 College Road • Harrisburg, Illinois 62946
Telephone: 618-252-5400

# Business Enterprise for Minorities, Females, and Persons with Disabilities (MFD)

## Compliance and Implementation Guide

A. Three types of contracts
   a. Construction
   b. Professional Service Contracts – Insurance, Investment, IT, Accounting, Architecture, Engineering, and Legal.
   c. State and Local Contracts – All other Contracts entered into by College.
B. Goals are based on Actual spent.
C. Bid documents include vendor certification of MFD percentages.
D. The College's liaison to the Business Enterprise Council has implemented the following procedures:
   a. Works with the Assistant to the Executive Dean of Administrative Services to update information required to complete the annual reports.
   b. Review current vendors for MFD contracts and services already in use and continue documenting the amount spent on these contracts and services.
   c. Vendor forms include vendor validation of MFD status and are reviewed by the College's liaison officer to verify status as an MFD vendor or CMS certified MBE/FBE vendor.
   d. The Liaison officer will continually notify college personnel of our purchasing policy and that we encourage all campus departments to proactively consider qualified businesses owned by minorities, women, and persons with disabilities for their purchasing and contracting needs.
   e. Liaison officer will review the CMS MBE/FBE business registered in our local district and surrounding districts to determine the qualified vendors in our area.

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 10/27/17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Southeastern Illinois College #533 |
| **4) Name of College Appointed Contact for Vendors:** | Patty Winters |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Lisa Hite 618-252-5400 Ext 2526 |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | Illinois Central Management Services Directory, CMS BEP certification, SBA WOSB certification, USBLN DSDP certification, City of Chicago M/WBE certification, National Minority Supplier Development Council MBE certification, SBA SDB certification |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 274,363 | 171,099 | 62 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 0 | 0 | 0 |
| *Accounting Services* | *53010* | 41,670 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 107,470 | 65,078 | 61 |
| *Legal Services* | *53050* | 60,207 | 0 | 0 |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 4 | 1 | 25 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 5 | 0 | 0 |
| *Accounting Services* | *53010* | 1 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 3 | 1 | 33 |
| *Legal Services* | *53050* | 1 | 1 | 0 |

***Submission Instructions:***
***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

**POLICY TYPE: EXECUTIVE LIMITATIONS**
**POLICY TITLE: BUSINESS ENTERPRISE PLAN**

Spoon River College recognizes the importance of increasing the participation of businesses owned by minorities, females, and persons with disabilities1 in public contracts in an effort to overcome the discrimination and victimization such firms have historically encountered.2 It is the Spoon River College Board of Trustees' policy to promote the economic development of businesses owned by minorities, females, and persons with disabilities by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 *et seq*. (the "Act") and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (the "Council").3

In support of this policy, the Spoon River College will encourage the participation of qualified minority, female, and persons with disability owned businesses by advertising, whenever possible, with trade associations, service organizations, minority newspapers, and other appropriate media and other organizations focused on the needs of businesses owned by minorities, females, and persons with disabilities to alert potential contractors and suppliers of opportunities. The College will support key administrative and staff members to attend and participate in training sessions, workshops, conferences, and seminars dealing with procurement through qualified minority, female, and persons with disability-owned businesses in compliance with the Act.

In furtherance of the above:

1. The College President4 shall appoint a liaison to the Council;
2. The College Liaison shall file an annual compliance plan with the Council, which shall include a copy of this Policy, signed by the College President, which shall outline and summarize the College's goals for contracting with businesses owned by minorities, females, and persons with disabilities for the current fiscal year, the manner in which the College intends to reach these goals, a timetable to reach these goals, and procedures to support this Policy as specified by the Act5;
3. The College Liaison shall file an annual report with the Council6;
4. The College Liaison shall provide notice to the Council of proposed contracts for professional and artistic services7;
5. The College shall use bid forms identifying the bidder's percentage or disadvantaged business utilization plans; and percentage of business enterprise program utilization plan8; and
6. The College shall comply with all other requirements of the Act.

