

Welcome to the Pre-Submission Conference for JPMC Food and Grocery Items RFP 26-416CMS-BOSS4-B-50015

While we wait for others to join the Webex, please use the chat box feature to send a message to the HOST only:



Enter your name, company and contact information.

Please remain muted during the conference unless you are speaking.

This conference will be recorded to ensure that all questions received are transcribed accurately and afforded a response in the Question-and-Answer Amendment document.

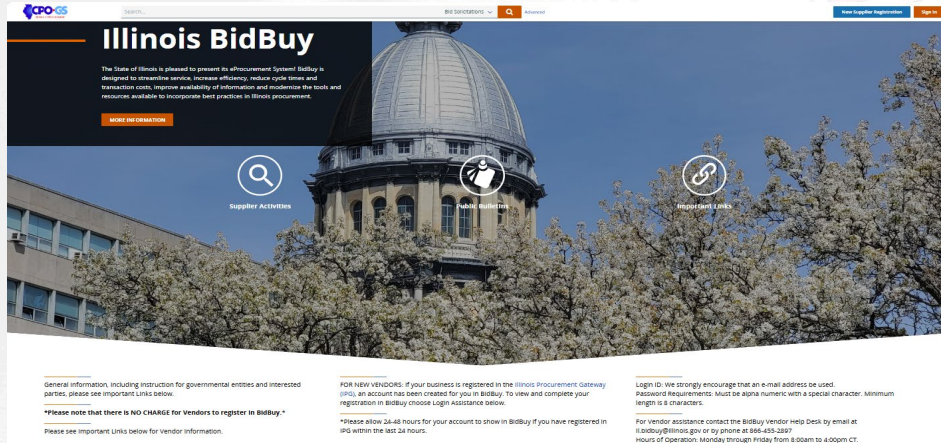


State of Illinois

CMS
Illinois Department of
Central Management Services

JPMC Food and Grocery Items RFP Highlights

If you need assistance in uploading documents and/or submitting your Quote in BidBuy, contact our Help Desk.



On the BidBuy homepage, scroll down below the picture to find the information:

For Vendor assistance contact the BidBuy Vendor Help Desk by email at il.bidbuy@illinois.gov or by phone at 866-455-2897. Hours of Operation: Monday through Friday from 8:00am to 4:00pm CT.



JPMC Food and Grocery Items RFP Highlights

JPMC Food and Grocery Items RFP B-50015 Review

Section A	Scope of Work
Section B	Current Conditions
Section C	Proposal Requirements
Section D	Evaluation Procedures
Section E	Administrative Requirements
Section F	Proposal Forms
Section G	Attachments and Exhibits

JPMC Food and Grocery Items RFP Highlights

Section A Scope of Work

Section A. SCOPE OF WORK

A.1. OVERVIEW AND PURPOSE

This solicitation is issued by the Illinois Department of Central Management Services (CMS) in cooperation and agreement with the Chief Procurement Officer for General Services. CMS is soliciting Offerors to establish a Joint Purchase Master Contract (JPMC) to enable governmental units and qualified not-for-profit agencies to purchase food and grocery items on an as-needed basis during the contract period.

Offeror agrees to extend all terms and conditions, specifications, and pricing or discounts specified in the contract for the items in the contract to all governmental units and qualified not-for-profit agencies. All terms and conditions in the contract shall apply with full force and effect to all purchase orders issued against this contract.

The supplies or services subject to the JPMC contract shall be distributed or rendered directly to each governmental unit or qualified not-for-profit agency. Offeror shall bill each governmental unit or qualified not-for-profit agency separately for its actual share of the costs of the supplies or services purchased. The credit or liability of each governmental unit or qualified not-for-profit agency shall remain separate and distinct. Disputes between Offerors and governmental units or qualified not-for-profit agencies shall be resolved between the affected parties.

A.3. SCHEDULE & BUDGET

A.3.1. While no minimum volume is guaranteed, the estimated (but not limited to) volume for food and grocery items purchased under the proposed Contract is \$350,000,000.00. This estimate is based on the anticipated volume of the State and current sales within the current State Contract.

A.3.2. Budget

A. Exhibit B - JPMC Food and Grocery Items State Usage Report FY24

B. Exhibit C - JPMC Food and Grocery Items State Usage Report FY25

A.3.3. Schedule

Date	Description
May 2026	RFP posting
June 9, 2026, at 2pm	Pre-Submission Conference
June 16, 2026, Close of Business	Last day for written questions
June 23, 2026	Amendment posting the Questions and Answers
July 8, 2026, at 2pm	RFP Closing- Proposals due
July 2026	Responsiveness Reviews
August 2026	Proposed Technical Solution (Mandatory Requirements with Evidence, Desirable Elements) and Commitment to Diversity (C2D) Evaluation Scoring
August 2026	Final Scoring (Proposed Technical Solution (Desirable Elements), and Commitment to Diversity (C2D))
September 2026	Pricing Reviews
September 2026	Best and Final Offer (BAFO) Negotiations
October 2026	Notice of Award
November 2026	Contract Execution

A.2. DESIRED OUTCOMES OF THIS PROJECT/ENGAGEMENT

- A.2.1. The resulting contract(s) with the awarded Offeror(s) shall have a term of five (5) years.
- A.2.2. The State reserves the right to award multiple Contracts from this solicitation. In the event multiple Contracts are awarded, primary, secondary, tertiary will be determined in order of high to low evaluation points of the Offerors.
- A.2.3. The State is seeking to optimize our pricing and enhanced qualitative offerings through a program which offers access to nationally contracted food and supply products.
- A.2.4. The financial value of this program is realized by members at the time the order is placed, inclusive of all discounts and rebates. This value is immediate, truly reducing food cost at the time of delivery, without waiting for rebate checks.
- A.2.5. The State seeks to insulate against market swings with inflation protection. Contracts provide price protection, often firm pricing and pre-negotiated price increase caps helping to hedge against un-sustained price increases and inflation swings throughout the term of the Contract.
- A.2.6. The Offeror will provide food and grocery items statewide, including, but not limited to, items in the following categories, in all available sizes, including bulk:

A.4. UNIQUE CONSIDERATIONS

- A.4.1. G2B PunchOut for BidBuy: BidBuy is the electronic procurement system in use by State Agencies under the jurisdiction of the Chief Procurement Office for General Services. BidBuy attachment (Exhibit D) named "PunchOut Vendor Guide for Implementing G2B PunchOuts in BidBuy" discusses the technical requirements necessary for the PunchOut to the State's eProcurement system. Any necessary programming and associated costs are the responsibility of the awarded Vendor(s).
- A.4.2. The Offeror is not required to utilize the 'PunchOut' to process purchase orders submitted through BidBuy. However, if the vendor chooses not to utilize the PunchOut, then they must have an online ordering system for processing of purchase orders. All State Agencies are required to place orders against Joint Purchase Master Contracts in BidBuy regardless of how the orders are initially placed with the awarded Vendor.

