WELCOME

OCTOBER 23, 2019
PRESIDENT
ZALDWAYNAKA Z SCOTT
CHICAGO STATE UNIVERSITY
GOVERNOR JB PRITZKER
STATE OF ILLINOIS
SPECIAL GUESTS

- Senator Kimberly Lightford, Majority Leader
- Senator Omar Aquino
- Senator Emil Jones, III
- Senator Elgie R. Sims, Jr.
- Representative Camille Y. Lilly
- Representative Elizabeth Hernandez, Assistant Majority Leader
DOs & DON’Ts FOR SUPPLIER DAY
Welcome

- We want to talk with you and learn from you today.

- We also want to make sure that there is a level playing field and every vendor has the same information about DoIT and what our plans are for what we may need to buy.

- There are some dos and don’ts regarding what we can talk about today to make sure that you are not disqualified from participating on a competitive solicitation.
What Gets Vendors Disqualified

A person or business can not bid or enter into a contract if the person or business assisted an employee of the State of Illinois, who, by the nature of his or her duties, has the authority to participate personally and substantially in the decision to award a State contract,

- by reviewing, drafting, directing, or preparing any invitation for bids, a request for proposal, or request for information;
- or by providing similar assistance

A person or business may not submit specifications to a State agency unless requested to do so by an employee of the State.
AUTHORIZED VENDOR ASSISTANCE

A Vendor May

- Review, draft, direct, or prepare any invitation for bids, a request for proposal, or request for information or provide similar assistance IF part of a publicly issued opportunity to review drafts of all or part of these documents.

- Initiate a communication with an employee to provide general information about products, services, or industry best practices and, if applicable, that communication is documented in accordance with Section 50-39.
AUTHORIZED VENDOR ASSISTANCE (CONT.)

A Vendor May

- Respond to a communication initiated by a State employee for the purposes of providing information to evaluate new products, trends, services, or technologies.

- Ask for clarification regarding a solicitation as long as there is no competitive advantage and the Q & A, if material, is posted to the Procurement Bulletin as an addendum to the solicitation.
State Employees Have to Report Some Communications

- Just because a conversation may have to be reported does not mean there was anything wrong about the communication. We have to report those communications to keep that playing field level and to make sure there is sunshine/transparency.

- Reportable communications are those received by a State employee who,
  - by the nature of his or her duties, has the authority to participate personally and substantially in the decision to award a State contract, and
  - that imparts or requests material information or makes a material argument regarding potential action concerning an active procurement matter, including, but not limited to, an application, a contract, or a project.
What Is a Reportable Communication?

A communication must:

- Be material
- Regard a potential action
- Pertain to an active procurement matter

Must have all three to be reportable.
Not Reportable

(i) statements by a person publicly made in a public forum;

(ii) statements regarding matters of procedure and practice, such as format, the number of copies required, the manner of filing, and the status of a matter;

(iii) unsolicited communications providing general information about products, services, or industry best practices before those products or services become involved in a procurement matter;
iv) statements made by a State employee of the agency to the agency head or other employees of that agency, to the employees of the Executive Ethics Commission, or to an employee of another State agency who, through the communication, is either,

- exercising his or her experience or expertise in the subject matter of the particular procurement in the normal course of business, for official purposes, and at the initiation of the purchasing agency or the appropriate State purchasing officer, or

- exercising oversight, supervisory, or management authority over the procurement in the normal course of business and as part of official responsibilities;
(v) communications received in response to procurement solicitations, including, but not limited to, vendor responses to a request for information, request for proposal, request for qualifications, invitation for bid, or a small purchase, sole source, or emergency solicitation, or questions and answers posted to the Illinois Procurement Bulletin to supplement the procurement action, provided that the communications are made in accordance with the instructions contained in the procurement solicitation, procedures, or guidelines;

(vi) communications that are privileged, protected, or confidential under law; and
(vii) communications that are part of a formal procurement process as set out by statute, rule, or the solicitation, guidelines, or procedures, including, but not limited to, the posting of procurement opportunities, the process for approving a procurement business case or its equivalent, fiscal approval, submission of bids, the finalizing of contract terms and conditions with an awardee or apparent awardee, and similar formal procurement processes.
Not Reportable

The provisions of this Section shall not apply to communications regarding the administration and implementation of an existing contract.

- Except communications regarding change orders or the renewal or extension of a contract are reportable.

No trade secrets or other proprietary or confidential information shall be included in any communication reported to the Procurement Policy Board.
REPORTING COMMUNICATIONS (CONT.)

What is Reported?

- Date, time, and duration of each communication;
- Identities of persons and individuals or entities represented, communicating, receiving, and responding;
- Action requested or recommended;
- Summary of the points made;
- Location of all persons involved in the communication;
- Telephone numbers if the communication occurred by telephone;
- Any other pertinent information.
REPORTING COMMUNICATIONS (CONT.)