Revised: Reviewed: July 2017 Board Approved: August 24, 2016

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1 As defined in 30 ILCS 575/2.
2 *See* 30 ILCS 575/1.
3 This Council was created to implement, monitor, and enforce the goals of the Act. *See* 30 ILCS 575/5.
4 *Id*.
5 30 ILCS 575/6-(a).
630 ILCS 575/6(c).
7 30 ILCS 575/6a.
8 30 ILCS 575/7(5).

**BUSINESS ENTERPRISE**
**FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES**

A. The College's aspirational goals as required by 30 ILCS 575.01 et. seq (the Act) shall be calculated based on total dollars for all contracts and subcontracts during each fiscal year.

B. Spoon River College shall appoint a liaison to the Business Enterprise Council. The liaison shall be the contact person for businesses owned by minorities, females, and persons with disabilities who do or wish to do business with Spoon River College.

C. The liaison to the Business Enterprise Council shall:

1. Maintain records that will be required for an annual report of Spoon River College's utilization of businesses owned by minorities, females, and persons with disabilities during the preceding fiscal year;
2. Prepare and submit all reports and documents required by the Act;
3. Notify the Secretary of the Business Enterprise Council of proposed contracts for professional and artistic services as required by the Act;
4. Distribute to potential contractors and vendors the list of all businesses legitimately classified as businesses owned by minorities, females, and persons with disabilities and so certified under the Act;
5. Coordinate with potential contractors and vendors to assure they are making good faith efforts to meet the College's aspirational goals: and
6. Conduct outreach efforts aimed at increasing the use of vendors certified as businesses owned by minorities, females, and persons with disabilities.

D. When Spoon River College is required to competitively bid a contract, the bid documents shall additionally require all potential bidders to submit their name, the bid amount, a statement confirming whether the bidder is including in its bid work to be performed by a certified business owned by minorities, females, and persons with disabilities.

F. Subject to limited exceptions, pursuant to the Illinois Community College Act, 110 ILCS 805/3-27.1, Spoon River College is required to award all contracts for purchase of supplies, materials, or work involving an expenditure in excess of $25,000 or a lower amount as required by board policy to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability; after due advertisement. In an effort to balance Spoon River College's commitment to the aspirational goals stated in Policy 6.01.01 with the need to be good stewards of local taxpayer monies, Spoon River College will evaluate bids based upon financial concerns first and foremost but will make due consideration for businesses qualifying under the Act.

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 10/25/17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Spoon River College, Dist. 534 |
| **4) Name of College Appointed Contact for Vendors:** | Brett Stoller, VP of Administration |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Sarah Gray, Director of Business & Auxiliary Services 309-649-6265 |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | MBE, PBE, SDVOSB, SWS, VOSB, WBE, WMBE |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 137,710 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 17,550 | 0 | 0 |
| *Accounting Services* | *53010* | 34,225 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 8,763 | 0 | 0 |
| *Legal Services* | *53050* | 34,424 | 0 | 0 |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 5 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 2 | 0 | 0 |
| *Accounting Services* | *53010* | 1 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 2 | 0 | 0 |
| *Legal Services* | *53050* | 6 | 0 | 0 |

***Submission Instructions:***

***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

**Oakton Community College**
**District 535**

**BEP Reporting Information for fiscal year 2017**

## 7) College Policy concerning Certified Vendors

During FY17, Oakton Community College/District 535 hired a new Director of Accounting/Controller and a new Vice President for Administrative (Business) Affairs. The Purchasing department continues to work with these new employees to develop the College policy for certified vendors. It is anticipated that the College will receive Board of Trustees approval in December of 2017. Once approved, a copy of the policy will be forwarded appropriately.

## 8) Specific Outreach Efforts to Increase the Use of Certified Vendors

Purchasing staff continue to participate in and monitor our community college business officer and ICCSPC listserv in order to share information and stay updated on policy requirements.

Purchasing staff visit the CMS website to gather BEP information.

Purchasing staff continue to Include the following statement on all bids - *Please describe how your company can help the College make a good faith effort to meet or exceed our aspirational goal of 20% for the State of Illinois Minority Business Enterprises. Please indicate if you company or subcontractors are Minority Business Enterprise (MBE), Woman Business Enterprise (WBE), Persons with Disabilities Business Enterprise (PBE), Small Business Enterprise (SBE), or Veteran Owned Business (VOB).*

Working with our Accounting department to revise the new vendor creation process so that purchasing staff enters all vendors, thereby ensuring that MBE status is properly tracked for ALL vendors.