JPMC Food and Grocery Items RFP Highlights

Part B Current Conditions

Section B. CURRENT CONDITIONS

B.1. OVERVIEW & BACKGROUND

- B.1.1. The State purchased over 1,691,808 cases of food in Fiscal Year 2025. The State spent \$67,354,288.23 in Fiscal Year 2025.
- B.1.2. The State spent \$55,922,110.20 in Fiscal Year 2024.
- B.1.3. The State currently has a Punchout with MJ Kellner for Food and Grocery Items.
- B.1.4. Includes the following items at a discounted savings percentage:
 - A. Dietary Food Supplements
 - B. Bakery Products
 - C. Dairy Products
 - D. Frozen Food Items
 - E. Perishable Food Items
 - F. Grocery Staples and Miscellaneous Items
 - G. Bulk Food Items
 - H. Religious Dietary Food Items

B.2. VOLUMES & QUANTITIES

- B.2.1. While no minimum volume is guaranteed, the estimated (but not limited to) volume for food and grocery items purchased under the proposed Contract is \$350,000,000.00. This estimate is based on the anticipated volume of the State and current sales within the current State Contract.
- B.2.2. See attached Exhibits:
 - A. Exhibit B - JPMC Food and Grocery Items State Usage Report FY24
 - B. Exhibit C - JPMC Food and Grocery Items State Usage Report FY25

B.3. AREAS OF CONCERN/CHALLENGES

- B.3.1. Bi-weekly delivery schedule.
- B.3.2. Weekly delivery schedule.

- B.3.3. Online ordering system, whether the Offeror chooses to utilize their own online ordering system, or through integration of the BidBuy "PunchOut" process.
- B.3.4. All packaging shall be in accordance with good commercial practice. Labeling shall be in accordance with national UPC barcoding complying with the Federal Food, Drug and Cosmetic Act and regulation promulgated thereunder. USDA nutritional labels shall be included on products delivered to institutions requested this labeling (such labeling is mandatory for purchasers receiving National School Lunch Program reimbursement). Shipping containers shall follow the National Motor Freight Classification and Uniform Freight Classification Code.
- B.3.5. All meats, poultry, and seafood products shall be vacuum packed when practicable. In all instances the packaging will protect the product from freezer burn and contamination.
- B.3.6. Frozen product must be processed and packed to allow removal of the individual units from the container without damage to that or other units. The intent is to be able to remove only that amount of product required for current needs, without the necessity of defrosting.
- B.3.7. Products for individual purchasers/dining facilities must be segregated. The intention is to provide expeditious off-loading and delivery to the purchaser.
- B.3.8. All food and beverage products shall be identified with readable dates (open code dates), or coded dates, as determined by the type of product delivered. For semi-perishable, shelf stable items, open dating is preferred, but code dating is acceptable. If the contractor does not use open dating, they shall provide a product code number key to each purchasing entity. Items other than semi-perishable, shelf stable products must have readable, open code dates clearly showing the use by date, date of production, date of processing/pasteurization, sell by date, "Best if Used by Date", or similar markings.
- B.3.9. To ensure that the carrier and the receiving agency properly handle and store items, standard commercial precautionary markings such as "KEEP FROZEN", or "KEEP REFRIGERATED" etc. shall be used on all cases when appropriate.
- B.3.10. To the maximum extent possible or when requested by purchaser, nutritional and ingredient labels shall be placed on the product packaging.
- B.3.11. Offeror represents and warrants that any food items sold pursuant to this JPMC shall conform to this JPMC and purchaser's purchase order, shall be fit and safe for the intended purposes, shall be free from defects in materials and workmanship, and shall be produced and delivered in full compliance.
- B.3.12. Offeror shall ensure that the products sold through this contract are products processed and packed from the latest pack available or the latest seasonal pack. All products delivered shall be as fresh as possible and noted with the manufacturer's established shelf life (i.e. Best if Used by Date, Expiration Date, or other markings).
- B.3.13. For annual pack items, products will be from the latest seasonal pack available, unless specifically authorized by the purchaser.
- B.3.14. Offeror shall utilize a supplier selection or certification program to ensure standardized product quality for each item supplied and/or listed in the stock catalogs, regardless of supplier. The product quality shall equal that described in

B.4. STRENGTHS

- B.4.1. Online ordering system, whether the Offeror chooses to utilize their own online ordering system, or through integration of the BidBuy "PunchOut" process.
- B.4.2. Governmental units, other than State agencies, or qualified not-for-profit agencies will use their own purchasing ordering system. Orders may be placed with the Vendor (Monday-Friday) via telephone, with a written electronic communication (e-mail) to follow.

B.5. FIGURES, DIAGRAMS, & REFERENCE DOCUMENTS

- B.5.1. Exhibit A - State of Illinois Facilities List
- B.5.2. Exhibit B - JPMC Food and Grocery Items State Usage Report FY24
- B.5.3. Exhibit C - JPMC Food and Grocery Items State Usage Report FY25
- B.5.4. Exhibit D - Punchout Vendor Guide for Implementing G2B Punchouts in BidBuy
- B.5.5. Exhibit E - Standard Terms and Conditions

JPMC Food and Grocery Items RFP Highlights

Part C Proposal Requirements

Section C. | PROPOSAL REQUIREMENTS

Only Electronic Submissions through BidBuy of Offers will be Accepted

C.1. REQUIRED DOCUMENTS TO COMPLETE AND SUBMIT

The Offeror shall submit the listed documents in BidBuy under the Attachments tab in the appropriate "Required Attachments" spaces.

- Vendor Disclosure or IPG Active Registered Vendor Disclosure
- Technical response
- Offer to the State of Illinois
- Commitment to Diversity
- BEP Utilization Plan

NOTE: Documents signed by persons other than the President, CEO, Owner, or Executive Director, should submit a signature authority letter with the bid.

Blank documents may be found on the Chief Procurement Officer for General Service's website at <https://cpg-general.illinois.gov/solicitation-and-contract-templates.html> and on the BidBuy posting under "File Attachments:". Business Enterprise Program/Veterans Small Business Program Utilization Plan may be downloaded from the Commission on Equity and Inclusion's website at <https://cei.illinois.gov/purchasing-entity-resources/compliance.html>.

Failure to submit Vendor Disclosure or IPG Active Registered Vendor Disclosure, as applicable, and the Utilization Plan(s), as applicable, with the Offer submitted in BidBuy shall render the Offer non-responsive.

Offerors are required to submit their response to the State's solicitation through BidBuy. Any information sent to the State outside of BidBuy, for example by US Mail, FedEx, UPS, e-mail, or hand delivery, will neither be accepted nor considered. Offeror submissions will only be considered if they are received through BidBuy and on or before the time and date indicated as the "Bid Opening Date" on the BidBuy posting. Any required attachments must be submitted via BidBuy.

C.2. DUE DATE AND TIME FOR SUBMISSION OF OFFERS

Each solicitation contains the Offer due date and time, appearing as the "Bid Opening Date:" on the BidBuy posting. Offeror shall submit Offers in BidBuy, and the State shall open Offers electronically in BidBuy on the "Bid Opening Date". The Offer must remain firm for 180 days from opening.

