

**JOLIET JUNIOR COLLEGE
BUSINESS ENTERPRISE PROGRAM
PARTICIPATION & UTILIZATION PLAN GUIDE**

What is the Business Enterprise Program (BEP)?

Managed by the State of Illinois Central Management Services (CMS), the Business Enterprise Program (BEP) supports supplier diversity in state agency procurement, a category which has evolved to include community colleges.

As part of the program, a BEP Council is tasked to implement, monitor, and enforce the goals of the Business Enterprise for Minorities, Females and Persons with Disabilities Act (30 ILCS 575/). Under this Act, the Business Enterprise Program Council is required to ensure that businesses owned by minorities, females, and persons with disabilities are awarded at least 20% of the total dollar amount of State contracts.

To assist with sourcing, CMS provides public access to an electronic database of minority-, woman-, and persons with a disability-owned small businesses online at: <https://cms.diversitycompliance.com/>.

To determine whether your company qualifies and inquire about the certification process visit https://www2.illinois.gov/cms/business/sell2/bep/Pages/Vendor_Registration.aspx.

What is the Participation & Utilization Plan?

The BEP act requires a utilization plan for construction related projects. The utilization plan demonstrates how the vendor will satisfy the college's **20% BEP goal**, whether self-performed, through subcontracted services, and/or the sourcing of materials. Circumstances preventing vendors from satisfying this goal must be documented within the utilization plan.

Completing the Participation & Utilization Plan Form

The following information must be completed on the participation and utilization form for each project.

Company Name (page 6): Enter your company name (prime vendor submitting bid)

Solicitation Title (page 6): Enter the title of the bid

Reference Number (page 6): Enter the college's bid number (BXXXXX)

Goal Satisfaction Description (page 6): Select one of the provided statements.

- Vendor is a BEP certified firm and plans to meet the goal through self-performance
- Vendor has identified BEP subcontractor(s) to fully meet the established goal and submits the attached executed letter(s) of intent; or
- Vendor has made good faith efforts towards meeting the entire goal, or a portion of the goal, and hereby requests a waiver

Company representative (page 6): This is an individual from your company responsible for compliance with this BEP goal. Provide the following information.

- Name

- Title
- Phone Number
- Email Address

Demonstration of Good Faith Efforts (pages 6-7): Only complete if goal cannot be met.

From the list of actions provided, please place a checkmark next to the actions you've completed. If any of the following actions are not completed, you must attach a detailed written explanation indicating why such action was not completed. If any other efforts were made to obtain BEP participation in addition to the items listed below, attach a detailed description of such efforts.

Good Faith Efforts Contact Log (page 8): Only complete if goal cannot be met.

Please provide the following information for all BEP vendors you have contacted.

- Name of Certified BEP Company
- Date of Contact
- Method of Contact
- Scope of Work Solicited
- Reason Agreement was not Reached