The Director of Business Services and the Purchasing Manager attended the Diverse Supplier Fair at Northern Illinois University on Wednesday, October 5, 2016. We met with many vendors and distributed information to them about completing an Oakton bidder's application form.

Planning to attend the *2017 Construction Summit – "Building Your Future with the University of Illinois",* on Thursday, November 2, 2017. Architects, Engineers, Design Professionals and Contractors to will participate in this program

Encourage current minority vendors to register with the State of Illinois, CMS, BEP program.

# Community College Business Enterprise Program FY 2017 Annual Report

| | For Items 1-6 Enter Data in This Column |
|---|---|
| **1) Submitted on:** | 1-Nov-17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Oakton Community College - District 535 |
| **4) Name of College Appointed Contact for Vendors:** | Kathi Rosenberg, Purchasing Manager |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Kathi Rosenberg, Purchasing Manager<br>847-635-2607<br>krosenberg@oakton.edu |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | State of Illinois CMS |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | $ 8,751,602.97 | 0 | 0 |
| *Investment Management Services* | *53080* | 2,000 | 0 | 0 |
| *Information Technology Services* | *53080* | $ 983,810.21 | 0 | 0 |
| *Accounting Services* | *53010* | 99,984 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | $ 1,099,516.92 | 146,730 | 11 |
| *Legal Services* | *53050* | $ 550,877.46 | 0 | 0 |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 5 | 0 | 0 |
| *Investment Management Services* | *53080* | 1 | 0 | 0 |
| *Information Technology Services* | *53080* | 21 | 0 | 0 |
| *Accounting Services* | *53010* | 1 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 13 | 1 | 8 |
| *Legal Services* | *53050* | 1 | 0 | 0 |

***Submission Instructions:***

***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***

***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***

***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

## 504.2 BUSINESS ENTERPRISE FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES POLICY

Pursuant to 30 ILCS 575/ Lewis and Clark Community College will act in such a way to promote and encourage the continuing economic development of minority, female owned, and persons with disabilities operated businesses. As a way of measuring efforts and commitments to this purpose, the Act defines aspirational goals for the awarding of construction, professional service, and state contracts for all state agencies and public institutions of higher learning.

### COMPLIANCE

The College President will appoint a liaison to the Business Enterprise Council. This individual will serve as the contact person for businesses owned by minorities, females, and persons with disabilities who do or wish to do business with the College. The liaison will be responsible for the following:

- Submission of any reports and documents (to include but not limited to the annual compliance plan and report) as required by the Business Enterprise Council
- Providing notice to the Business Enterprise Council of proposed contracts for professional and artistic services
- Conducting outreach efforts to increase the use of vendors certified as being a minority, female, or person with disability owned business
- Maintain records needed to properly account for all state, construction, and professional services contracts and corresponding percentage awarded to corresponding certified vendors
- Coordinate with contractors and vendors to assure they are making good faith efforts to meet College contract goals
- Other efforts which may be needed to fulfill our intended purpose.

Pursuant to 110 ILCS 805/8-27, contracts for the purchase of supplies, materials, or work exceeding $25,000 must be awarded to the lowest responsible bidder. In an effort to balance our commitment to this purpose with the need to be good stewards of local taxpayer monies, the College will evaluate bids based upon financial resources in conjunction with qualifications, including qualifications desired under the Business Enterprise Act.

L&C has focused its outreach efforts for businesses owned by minorities, females, and persons with disabilities through its construction contracts even though construction is not one of the reporting categories. Construction was identified as the largest area in which the College could make the greatest impact in the quickest time. Beginning with the most recent project in the award phase, general contractors were advised and guided to seek sub-contractors and suppliers who meet the BEP certification requirements whenever it made sense to do so. In fiscal year 2017, the College modified its construction RFP documents to request and compile such data for not only the general contractor but the sub-contractors as well.

The next area of focus includes independent/professional contract agreements, the list of which contains those fields specifically mentioned in this year's reporting requirements. Adding this request for information to actual contracts is being considered. Existing vendors are being contacted to encourage registration with CMS/BEP when appropriate. Potential (or existing) vendors who make contact with L&C are directed to the CMS site to complete registration and certification, assisted with questions about doing business with the College, and are added to the College's requested bidder list.