C.3. CONFLICT BETWEEN INFORMATION IN ELECTRONIC DOCUMENTS AND ON BIDBUY

If the State provides information in electronic documents (i.e., the RFP and other attachments) that is different or in conflict with the information the State provides on BidBuy, then the information in electronic documents is presumed to represent the State's intent. If the Offeror provides information in electronic documents that is different or in conflict with the information the Offeror provides in BidBuy through their Seller Account, then the information in electronic documents shall represent the Offeror's intended submission.

C.4. PUBLISHED PROCUREMENT INFORMATION

The State publishes procurement information, including solicitations, awards, and amendments, on the Chief Procurement Officer for General Services' Illinois Procurement Bulletin, known as the Bulletin or BidBuy (<https://www.bidbuy.illinois.gov/bso/>). Procurement information may not be available in

C.5. INFORMATION CONTACT

The individual listed in the "Info Contact:" field on the BidBuy posting shall be the single point of contact for this solicitation. Unless otherwise directed, Offeror should only communicate with the Information Contact. The State/Agency shall not be held responsible for information provided by or to any other person.

Suspected errors should be immediately reported to the Information Contact. Do not discuss, directly or indirectly, the solicitation or any Offer with any State officer or employee other than the Information Contact.

C.6. OFFEROR QUESTIONS AND AGENCY RESPONSE

All questions, other than questions raised at the Pre-Submission Conference, pertaining to this solicitation must be submitted in writing to the Information Contact no later than *five (5) business days after the pre-bid conference, by 5:00 PM (CST)*. Questions received and Agency responses may be posted as a Bid Amendment to the original solicitation on BidBuy; only these posted answers to questions shall be binding on the State. Offeror is responsible for monitoring BidBuy and BidBuy email notifications.

C.7. PRE-SUBMISSION CONFERENCE

The Agency may conduct a Mandatory or Non-Mandatory Pre-Submission Conference, listed in the "Pre-Bid Conference:" field of the BidBuy posting. Please refer to BidBuy for this information.

If attendance is mandatory, Offeror (current contractor included) will be disqualified and considered non-responsive if Offeror does not attend, is not on time, leaves early, or fails to sign the attendance sheet. Offeror must allow adequate time to accommodate security screenings at the site.

JPMC Food and Grocery Items RFP Highlights

C.8. SMALL BUSINESS SET-ASIDE

In the Bulletin posting, if "Yes" is shown to the question "Is this a Small Business Set-Aside Procurement?", then Offeror must be registered by the Illinois Small Business Set-Aside Program at the time Offers are due for the Offer to be evaluated. For requirements on qualifying Offeror's business in the Small Business Set-Aside Program, please go to the Chief Procurement Office for General Service's website at <https://cpo-general.illinois.gov/sell-2-illinois.html>.

C.9. BUSINESS ENTERPRISE FOR MINORITIES, WOMEN, AND PERSONS WITH DISABILITIES ACT PARTICIPATION AND UTILIZATION PLAN

The BidBuy posting indicates whether this solicitation contains a goal to include businesses owned and controlled by minorities, women, and persons with disabilities. If this solicitation contains a goal, then failure to complete and submit a Utilization Plan, including documentation demonstrating good faith efforts when requesting a waiver, shall render the Offer non-responsive. 30 ILCS 575/4(e). All questions regarding the subcontracting goal must be directed to the Information Contact indicated in BidBuy no later than five (5) business days after the pre-bid conference, by 5:00 PM (CST).

BEP Goal: 9%

The following NIGP Codes were used to calculate the Business Enterprise Program (BEP) goal.

393-88	Vinegar
393-89	Wheat Germ
393-90	Yeast
Janitorial Supplies, General Line	
485-18	Cleaner, Heavy Duty Degreaser, Including Oven Cleaners
Paper and Plastic Products, Disposable	
640-26	Fiber Type Dishes, Trays, Oil Pans, Parts Trays, etc., Disposable
640-60	Plastic and Styrofoam Products: Cups, Forks, Plastic Coated Dishes, Plastic Food Wrap, Cooking Bags, Sandwich

Go to <https://cei.illinois.gov/vendor-resources/get-bep-certified.html> for complete requirements for BEP certification. Go to State of Illinois Commission on Equity and Inclusion at <https://supplierdiversitymanagementportal.illinois.gov/home.aspx> to search for certified BEP vendors.

C.10. SECURITY

Bid/Performance Bond: N/A. If a bond is required, Offeror must submit the Bid Bond with your offer or Performance Bond to the Information Contact within ten (10) days after contract execution. The bond must be from a surety licensed to do business in Illinois. An irrevocable letter of credit is an acceptable substitute. The form of security must be acceptable to the State.

C.11. TERMS AND CONDITIONS

Standard Terms and Conditions will become a part of any resulting contract. To view the Standard Terms and Conditions, please go to

<https://cpo-general.illinois.gov/solicitation-and-contract-templates.html>.

JPMC Food and Grocery Items RFP Highlights

Section D. EVALUATION PROCEDURES

D.1. EVALUATION PROCESS

- D.1.1. The State assesses each Offer for Responsibility (E.10) and Responsiveness. The State considers the information provided and the quality of that information when assessing Offers. If the State finds a failure or deficiency, the State may reject the Offer or reflect the failure or deficiency in the assessment.
- D.1.2. There are three scored parts to each proposal – technical, commitment to diversity, and pricing. Each part of the proposal is evaluated and ranked independently of the other parts of the proposal. The results of the evaluation of all three parts shall be used in ranking the proposals.
- D.1.3. The State reserves the right to award multiple contracts from this solicitation. The award of multiple contracts is to be determined upon receipt and review of all proposals and based upon the general criteria provided herein.
 - A. Offerors will be evaluated based on advantages and disadvantages to the State that might result from making more than one award (multiple awards).
 - B. Primary, secondary, and/or tertiary will be determined in order of highest ranked total evaluation points (Technical Requirements + Commitment to Diversity + Price).
 - a. For example, the Offeror who receives the highest overall rank based on the total evaluation points will be awarded the Primary contract.
 - b. End-users will contact awarded Vendors in that order for use of any resulting contracts.
 - c. CMS reserves the right to determine what is reasonable and whether multiple awards are advantageous for the State.
 - C. This notice of multiple awards does not preclude the State from awarding a single Contract.

The State may award to the most responsive and responsible offeror whose offer best meets the specified criteria.

D.2. RESPONSIVENESS

A responsive offeror is one who submits an offer that conforms in all material respects to the Request for Proposal and includes all required forms.

- D.2.1. The State will determine whether the Offeror complied with the instructions for submitting offers. Except for late submissions, and other requirements that by law must be part of the submission, the State may require that an Offeror correct deficiencies as a condition of further evaluation.

D.3. EVALUATION METHODOLOGY

The Technical Requirements are described in Sections F.2., F.3., and F.5. The State evaluates the Technical Requirements without consideration of price.