Where and When is Report Made?
(http://www.illinois.gov/ppb/Pages/procurement-communications-reporting.aspx)

Reportable communications must be reported as soon as practicable,

• but in no event more than 30 days after receipt of the communication, or

• the first in a series of communications
Who Also Has To Report?

Lobbyists

When an oral communication made by a person required to register under the Lobbyist Registration Act is received by a State employee that is covered under this Section, all individuals who initiate or participate in the oral communication shall submit a written report to that State employee that memorializes the communication and includes the information required to be reported to the Procurement Policy Board.
Synopsis of Reportable Communications
The 5 Ws

Who: Employees who participate personally and substantially in decision to award. Lobbyists must also file written report of communications with state employee.

What: Communications that are material, regard a potential action, and relate to an active procurement matter.

When: Within 30 days after receipt of the communication.

Where: http://www.illinois.gov/ppb/Pages/procurement-communications-reporting.aspx

Why: For transparency and to ensure a level playing field for vendors.
Take Aways

- Vendors may communicate with State agencies—vendors just have to do it inside the boundaries.

- It is not a negative that conversations with State employees are being reported.

- A reportable conversation does not equal a vendor being disqualified from responding to the bid or offer.
Limitations

No officer, member, or State employee shall intentionally solicit or accept any gift from any prohibited source or in violation of any federal or State statute, rule or regulation.

- This includes spouses and immediate family living with the individual.

No prohibited source shall intentionally offer or make a gift that violates the Ethics Act.
Who at DoIT?

Full-time, part-time, non-independent contractual employees (i.e., 75-day contractors and personal services contractors).

What is a “Gift”?

Any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the employee’s official position.
Prohibited Sources

Any person or entity who:

- Seeks official action (employee or agency, not contracts)
- Does business OR seeks to do business (Actual/Possible Vendors!)
- Conducts activities regulated by the agency
- Has interests that could be substantially affected
- Is a State-registered lobbyist
- Is an agent, spouse, or immediate family member of the above categories.
Exceptions to the Gift Ban

Executive Order 15-09 mostly eliminated exceptions related to prohibited sources.

- No generic $100 per calendar year exception from prohibited sources.
- Reduction of food or refreshments from $75 per person per calendar year down to $0/de minimis.

Bottom Line: DoIT employees cannot accept lunches/dinners, concert/sport tickets, or anything of value from vendors or persons or businesses that seek to be vendors with the State.
DoIT’s PLAYBOOK
DoIT by the numbers

**AGENCY SCOPE**
- 1,214 DoIT Staff Size
- 46,575 Agency Users Supported
- 71% Infrastructure Transformation (completed)

**SERVICE DELIVERY**
- 139,303 Help Desk Tickets Opened with 91% Customer Satisfaction
- 152 Websites Supported
- 52,806 Email Accounts Supported
- 50,728 Service Requests with 89% Customer Satisfaction

**ENTERPRISE RESOURCE PLANNING**
- $14B Value of Vouchers Processed
- 1,850 Users Live

**INFORMATION SECURITY**
- 65,000 Devices Monitored
- 1.3B Averted Attacks (monthly)
- 18.6M Malicious Emails Blocked (monthly)

**FISCAL**
- $302.4M Total Expenditures (TMRF)
- $650M Spending Authority

**ILLINOIS CENTURY NETWORK**
- 3,636 Illinois Century Network Customer Locations
- 123,087 Miles (strand) of fiber owned by the Illinois Century Network

**FY 2019**

$14B Value of Vouchers Processed
1,850 Users Live
As a member of the Illinois Department of Innovation & Technology, the number one expectation is to function as ONE unit & adhere to our brand values. This team will be highly collaborative, be considered and perceived as the technology domain experts, and foster an environment of kaizen, innovation, and value creation. We will deliver solutions that are customer centric for the agencies we support and the residents we serve.
GUIDING PRINCIPLES

Enable those we support and serve.

Engage each other and our communities.

Explore what’s next and cultivate a can do culture.

Evangelize the value of technology and position DoIT as a progressive partner.

Eliminate Waste of unnecessary expense and effort passing on the value to the residents of Illinois.
FOUNDATIONAL PRIORITIES

Architecture
Maximize interoperability via service oriented architecture & create roadmaps.

Service Management
Create best practices for how we administer and maintain technology.

Program Management Office
Improve project governance and execution in achieving successful transformation.

Data and Analytics
Establish robust data practices & environments turning insights into action.

