ILLINOIS VETERAN-OWNED SMALL BUSINESS

GSA FEDERAL SURPLUS APPLICATION PROCESS
REQUIREMENTS

Do you meet the following fundamental requirements?
Does the Veteran business owner(s) meet the definition of a Veteran or Service-disabled Veteran as established in Title 38 CFR Part 74 or 13 CFR Part 125?
Is the business at least 51 percent owned by one or more Veteran(s) or Service-disabled Veteran(s)?
Does one or more Veteran(s) or Service-disabled Veteran(s) have full control over business operations?
Does the Veteran meet the minimum Verification eligibility requirements and have the required documents?
YES?

If you answered yes to all of those questions, you can start the application process!
To start the process, your business must have a D-U-N-S number. The Dun & Bradstreet D-U-N-S Number is a unique identifier for businesses. If you do not have a D-U-N-S number, go to www.dnb.com/govtduns & choose "Federal Government Contractors or Grantees DUNS Number Support" then Create a New DUNS Number. Questions? Call 866-705-5711
2 SAM REGISTRATION

Create a System for Awards Management (SAM) registration [https://www.sam.gov/SAM/](https://www.sam.gov/SAM/) and then proceed to the next step.
3. **DS OR ID.ME**

You must have either a DS or ID.ME account. Go to either one and logon or create your account. DS website is [https://myaccess.dmdc.osd.mil](https://myaccess.dmdc.osd.mil), or go to [ID.me](https://id.me) and logon. Then go to the next step.

4. **VIP ACCOUNT**

Create a Vendor Information Page (VIP) account [vetbiz.va.gov/vip](https://vetbiz.va.gov/vip) log into VIP and select “Apply for Verification” and then go to the next step.
Upload **required documents** into the VIP profile. View the required documents matrix for your business structure, e.g., LLC, Inc, etc. When complete, go to the next step.
Submit completed online application to the Center for Verification and Evaluation (CVE).
7. DETERMINATION LETTER
If your application is approved, you will receive a Determination Letter within approximately 90 days.

8. ILSASP GSA APPLICATION
Upon receipt of your approved determination letter, contact the Illinois State Agency For Surplus Property at 217-782-9748 to request a GSA Application be sent to you.
Certified Verification Counselors listed below are trained by the VA Center for Verification and Evaluation (CVE) to provide application assistance to SDVOSBs/VOSBs. Veterans are encouraged to contact a counselor in the state where their business is licensed or permitted to operate.

No problems? Go to the next step.
Your ILSASP GSA Application will be sent to you via fillable pdf or via PandaDoc, our document automation software. You must upload your Determination Letter and signed list of Authorized Representatives.

After review, ILSASP will provide your VOSB with a determination within 72 hours of receiving your application.
Once you have received approval, you can log in to GSAXcess to begin searching for federal surplus property.
Once you find property that you would like to request, you must contact ILSASP at 217-785-3354.
Once you request property and the request is approved, you are responsible for the cost associated with picking up or shipping the items you have been allocated.
14 FOLLOW THE REQUIREMENTS

You must hold onto property for a minimum of 18 months, some property (such as aircraft) are only on loan. You must recertify both with Vets First and the State of Illinois every three years.
QUESTIONS?
Contact the
Illinois State Agency For Surplus Property

Thomas Whitehead (Office Administrator): 217-782-9748
Joshua Foster (Storekeeper): 217-785-3354
Marc Patkus (Storekeeper): 217-558-4498
Rewa Boldrey (Acting Federal Programs Manager): 217-299-9135