- D.3.1. Total Number of Points Available for Technical Requirements is: **400**
- D.3.2. Offeror shall complete and return Sections F.2., F.3.
- D.3.3. Relative Weight in Point Format

Technical Requirements	Points Available
Proposed Technical Solution (Desirable elements)	400

D.4. COMMITMENT TO DIVERSITY ELEMENTS

Sections 20-15 and 35-30 of the Illinois Procurement Code (30 ILCS 500/) require offerors to be evaluated on their commitment to diversity. The points available for Commitment to Diversity are described in Section F.4. and are equivalent to 20% of the Technical Requirements points. The State evaluates Commitment to Diversity without consideration of price.

- D.4.1. The total number of points for Commitment to Diversity is **80**.
- D.4.2. Offeror shall complete and return Section F.4 Commitment to Diversity
- D.4.3. Commitment to Diversity Categories: The percentages at the end of each section reflect the weighted distribution of points available identified in D.4.1.

D.5. MINIMUM REQUIRED POINTS

Requests for Proposal may specify that offerors must receive a minimum number of points in their Technical and Commitment to Diversity proposals combined to be considered for price evaluation and award.

The State determines how well offers meet the Technical and Commitment to Diversity requirements and rank the offers from best to least qualified using a point ranking system (unless otherwise specified) as an aid in conducting the evaluation. Offerors who receive fewer than the minimum required points will not be considered for price evaluation and award.

- D.5.1. The total number of available points for Technical and Commitment to Diversity is **480**.
- D.5.2. A minimum of **336** of the available (Technical and Commitment to Diversity) points are required for price evaluation and award consideration.

D.6. PRICE

The State opens Price proposals after evaluating all Technical and Commitment to Diversity proposals.

If the State does not consider the price to be fair and reasonable and negotiations fail to meet an acceptable price, the State reserves the right to cancel the award and take appropriate action to meet the needs of the State. The State determines whether the price is fair and reasonable by considering the offer, including the offeror's qualifications, the offeror's reputation, all price proposals submitted, other known prices, the project budget, and other relevant factors.

- D.6.1. The total number of points for Price is **192**.
- D.6.2. The State will determine Price points using the following formula:

$$\text{Maximum Price Points} \times (\text{Lowest Price} / \text{Offeror's Price}) = \text{Total Price Points}$$

D.7. MAXIMUM AVAILABLE POINTS

The maximum number of points is **400** (Technical) + **80** (Commitment to Diversity) + **192** (Price) = **672** maximum available points.

JPMC Food and Grocery Items RFP Highlights

Section E Administrative Requirements

Section E. ADMINISTRATIVE REQUIREMENTS

E.1. GOVERNING LAW AND FORUM

Illinois law and rules govern this solicitation and any resulting contract. Offeror must bring any action relating to this solicitation or any resulting contract in the appropriate court in Illinois. This document contains statutory references designated with "ILCS". To view the full text, go to <https://ilga.gov/Legislation/ILCS/Chapters>. The Illinois Procurement Code (30 ILCS 500) and the Standard Procurement Rules (44 ILL. ADM. CODE PART 1) are applicable to this solicitation. To view them respectively, go to [Illinois General Assembly - 30 ILCS 500/ Illinois Procurement Code](#) and [Illinois General Assembly - ADMINISTRATIVE CODE](#).

E.2. PUBLIC RECORDS AND REQUESTS FOR CONFIDENTIAL TREATMENT

Offers become the property of the State. All offers will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless Offeror requests in its Offer that the State treat certain information as confidential. A request for confidential treatment will not supersede the State's legal obligations under FOIA. The State will not honor requests to keep entire Offers confidential. Offerors must show the specific grounds in FOIA or other law or rule that support confidential treatment. Regardless, the State will disclose the successful Offeror's name, the substance of the Offer, and the price.

If Offeror requests confidential treatment, Offeror must submit additional copy/copies (see Instructions for Submission of Offers in Section C.) of the Offer with proposed confidential information redacted. This redacted copy must tell the general nature of the material removed and shall retain as much of the Offer as possible. In a separate attachment, Offeror shall supply a listing of the provisions identified by section number for which it seeks confidential treatment and identify the statutory basis or bases under Illinois law, including a detailed justification for exempting the information from public disclosure.

Offeror will hold harmless and indemnify the State for all costs or damages associated with the State defending Offeror's request for confidential treatment. Offeror agrees that the State may copy the Offer to facilitate evaluation, or to respond to requests for public records. Offeror warrants that such copying will not violate the rights of any third party.

E.7. AWARD

The State is not obligated to award a contract pursuant to this solicitation. If the State issues an award, the award will be made to the responsive and responsible offeror whose offer best meets the specified criteria unless otherwise permitted by the Illinois Procurement Code and Illinois Administrative Code. However, if the State does not consider the price to be fair and reasonable and negotiations fail to meet an acceptable price, then the State reserves the right to cancel the award and take appropriate action to meet the needs of the State. The State will determine whether the price is fair and reasonable by considering the offer, including the offeror's qualifications, the offeror's reputation, all prices submitted, other known prices, the project budget and other relevant factors. The State will post a notice to the Bulletin identifying the apparent most responsive and responsible offeror.

E.8. INVOICING ADDRESS

The awarded Vendor shall invoice at the completion of the contract unless invoicing is tied in the contract to milestones, deliverables, or other invoicing requirements agreed to in the contract. The Bulletin posting contains the "Bill-to Address:" where invoices should be sent.

The Vendor shall either provide an itemized invoice to the ordering entity or provide the packing list(s) associated with the invoice.

Vendor shall not bill for any taxes unless accompanied by proof that the State is subject to the tax. If necessary, Vendor may request the applicable Agency's Illinois tax exemption number and Federal tax exemption information.

E.9. PROTEST REVIEW OFFICE

Offeror may submit a written protest to the Protest Review Office following the requirements of the Standard Procurement Rules. 44 ILL. ADM. CODE 1.5550. For protests related to specifications, the Protest Review Office must physically receive the protest no later than fourteen (14) days after the solicitation or related addendum was posted to the Bulletin. For protests related to rejection of individual proposals or awards, the protest must be received by close of business no later than fourteen (14) days after the protesting party knows or should have known of the facts giving rise to the protest. The Protest Review Office's information is as follows:

Chief Procurement Office
Attn: Protest Review Office
Email: cpoqs.pro@illinois.gov

E.10.3. Awarded offerors must always have financial resources sufficient, in the opinion of the State, to ensure performance of the contract and must provide proof upon request. The State may require a performance bond if, in the opinion of the State, it ensures performance of the contract. The State may terminate the contract, consistent with the termination for cause provision of the contract, if the vendor lacks the financial resources to perform under the contract.

E.10.4. The State may require that an offeror correct any deficiencies as a condition of further evaluation.

E.11. BidBuy Terminology and Guidance: BidBuy is an online e-procurement system. There may be some difference between the procurement terminology used in this solicitation and the terms used in BidBuy. Please learn more about BidBuy by accessing the online resources found here:

<https://pathway2procurement.illinois.gov/bidbuy.html>

Sections A to E, DO NOT need to be returned with your proposal.