Information Security
Protect the data assets of the agencies & residents we support & serve.
FY20 OBJECTIVES

Prioritize customer service and customer experience for Agencies & Residents

Enterprise Resource Planning with improved governance and organizational change management

Innovation by exploring and applying new technologies and promoting STEM education

Technology Transformation utilizing a federated rather than a centralized model
Centralized

Strong coordination through central core team

Reports to single executive focused on creating efficiencies via common platforms and approaches

Accountable for enterprise-wide budget, resources, external technology partnerships, and strategy

Federated

Central core team develops enterprise programs, sets and enforces standards, manages enterprise systems

Core team has embedded resources aligned to the various departments to meet their unique requirements

Focuses on leveraging economies of scale and optimizing efficiencies whenever applicable

Decentralized

Departments own and operate independently with complete autonomy in design and strategy

Departments occasionally form councils to share best practices; little to no enforcement

Challenged to address enterprise change initiatives and a holistic customer experience
As a member of the Illinois Department of Innovation & Technology, the number one expectation is to function as ONE unit and adhere to our brand values. This team will be highly collaborative, be considered and perceived as the technology domain experts, and foster an environment of kaizen, innovation, and value creation. We will deliver solutions that are customer centric for the agencies we support and the residents we serve.

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<th>Guiding Principles</th>
<th>Enable</th>
<th>Engage</th>
<th>Explore</th>
<th>Evangelize</th>
<th>Eliminate Waste</th>
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<td>...those we support &amp; serve.</td>
<td>...each other &amp; our communities.</td>
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<td>Maximize interoperability via SOA &amp; create roadmaps.</td>
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<td>Protect the data assets of the agencies &amp; residents we support &amp; serve.</td>
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| FY20 Objectives | Prioritize customer service and customer experience for Agencies and Residents | Enterprise Resource Planning with improved & organizational change management | Innovation by exploring and applying new technologies and promoting STEM education | Technology Transformation utilizing a federated rather than a centralized model |
At least 51 percent owned and controlled by persons who are minority, women or designated as disabled.

Must be a United States citizen or resident alien.

Annual gross sales of less than $75 million.
LIST OF RECOGNITION ENTITIES

- City of Chicago
- Cook County
- METRA
- PACE
- Illinois Department of Transportation (IDOT)
- Chicago Transportation Authority (CTA)
- Women Business Development Council (WBDC)
- Chicago Minority Supplier Development Council (MSDC)
TYPE OF CERTIFICATIONS

- Minority Owed Business Enterprise (MBE)
- Women Minority Business Enterprise (WMBE)
- Women Business Enterprise (WBE)
- Persons with Disability Enterprise (PBE)
- Veteran Owned Small Business (VOSB)
- SDVOBE – Service Disable Veteran Owned Small Business (SDVOSB)
BEP and/or VBP Certification

Search or join our database of registered and/or certified vendors

- BEP and/or VBP Certification Directory
- Apply for BEP and/or VBP Certification

STARTING THE APPLICATION
Apply for Certification Online

Welcome! You are about to begin the online application for certification in the State of Illinois' Business Enterprise Program (BEP) and/or Veteran Business Program (VBP). Before continuing, please review the Certification Application Checklist and ensure that you have all of the necessary documents ready. If you do not have all necessary documents, your application's processing will be delayed.

To continue, please select an option below:

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<th>Renew Your Certification</th>
<th>New Certification</th>
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<td>I Know My Username &amp; Password</td>
<td>Your firm is not currently certified with the State of Illinois.</td>
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<tr>
<td>I Forgot My Username &amp; Password</td>
<td>➤ Login</td>
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<td></td>
<td>➤ Lookup Account</td>
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<td></td>
<td>➤ Create Account</td>
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After logging in to your account, you will be directed to the application form. You can also click the Apply for Certification link on the right side of the "Dashboard." If you require technical assistance while completing the application, please use our online support form.

STARTING THE APPLICATION
BREAK
RECONVENE
For small business questions and resources, text FIRSTSTOP to 72345.

Text ILSMALLBIZ to 22828 to sign up for our Small Business Connection Newsletter.
For more info on Illinois Small Business Development Centers, text SBDCS to 72345.

To find your nearest SBDC, text LOCATE to 72345.
For more info on Illinois Procurement Technical Assistance Centers, text PTACS to 72345.

To find your nearest PTAC, text LOCATE to 72345.
For more info on Illinois International Trade Centers, text ITCS to 72345.

To find your nearest ITC, text LOCATE to 72345.
To view proposed rules which could be of interest to small businesses, text REGFLEX to 72345.
ILLINOIS SMALL BUSINESS ENVIRONMENTAL ASSISTANCE PROGRAM

For more info on the Illinois Small Business Environmental Assistance Program, text SBEAP to 72345.
For more info on the Illinois Angel Tax Credit Program, text ANGELTAX to 72345.
For more info on the Office of Minority Economic Empowerment, text DCEOOMEE to 72345.
“Change will not come if we wait for some other person or some other time. We are the ones we’ve been waiting for. We are the change that we seek.”

- Former President Barack Obama
VENDOR DISCUSSIONS
RACHEL CANNING
PRESIDENT AND MANAGING PARTNER
RL CANNING, INC
ED BUCKSON
NATIONAL DIRECTOR DIVERSE ALLIANCES
XEROX CORPORATION
OPEN DIALOGUE
CLOSING COMMENTS