Certified vendors are coded as such on the vendor record in the college's financial software for inquiry and reporting. Future initiatives employ technology and the internet to cross-match BEP's vendor listing with the college's vendor file to identify additional certified businesses and to explore ways to utilize the L&C website to provide information on CMS/BEP registration and bidding opportunities. Other possibilities to promote employment of businesses owned by minorities, females, and persons with disabilities will continue to be explored.

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 11/1/17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Lewis & Clark Community College - District #536 |
| **4) Name of College Appointed Contact for Vendors:** | Mary Schulte/Wendy Phipps |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Mary Schulte |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | CMS' Business Enterprise Program (BEP) certification of WBE, MBE, and PBE |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

| | | For Item 9 Enter Data in These 3 Columns | | |
|---|---|---|---|---|
| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 769,086 | 0 | 0 |
| *Investment Management Services* | *53080* | 9,303 | 0 | 0 |
| *Information Technology Services* | *53080* | 1,305,231 | 0 | 0 |
| *Accounting Services* | *53010* | 50,900 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 546,892 | 0 | 0 |
| *Legal Services* | *53050* | 235,064 | 0 | 0 |

**10) Total Number of Contracts Analyzed**

| | | For Item 10 Enter Data in These 3 Columns | | |
|---|---|---|---|---|
| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 35 | 0 | 0 |
| *Investment Management Services* | *53080* | 1 | 0 | 0 |
| *Information Technology Services* | *53080* | 42 | 0 | 0 |
| *Accounting Services* | *53010* | 1 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 9 | 0 | 0 |
| *Legal Services* | *53050* | 3 | 0 | 0 |

***Submission Instructions:***
***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

## Richland Community College District 537

*Excerpt from the Board of Trustees Policy Manual:*

### Policy 2.6.1.1 - Illinois Business Enterprise for Minorities, Females, and Persons with Disabilities Act Aspirations

In accordance with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575 /1), the Board instructs the College to set aspirational goals to increase the participation of businesses owned by minorities, females, and persons with disabilities in the College's purchasing process. Per the Act, the Board also instructs the College President to appoint a liaison to the Business Enterprise Council, and authorizes the President or designee to develop procedures to provide compliance with the Act.

#8 Specific Outreach Efforts to Increase the Use of Certified Vendors

Richland Community College has elected to use a variety of efforts to increase the use of Certified Vendors.

The following procedures have been implemented:

1. The college's Director of Purchasing sends out an annual statement at the beginning of each fiscal year to all employees involved in the purchasing process explaining the significance of the Business Enterprise for Minorities, Females, and Persons with Disabilities Act & outlining the College's aspirational goals for the next 12 months. This email also contains a copy of the College's purchasing procedures, which provide instruction on how procurement activities should be conducted under the Act.

2. The college's Director of Purchasing sends out a link to the online Business Enterprise Program's "Vendor Search" tool, and encourage the budget managers to utilize this tool when locating vendors.

3. The college's Director of Purchasing sends out a list of all vendors listed in the college's electronic purchasing system who qualify under the Act to all employees who are involved in the purchasing process.

4. The college has added language to its Purchase Order document that encourages vendors to notify the Director of Purchasing if the vendor qualifies under the Act. Vendors who are verified as meeting a recognized certification as identified as such in the college's electronic purchasing system.

5. The Director of Purchasing has cross-compared the vendors listed in the Business Enterprise Program's online "Vendor Search" tool with the vendors listed in the college's electronic purchasing system. Any vendors who were found to be a match have been identified as such in the college's electronic purchasing system.