JPMC Food and Grocery Items RFP Highlights

Part F Proposal Forms

Part F Proposal Forms Continued—F.1. Contract Requirements

Section F. PROPOSAL FORMS

Offeror must complete and return:

- The following three (3) tables include: Contract Requirements (Section F.1), and Technical Requirements: Mandatory Requirements with Evidence (Section F.2), and Proposed Technical Solution (Section F.3)
- Commitment to Diversity (Section F.4)
- Offer to the State of Illinois

Please read and follow each instruction carefully.

F.1. CONTRACT REQUIREMENTS

Please read each contract requirement carefully in F.1. These contract requirements shall be included in any contract resulting from this solicitation.

CONTRACT REQUIREMENTS	
F.1.1	The Vendor shall possess and maintain all federal, state, and local licenses, registration and certifications necessary to fulfill the requirements of this Contract. Throughout the Contract term, at the request of the State, Offeror must provide to the State a current means to validate or authenticate Offeror's food distributor and wholesaler licensing requirements relative to the products and/or services offered under the Contract.
F.1.2	Delivery will be made F.O.B. Destination with all transportation and handling paid by the Offeror to any governmental unit or qualified not-for-profit agency location within the State of Illinois.
F.1.3	Backordered or discontinued items shall be clearly annotated. Price and specification must match purchase order details.
F.1.4	Packing lists showing order number provided to the Offeror must be furnished with each shipment.
F.1.5	The Vendor shall either provide an itemized invoice to the ordering entity or provide the packing list(s) associated with the invoice.

By submitting an offer to this solicitation. The offeror agrees that they will meet the contract requirements in Section F.1.

By submitting an offer to this solicitation. The offeror agrees that they will meet the contract requirements in Section F.1.

JPMC Food and Grocery Items RFP Highlights

Part F Proposal Forms Continued—F.3. Proposed Technical Solution – Desirable Elements

F.2. MANDATORY REQUIREMENTS WITH EVIDENCE – N/A

F.3. PROPOSED TECHNICAL SOLUTION – DESIRABLE ELEMENTS

Please explain how your organization meets or will meet each of the desirable elements. Use the column on the right to indicate the section and page number of your proposal where your response to each item may be found.




PROPOSED TECHNICAL SOLUTION – DESIRABLE ELEMENTS	Point Value	Proposal Section and Page Number
<p>F.3.1. Offeror to provide and describe their company food catalog.</p> <p>A. Provide the quantity of line items available that are commonly purchased by the State.</p> <p>B. Provide the categories of food provided by Offeror.</p> <p>C. Provide the current assortment of availability to meet the State's food and grocery items, including the full breadth of the Offeror's catalog.</p> <p>D. Describe how participating entities will access nutritional and product information.</p> <p>E. Provide details about religious food options.</p> <p>F. Provide details about seasonal/holiday food options.</p>	115	
<p>F.3.2. Offeror to provide their company experience related to the requested products and/or services proposed.</p> <p>A. Past performance.</p> <p>B. Offeror's reputation in the marketplace.</p> <p>C. U.S. Market Share for the solution that Offeror is proposing.</p> <p>D. Experience working with public sector customers.</p> <p>E. Exhibited understanding of public procurement purchasing.</p> <p>F. What differentiates your company from competitors?</p>	25	
<p>F.3.3. Offeror to provide their Product Management Plan – Ability to provide and perform the required services for the Contract.</p> <p>A. Customer onboarding process.</p> <p>B. Offerors ability to perform towards the requirements and desired specifications.</p> <p>C. Offerors should provide their food distributor license, wholesale food license, transport licenses, and any other federal/state/local</p>	80	

PROPOSED TECHNICAL SOLUTION – DESIRABLE ELEMENTS	Point Value	Proposal Section and Page Number
<p>license requirements required to meet the needs under this contract.</p> <p>D. Electronic on-line catalog, ease of order entry and suitability for the State's needs.</p> <p>E. Breadth of Offeror's on-line resources for governmental units and qualified not-for-profit agencies.</p> <p>F. Include Customer Service Department information (hours of operation, number of service centers, etc.)</p>		
<p>3.4. Offeror to describe their ability to provide statewide delivery and their ability to meet the State delivery schedules.</p> <p>A. Include the Offeror's ability to provide bi-weekly and weekly delivery.</p> <p>B. Describe your company's experience with multiple delivery locations for the same entity.</p> <p>C. Include and detail your policy for delay order fulfillment to the ordering entity.</p> <p>D. Include your discontinued item process.</p> <p>E. Describe how you work with end users that have storage ability limitations.</p> <p>F. Provide the frequency for which you can provide delivery for the State of Illinois facilities as listed in Exhibit A.</p> <p>G. Number of line items delivered complete within the normal delivery time, as a percentage of line items ordered (i.e. fill rate).</p>	80	
<p>3.5. Describe your ability to deliver fresh produce.</p> <p>A. How are local fresh produce sources identified and contracted with?</p>	25	
<p>3.6. Describe your local sourcing network.</p> <p>A. Describe what programs are in place that partners or supports the growth of small and diverse businesses.</p> <p>B. Describe your company's position in the distribution channel.</p>	25	
<p>3.7. Describe your standard return, substitution, and recall policies. Include in your response the following items:</p> <p>A. Damaged or defective items.</p> <p>B. Recall notices.</p>	25	

PROPOSED TECHNICAL SOLUTION – DESIRABLE ELEMENTS	Point Value	Proposal Section and Page Number
<p>C. Exchange process.</p> <p>D. Return policy.</p> <p>E. Application of credits for unused non-perishable items.</p> <p>F. When a product is found to be nonconforming.</p> <p>G. Policy on rejected items.</p> <p>H. Re-delivery procedures.</p>		
<p>3.8. Describe your ability to create a BidBuy PunchOut System.</p> <p>A. Please reference the BidBuy attachment named "Punchout Vendor Guide for Implementing G2B PunchOuts in BidBuy" which discussed the technical requirements for the PunchOut to the State's current eProcurement system, BidBuy.</p> <p>B. Please allow your technical staff to review this document to determine your capability to interface to BidBuy.</p> <p>C. Any necessary programming is the responsibility of the awarded Offeror(s).</p>	25	

JPMC Food and Grocery Items RFP Highlights

Part F Proposal Forms Continued—F.4. Commitment To Diversity (C2D)—There will be an amendment to post the Commitment to Diversity: Vendor Answer Form V.26.2.



Vendor Answer Sheet

Vendor: _____ Date: _____ Bid #: _____

I. BEP Goal Compliance
 Have you met the set goal for contracting or subcontracting with businesses owned by women, minorities, or persons with disabilities or completed a Good Faith Effort Waiver for this procurement? If there is no BEP goal the 5 points will automatically be awarded.

BEP Goal Met Good Faith Waiver Self-fulfilling Bid has no BEP goal

Verification:
 U-Plan Bid has no BEP Goal-No verification needed Copy of Good Faith Effort Waiver

II. Subcontracting/Contracting with any WMDB
 Please list any WMD (women, minorities, or persons with disabilities) businesses that your business has contracted/subcontracted within the prior calendar year. This is outside of the current solicitation. **Note: Businesses are not required to be registered with BEP.**

Verification:
 Receipts Contracts References

Can attach extended table if needed

Service/Product	Vendor	Diversity Type	Length of Contract	Cost

III. DEI Spend
 Percentage of business, education, and/or community spend from prior calendar year gross revenue on promoting DEI in the workplace, the community, education institutes, or supporting businesses owned by women, minorities, or persons with disabilities. **Note: The assisted business is not required to be certified in BEP.**

Verification:
 Receipts Communications References Other


Can attach extended table if needed

Item	Percent	Amount	Description

IV. DEI Time
 Hours spent in the prior calendar year on promoting DEI in the workplace, the community, education institutes, or supporting businesses owned by women, minorities, or persons with disabilities. The assisted business is not required to be certified in BEP. The success or failure of each event does not impact the points achieved.

Verification:
 Timesheet Event Flyer Event Email/Page References Other

State of Illinois Chief Procurement Office for General Services
 Commitment to Diversity: Vendor Answer Form V.26.2
 V20-15



Vendor Answer Sheet

Can attach extended table if needed

Activity	Date	Hours	Description

V. DEI Policies
 Please provide a written copy or a screenshot of your organization's current Workforce Diversity, Equity, and Inclusion (DEI) policy for review.

Yes, we have actionable DEI Policies No, we do not have actionable DEI Policies

Verification:
 Screenshot of DEI Policies PDF of policies

VI. Staffing Diversity
 Please provide the following information using the definitions below. If one person serves in multiple roles, you may count them in each applicable category.

Governing Board: Individuals legally responsible for overseeing and operating the business.

Management: Individuals who control or administer all or part of the business.

Senior Executives: CEO, COO, CFO, or anyone who leads a major business unit or function.

Supervisors: Individuals directly overseeing staff and managing day-to-day work.

Staff: Anyone permanently employed by the business.

To determine the percentage of WMD individuals:

- Divide the number of WMD staff by the total number of staff in the same role.
- Multiply by 100 to get the percentage.
- Round up to the next whole percent if necessary. Ex: 0.45% = 1%.

Ex: 10 board members, 5 are WMD, the calculation would be (5/10)X100=50%

Verification:
 Staff List including role and diversity type EEO Form

Role	# of WMD Staff	% of WMD Staff	Diversity Type	# of Total Staff in Role
Staff				
Governing Board/Executives				
Management/Supervisors				

State of Illinois Chief Procurement Office for General Services
 Commitment to Diversity: Vendor Answer Form V.26.2
 V20-15


F.4. COMMITMENT TO DIVERSITY

Commitment to Diversity Vendor Guidance including Vendor Submission Forms are located on the Chief Procurement Officer for General Service's website at <https://cpo-general.illinois.gov/commitment-to-diversity/c2d-guidance.html> and on the BidBuy posting under "File Attachments:"



JPMC Food and Grocery Items RFP Highlights

Part F Proposal Forms Continued—F.4. Commitment To Diversity (C2D)—**There will be an amendment to post the Commitment to Diversity: Vendor Answer Form V.26.2.**



Vendor Answer Sheet

Disclosure

This disclosure is signed by an authorized officer or employee on behalf of the submitting Vendor/Officer. The undersigned certifies and affirms that the statements set forth in this document are true and accurate.

Name of Disclosing Entity: Signature: Date:

Printed Name: Title:

Phone Number: Email Address:

Attached Verification Checklist

Documents must be uploaded with the bid as its own "Required Quote Attachment" labeled as "Commitment to Diversity" along with the Vendor's technical and pricing bids. Documents must be uploaded as either a zip file or PDF portfolio with each document labeled to identify what it is or is in support of.

Verification	Attached (Yes or No)	Page #/Section (if available)
List of vendors and % goal met		
U-Plan		
Copy of Good Faith Effort Waiver		
List of contracts with contract purpose, vendor name, diversity type, address, contact, cost, length		
Copy of signed contracts		
List of spend items, amount, percent, and description		
Receipts		
Loan contracts		
Money spent references		
List of activities, dates, hours, and descriptions		
Time spent list		
Time spent references		
Event emails/pages		
Flyers from events/fundraisers		
Screenshot of DEI policies on website		
DEI policies		
Staffing list with roles and diversity types		
Other:		

State of Illinois Chief Procurement Office for General Services
Commitment to Diversity: Vendor Answer Form V.26.2
V20-15



IL COMMITMENT TO DIVERSITY

State of Illinois Commitment to Diversity: Vendor Guidance V.24.4

Part F Proposal Forms Continued—F.5. Pricing

JPMC Food and Grocery Items RFP Highlights

F.5. PRICING

F.5.1. FORMAT OF PRICING:

- A. Offeror shall submit pricing in the Quote Items Tab on BidBuy, based on the terms and conditions set forth in this Request for Proposal Solicitation Document. Offeror's price offer shall serve as the basis for the compensation terms of the resulting contract. Failure to submit pricing in the Items Tab on BidBuy may render Offeror's entire Offer non-responsive and ineligible for award. Note: any pricing entered in the Unit Cost of the Items Tab will be locked until after Technical and Commitment to Diversity Evaluations are complete. Do **not** enter cost, pricing, or any discount information in the Alternate Description field. **Entering cost, pricing or discount information in the Alternate Description may result in disqualification.**
- B. Offeror shall enter a **single percent discount on the line item in BidBuy** to be applied to the catalog price list for each of the food and grocery categories. The **percent** discount may be different for each of the categories, but **multi-discounts within one catalog category is not permitted.**
- C. Catalog Categories are as follows:
 - a. BidBuy Line Items 3 – 35: Dietary Food Supplements Items
 - b. BidBuy Line Items 36 – 79: Bakery Products Items
 - c. BidBuy Line Items 80 – 114: Dairy Products, Fresh Items
 - d. BidBuy Line Items 115 – 164: Frozen Foods Items
 - e. BidBuy Line Items 165 – 176: Perishable Food Items
 - f. BidBuy Line Items 177 – 224: Grocery Staples and Miscellaneous Items
 - g. BidBuy Line Items 225 – 229: Bulk Food Items
 - h. BidBuy Line Items 230- 234: Religious Dietary Food Items
- D. Offeror may submit a quote in BidBuy for any or **all of** the food and grocery category line items.
- E. **Multiple discounts for different sections of the price list within each catalog category line item is not permitted.**
- F. Any pricing or percentage off discounts on the line item and on the items listed in the Offeror's required catalog of product offerings attached to their Offer in BidBuy which is deemed too low, too high or availability of options from one Offeror to the next in relation to the prices, percentage discounts and options offered by others, may be seen as an attempt to manipulate the evaluation process or otherwise structure the Offer to the unfairness of other Offerors and to the disadvantage of the State. Such unbalanced pricing may be cause for rejection of the Offer in whole or in part.
- G. Quantities and designated unit costs are for evaluation purposes only and do not guarantee nor represent any actual usage or anticipated value for the food or grocery items being purchased.