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 10/27/17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Richland Community College #537 |
| **4) Name of College Appointed Contact for Vendors:** | Megan Moore |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Megan Moore 217-875-7211 Ext 6244 |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | CMS BEP certification, WBENC WBE certification, SBA WOSB certification, USBLN DSDP certification, City of Chicago M/WBE certification, National Minority Supplier Development Council MBE certification, SBA SDB certification |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 311,644 | 0 | 0% |
| *Investment Management Services* | *53080* | 0 | 0 | 0 |
| *Information Technology Services* | *53080* | 0 | 0 | 0 |
| *Accounting Services* | *53010* | 59,000 | 0 | 0% |
| *Architectural & Engineering Services* | *53030* | 291,847 | 0 | 0% |
| *Legal Services* | *53050* | 82,298 | 31,750 | 39% |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 5 | 0 | 0% |
| *Investment Management Services* | *53080* | 0 | 0 | 0% |
| *Information Technology Services* | *53080* | 0 | 0 | 0% |
| *Accounting Services* | *53010* | 2 | 0 | 0% |
| *Architectural & Engineering Services* | *53030* | 6 | 0 | 0% |
| *Legal Services* | *53050* | 3 | 1 | 33% |

***Submission Instructions:***
***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

# Business Enterprise for Minorities, Females, and Persons with Disabilities Contracts

**POLICY 714**

**Purpose**

This policy establishes the expectations of the College in meeting the goals of the Business Enterprise for Minorities, Females, and Person with Disabilities Act (30 ILCS 575/1).

**Policy Statement**

This Act establishes goals for all state agencies and public institutions of higher education to increase participation of businesses owned by minorities, females, and persons with disabilities for "State contracts", professional services contracts, and requirements for College compliance and reporting as defined by the Act ( 30 ILCS 657/1). The College will comply with all requirements and reporting to the Business Enterprise Council. A College liaison must be appointed who is responsible for submitting any reports and documents necessary. The Business Enterprise Council is managed through the Department of Central Management Services.

**Delegated Authorities**

The President, in cooperation with the Chief Financial Officer, assumes the overall responsibility for the administration of all activities related to purchasing and contract for supplies, materials, or work of the district and provisions within this policy.

**Exceptions**

There are no exceptions to this policy.

**Reporting**

Material issues related to this policy shall be reported to the Board of Trustees by the President and Chief Financial Officer at such times and in such format as determined appropriate, with emphasis on expediency.

**Responsibilities:**

The Chief Financial Officer shall perform the responsibilities assigned to this policy and the relevant portions of the Illinois Public Community College Act.

**PRIMARY RESPONSIBILITY: CHIEF FINANCIAL OFFICER**

**8.** The College will request all vendors submit a Vendor Information Form to capture the information necessary to track the expenditures each fiscal year. Only Business Enterprise Program (BEP) certified vendors will be recognized.

While the College will continue to follow purchasing policy, BEP certified vendors will be individually contacted to be made aware of opportunities to provide quotations or formal bids/proposals. The College will advertise once a year soliciting certified vendors to submit their information for the College to keep on file. Those BEP certified vendors responding to a formal bid/proposal must submit a current certification.

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 10/30/17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | John Wood Community College Distrcit #539 |
| **4) Name of College Appointed Contact for Vendors:** | Darla Snyder |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Susan Fifer 217-641-4201 |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | Business Entprise Program (BEP) Certification |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 127,388 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | #DIV/0! |
| *Information Technology Services* | *53080* | 747,949 | 0 | 0 |
| *Accounting Services* | *53010* | 34,425 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 1,140 | 0 | 0 |
| *Legal Services* | *53050* | 12,563 | 0 | 0 |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 2 | 0 | 0 |
| *Investment Management Services* | *53080* | 0 | 0 | #DIV/0! |
| *Information Technology Services* | *53080* | 115 | 0 | 0 |
| *Accounting Services* | *53010* | 1 | 0 | 0 |
| *Architectural & Engineering Services* | *53030* | 1 | 0 | 0 |
| *Legal Services* | *53050* | 4 | 0 | 0 |

***Submission Instructions:***
***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

540FY17 BEP Narrative #7

**Disadvantaged Business Enterprises- Heartland Community College Administrative Policy**

The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities[1] in public contracts. It is the policy of the College to promote the economic development of businesses owned by minorities, females, persons with disabilities, and veterans by setting aspirational goals to award contracts to businesses owned by minorities, females, persons with disabilities, and veterans for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 *et seq.* (the "Act") and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (the "Council").[2]

In support of this policy, the College will (1) encourage the participation of minority, female, persons with disabilities, and veteran owned businesses to the greatest extent feasible within the bounds of financial and fiduciary prudence and (2) take necessary steps to remove barriers to the full participation of such firms in the procurement and contracting opportunities afforded. The College will support administrative and staff members attendance at and participation in training sessions, workshops, conferences, and seminars dealing with procurement through qualified minority, female, persons with disabilities, and veteran-owned businesses in compliance with the Act.