F.5.2. TYPE OF PRICING: The Illinois Office of the Comptroller requires the State to indicate whether the contract pricing is firm or estimated at the time it is submitted for obligation. Pricing pursuant to this contract is estimated.

F.5.3. EXPENSES ALLOWED: Expenses are not allowed.

F.5.4. TAXES: Pricing shall not include any taxes unless accompanied by proof the State is subject to the tax. If necessary, Offeror may request the applicable agency's Illinois tax exemption number and federal tax exemption information.

F.5.5. OFFEROR'S PRICING OFFER: Enter pricing in the line items of BidBuy.

A. Contract Pricing Adjustments:

- a. The **percent** discount off each catalog category shall remain firm for the entire contract period. Only the cost of the individual items within the catalog shall increase or decrease.
- b. Any price adjustment will be limited to an increase or decrease in the Offeror's costs to provide the products under contract and may not include overhead or profit.
- c. A catalog price list adjustment may be made no more frequently than once during any given one (1) month period for the length of the Contract. This adjustment shall be made on the 1st of the month, or as agreed by the Vendor and the Department of Central Management Services Bureau of Strategic Sourcing (BOSS).
 1. BOSS will periodically review monthly catalog pricing. The Vendor Offeror may be required to provide additional information to verify the requested increase. Failure to provide requested documentation may result in a rejection for a price adjustment and/or cancelation of the Contract.
 2. Any pricing in the catalog of product offerings which is deemed too low, too high or availability is limited in relation to the prices may be seen as an attempt to manipulate the pricing to the disadvantage of the State and its governmental units and qualified not-for-profit agencies. Such unbalanced pricing may be cause for cancelation of this Contract.
- d. No formal amendment will be necessary for BOSS and the Vendor to update the catalog of product offerings.
- e. If the Offeror has unresolved complaints filed against it for non-delivery of or for poor-quality service, its request may be denied until such time as all past complaints are resolved to the satisfaction of the State.

1-25 of 234
[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#)

Print Sequence	Item Description	Quantity	UOM	Unit Cost	Net Unit Cost	Total Discount Amt.	Total Cost
1.0	This is a Request for Proposal (RFP) which requires the pricing to remain locked/unopened prior to the Agency's evaluation of the Vendor's Technical proposal. Please review all instructions regarding price submission in the solicitation document. You may also review an instructional video on submitting a quote for a RFP here: https://youtu.be/4NujhKbazE .						
2.0	Offeror shall enter a single percentage discount on the Line Items in BidBuy to be applied to the required Catalog Price List for the Food and Grocery Items Catalog offering being quoted. Do not submit multi-discounts for different sections of the same Line Item Catalog offering. Catalog offerings are: a. BidBuy Line Items 3 - 35: Dietary Food Supplements Items; b. BidBuy Line Items 36 - 79: Bakery Products Items; c. BidBuy Line Items 80 - 114: Dairy Products, Fresh Items; d. BidBuy Line Items 115 - 164: Frozen Foods Items; e. BidBuy Line Items 165 - 176: Perishable Food Items; f. BidBuy Line Items 177 - 224: Grocery Staples and Miscellaneous Items; g. BidBuy Line Items 225 - 229: Bulk Food Items; h. BidBuy Line Items 230 - 234: Religious Dietary Food Items						

Section G Attachments And Exhibits

Section G. ATTACHMENTS AND EXHIBITS

Exhibit A – State of Illinois Facilities List

Exhibit B – JPMC Food and Grocery Items State Usage Report FY24

Exhibit C – JPMC Food and Grocery Items State Usage Report FY25

Exhibit D – Punchout Vendor Guide for Implementing G2B PunchOuts in BidBuy

Exhibit E – Standard Terms and Conditions

In compliance with the State and Federal Constitutions, the Illinois Human Rights Act, the U.S. Civil Rights Act, and Section 504 of the Federal Rehabilitation Act, the State of Illinois does not discriminate in employment, contracts, or any other activity.

The State of Illinois encourages prospective vendors to consider hiring qualified veterans and Illinois residents discharged from any Illinois adult correctional center, in appropriate circumstances.

BidBuy Required Quote Attachments

Required Quote Attachments

(These are attachments requested by the Agency, and a Quote response must include them to be submitted)

Desired Attachment Name: Vendor Disclosure or IPG Active Registered Vendor Disclosure

Desired Attachment Name: Offer

Desired Attachment Name: Technical Proposal

Desired Attachment Name: Commitment to Diversity Vendor Answer Form

Desired Attachment Name: BEP Utilization Plan

- i** This will require a Quote Response to have a file attached before Quote can be submitted. This does not control what file is attached, the Vendor is responsible for attaching a relevant file. This does not prevent a Vendor from attaching a non-relevant file, or a file of a different name than expected.

Files

Name	Description
Pre-Submission Conference Sheet - JPMC Food and Grocery Items RFP on 6-9-26 at 2PM CDT B-50015.docx	Pre-Submission Conference Sheet - JPMC Food and Grocery Items RFP on 6-9-26 at 2PM CDT B-50015
RFP - JPMC Food and Grocery Items B-50015_052126.docx	RFP - JPMC Food and Grocery Items B-50015_052126
Exhibit A - State of Illinois Facilities List.pdf	Exhibit A - State of Illinois Facilities List
Exhibit B - JPMC Food and Grocery Items State Usage FY24.pdf	Exhibit B - JPMC Food and Grocery Items State Usage FY24
Exhibit C - JPMC Food and Grocery Items State Usage FY25.pdf	Exhibit C - JPMC Food and Grocery Items State Usage FY25
Exhibit D - Punchout Vendor Guide for Implementing G2B Punchouts in BidBuy.pdf	Exhibit D - Punchout Vendor Guide for Implementing G2B Punchouts in BidBuy
Exhibit E - Standard Terms and Conditions.pdf	Exhibit E - Standard Terms and Conditions
Vendor Disclosure v26.2 - Formerly Forms A-15.docx	Vendor-Disclosure-formerly-Forms-A_B-50015
IPG Active Registered Vendor Disclosure v.26.1 - Formerly Forms B-21.docx	IPG-active-registered-vendor-disclosure-formerly-forms-b_B-50015
RFP Offer - JPMC Food and Grocery Items B-50015.pdf	RFP Offer - JPMC Food and Grocery Items B-50015
Commitment to Diversity Vendor Guidance.pdf	Commitment to Diversity Vendor Guidance
Commitment to Diversity Vendor Answer Form - B-50015.docx	Commitment to Diversity Vendor Answer Form - B-50015
BEP Utilization Plan - B-50015.pdf	BEP Utilization Plan - B-50015
BEP Waiver Request and Review Form - JPMC Food and Grocery Items B-50015.pdf	BEP Waiver Request and Review Form - JPMC Food and Grocery Items B-50015
Certified Vendor List RFP Food Grocery 4.15.26.xlsx	Certified Vendor List RFP Food Grocery 10.3.25_B-50015
Direct Solicitation - JPMC Food and Grocery Items B-50015.docx	Direct Solicitation - JPMC Food and Grocery Items B-50015

JPMC Food and Grocery Items RFP Highlights

Description: Failure to complete and upload will result in disqualification

Description: Upload completed Offer with authorized signature here

Description: Upload technical proposal here

Description: Upload commitment to diversity response here

Description: Failure to complete and upload will result in disqualification

The Offeror shall submit the listed documents in BidBuy under the Attachments tab in the appropriate “Required Attachments” spaces.