In furtherance of the above:

1. The College President[3] shall appoint a liaison to the Council;
2. The College Liaison shall file an annual compliance plan with the Council, which shall include a copy of this Policy, signed by the College President, which shall outline and summarize the College's goals for contracting with businesses owned by minorities, females, and persons with disabilities, and veterans for the current fiscal year, the manner in which the College intends to reach these goals, a timetable to reach these goals, and procedures to support this Policy as specified by the Act[4];
3. The College Liaison shall file an annual report with the Council[5];
4. The College shall comply with all other requirements of the Act.

---

[1] As defined in 30 ILCS 575/2.

[2] This Council was created to implement, monitor, and enforce the goals of the Act. *See* 30 ILCS 575/5.

[3] *Id*

[4] 30 ILCS 575/6-(a).

[5] 30 ILCS 575/6(c).

[6] Procedure and policy was originally approved 8/24/16 as shown by president's signature below. Above version includes some corrections of minor typographical errors identified after signature affixed.

8/24/2016[6]
Date

This administrative procedure was originally approved by the president, Robert D. Widmer, on August 24, 2106, as shown above.

## 7.4 Purchasing

Heartland Community College shall establish procurement procedures consistent with the provisions of the Illinois Public Community College Act (Ill. Rev. Stat., Ch. 122, Par.103-27.1), and the maximum levels authorized by said statute.

The College shall establish procedures to set aspirational goals to award contracts to disadvantaged business enterprises consistent with the provisions of the State of Illinois' requirement that each college have a Business Enterprise Program (30 ILCS 575/0/01).
Adopted 9/17/91, Revised 9/21/93, Revised 10/21/08, Revised 9/20/2016

## 7.5 Prevailing Wage

The provisions of Illinois' Prevailing Wage Act shall be complied within all applicable work to be performed in the District.
Adopted 9/17/91, Revised 4/21/15

## 7.6 Investment of College Funds

Heartland Community College shall establish investment policy and procedures consistent with the provisions of the Public Funds Investment Act and the Illinois Public Community College Act.
Adopted 3/17/92, Revised 10/19/99, Revised 4/20/04, Revised 4/21/15

## 7.7 Fixed Assets

Heartland Community College shall establish fixed asset policy and procedures in compliance with the provisions of the Illinois Public Community College Act, the Federal Education Department General Administrative Regulations and generally accepted accounting principles.
Adopted 2/19/02; Revised 4/18/06, Revised 4/21/15

## 7.8 Travel, Meal and Lodging Expenses

Heartland shall establish procedures for reimbursement of travel, meal and lodging expenses for officers and employees consistent with Illinois' Local Government Travel Expense Control Act (Public Act 99-0604).
These procedures will include, at a minimum, the provisions set forth herein for the reimbursement of all College Board member and employee travel expenses.

### 7.8.1 Definitions

a. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

b. "Travel" means any expenditure directly incident to official College business travel by Board members or employees of the College

10/09/2017

**Heartland Community College District #540 Outreach Efforts and Goals for BEP Compliance**

Goals – to meet compliance requirements of the BEP. Narrative #8

The College has included the following clause in appropriate bid documents, contract and subcontract documents:

> *Heartland Community College is a public institution of higher education for the purposes of the Illinois Business Enterprise for Minorities Females, and Persons with Disabilities (MFPD) Act (30 Illinois Compiled Statutes 575/0.01 et seq.). Heartland encourages disadvantaged enterprise vendors to participate in Invitations to Bid, Request for Proposals and general purchasing. Contractor or supplier agrees to provide the College available BEP certification(s) or appropriate organizational information regarding subject.*

Additionally, the College will:

- Continue to identify and remove barriers to the participation of all small businesses for meeting requirements of the BEP.
- Participate in available small business, MBE/FBE/DBE training seminars. This goal was not attained in FY 17 due to the lack of a State budget. The College froze travel dollars in FY17, and therefore had no money to allocate to travel to any trainings or seminars. We will aspire to attend the next fiscal year.
- Attend minority business vendor fairs to recruit qualifying businesses. This was not attained do to the same rationale (lack of State budget) identified above.
- Check the Central Management Services database for registered and certified MBE/FBE/DBE vendors available for construction, engineering, insurance, audit, investment, technology, and accounting services, to expand and improve upon the existing bidders list used by the College. Heartland regularly checks the CMS database of approved vendors for updates and new additions.
- Publish a public notice that announces the College's wishes regarding the overall aspirational annual goal, and informing the public of the proposed goal. The notice shall include the aspirational goal statement and provide an address for submission of comments or to request more information. It will be published in general circulation media and if available, in minority-focused media. Due to the State budget and lack of funding, a public notice was not published due to costs in FY 17 for this purpose.
- Conduct business communication and outreach activities to increase participation.
- Encourage non-certified vendors to become certified with CMS/State of IL.
- Request information from purchasing partners, consortiums, etc., regarding collecting certified MBE/WBE/DBE vendor information and reporting on qualifications. Collect status of new and

existing HCC vendors and input identifying info into ERP/PeopleSoft system for tracking. This includes mailing letters to existing vendors to collect information.

- Annually perform efforts to meet identified participation aspirational goal.

# Community College Business Enterprise Program FY 2017 Annual Report

For Items 1-6 Enter Data in This Column

| | |
|---|---|
| **1) Submitted on:** | 10/27/17 |
| **2) Fiscal Year Reporting:** | 2017 |
| **3) Name and District Number of Community College District:** | Heartland Community College - District 540 |
| **4) Name of College Appointed Contact for Vendors:** | Valerie Crawford-Director of Administrative Services |
| **5) College Contact Person and Phone Number for Purposes of This Report:** | Valerie Crawford 309-268-8145 |
| **6) Identify the Certifications Recognized For Determining Whether a Business is Owned and Controlled by a Minority, Female or Person With a Disability** | As instructed in the Act and identified by the CMS website: MBE, FBE, DBE, PBE, VOB. |
| **7) College Policy concerning Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |
| **8) Specific Outreach Efforts to Increase the Use of Certified Vendors (Separate Narrative Required)** | *Narrative in Word format required. Please complete and send as an attachment to this annual report.* |

**9) Total FY 2017 Expenditure Analysis (prior fiscal year)**

For Item 9 Enter Data in These 3 Columns

| Vendor Categories | FMM accounting code guidance (include costs by vendor category even if charged to another account code) | Total Amount Paid in most current Completed Fiscal Year | Amount of Total Paid to Certified Vendors in most current Completed Fiscal Year | Actual Dollar % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 198,199 | 0 | |
| *Investment Management Services* | *53080* | 0 | 0 | |
| *Information Technology Services* | *53080* | 625,288 | 0 | |
| *Accounting Services* | *53010* | 58,899 | 0 | |
| *Architectural & Engineering Services* | *53030* | 27,424 | 0 | |
| *Legal Services* | *53050* | 222,729 | 0 | |

**10) Total Number of Contracts Analyzed**

For Item 10 Enter Data in These 3 Columns

| Vendor Categories | | Total Number of contracts in most current Completed Fiscal Year | Total Number of Certified Vendors in most current Completed Fiscal Year | Actual Vendor count % (aspirational goal is 20%) |
|---|---|---|---|---|
| *Insurance Services (Managers & Premiums)* | *53080, 56050, 56070* | 0 | | |
| *Investment Management Services* | *53080* | 0 | | |
| *Information Technology Services* | *53080* | 36 | | |
| *Accounting Services* | *53010* | 0 | | |
| *Architectural & Engineering Services* | *53030* | 3 | | |
| *Legal Services* | *53050* | 0 | | |

***Submission Instructions:***

***Please complete the spreadsheet and name it XXXFY17 BEP Report where XXX is your district number;***
***Please complete the required narratives in a WORD format and name it XXXFY17 BEP Narrative 7 & 8 (or individually) where XXX is your district number;***
***Attach the completed annual report (with narratives) to an email and send to jared.ebel@illinois.gov***

***Any questions contact: Jared Ebel, ICCB Ph 217-524-0504 or jared.ebel@illinois.gov***

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