- Vendor Disclosure or IPG Active Registered Vendor Disclosure
- Technical response
- Offer to the State of Illinois
- Commitment to Diversity
- BEP Utilization Plan

Section C. | PROPOSAL REQUIREMENTS

Only Electronic Submissions through BidBuy of Offers will be Accepted

C.1. REQUIRED DOCUMENTS TO COMPLETE AND SUBMIT

The Offeror shall submit the listed documents in BidBuy under the Attachments tab in the appropriate “Required Attachments” spaces.

- Vendor Disclosure or IPG Active Registered Vendor Disclosure
- Technical response
- Offer to the State of Illinois
- Commitment to Diversity
- BEP Utilization Plan

NOTE: Documents signed by persons other than the President, CEO, Owner, or Executive Director, should submit a signature authority letter with the bid.

Blank documents may be found on the Chief Procurement Officer for General Service’s website at <https://cpo-general.illinois.gov/solicitation-and-contract-templates.html> and on the BidBuy posting under “File Attachments:”. Business Enterprise Program/Veterans Small Business Program Utilization Plan may be downloaded from the Commission on Equity and Inclusion’s website at <https://cei.illinois.gov/purchasing-entirety-resources/compliance.html>.

Failure to submit Vendor Disclosure or IPG Active Registered Vendor Disclosure, as applicable, and the Utilization Plan(s), as applicable, with the Offer submitted in BidBuy shall render the Offer non-responsive.

Offerors are required to submit their response to the State’s solicitation through BidBuy. Any information sent to the State outside of BidBuy, for example by US Mail, FedEx, UPS, e-mail or hand delivery, will neither be accepted nor considered. Offeror submissions will only be considered if they are received through BidBuy and on or before the time and date indicated as the “Bid Opening Date” on the BidBuy posting. Any required attachments must be submitted via BidBuy.

JPMC Food and Grocery Items RFP Highlights

IPG Active Registered Vendor Disclosure (formerly FORMS B)

Required to be submitted as part of your proposal if you have **an active** registration in the Illinois Procurement Gateway (IPG).

STATE OF ILLINOIS
IPG ACTIVE REGISTERED VENDOR DISCLOSURE
(formerly named FORMS B)

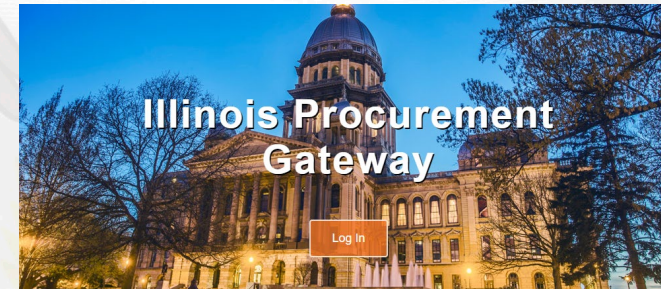
BidBuy Reference #: [Click here to enter text.](#) Procurement/Contract #: [Click here to enter text.](#)

**** STOP and READ THIS **** *You may only submit this form if you have an ACTIVE (unexpired and approved) registration in the Illinois Procurement Gateway.*

This IPG Active Registered Vendor Disclosure may be used when responding to an Invitation for Bid (IFB) or a Request for Proposal (RFP) if the vendor is registered in the Illinois Procurement Gateway (IPG) and has an active State of Illinois Vendor Registration Number. The IPG assigns each vendor a unique State of Illinois Vendor Registration Number and expiration date upon the Chief Procurement Office's acceptance of the vendor's IPG application.

If a vendor does not have an active State of Illinois Vendor Registration Number, then the vendor must complete and submit Vendor Disclosure (formerly named Forms A) with their response. Failure to do so may render the submission non-responsive and result in disqualification.

Please read this entire section and provide the requested information as applicable. All parts in the IPG Active Registered Vendor Disclosure must be completed in full and submitted along with the vendor's bid, offer, or response.



JPMC Food and Grocery Items RFP Highlights

Vendor Disclosure (formerly FORMS A)

Required to be submitted as part of your proposal if you are **NOT registered in the Illinois Procurement Gateway (IPG)**.

**STATE OF ILLINOIS
VENDOR DISCLOSURE
(formerly named FORMS A)**

A vendor responding to a solicitation by the State of Illinois must return the information requested within this section with their bid or offer if they are not registered in the Illinois Procurement Gateway (IPG) and do not have an approved, unexpired IPG Registration Number. Failure to do so may render their bid or offer non-responsive and result in disqualification.

Please read this entire Vendor Disclosure and provide the requested information as applicable and per the instructions. All forms and signature areas contained in this Vendor Disclosure must be completed in full and submitted along with the bid in an Invitation for Bid; and completed in full and submitted along with the technical response and price proposal, which combined will constitute the Offer, in a Request for Proposal.

Vendor Name: Click here to enter text.	Phone: Click here to enter text.
Street Address: Click here to enter text.	Email: Click here to enter text.
City, State Zip: Click here to enter text.	Vendor Contact: Click here to enter text.

**STATE OF ILLINOIS
ILLINOIS DEPARTMENT OF HUMAN RIGHTS PUBLIC CONTRACT NUMBER**

2.1. If Offeror employed fifteen or more full-time employees at the time of submission of their response to this solicitation or any time during the previous 365-day period leading up to submission, it must have a current IDHR Public Contract Number or have proof of having submitted a completed application for one prior to contract award or prior to bid opening for construction or construction-related services. 775 ILCS 5/2-101. If the Agency cannot confirm compliance, it will not be able to consider a Vendor's bid or offer. Please complete the appropriate sections below:

Name of Company (and DBA): [Click here to enter text.](#)

(check if applicable) The number is not required as the company has not met or exceeded the number of employees that makes registration necessary under the requirements of the Human Rights Act described above.

IDHR Public Contracts Number: [Click here to enter text.](#) Expiration Date: [Click here to enter text.](#)

2.2. If number has not yet been issued, provide the date a completed application for the number was submitted to IDHR: [Click here to enter text.](#)

2.3. Upon expiration and until their Contractor Identification Number is renewed, companies will not be eligible to be awarded contracts by the State of Illinois or other jurisdictions that require a current IDHR number as a condition of contract eligibility. 44 ILL. ADM. CODE 750.210(a).

2.4. Numbers issued by the Department of Human Rights (or its predecessor agency, the Illinois Fair Employment Practices Commission) prior to July 1, 1998 are no longer valid. This affects numbers below 89999-00-0. Valid numbers begin with 900000-00-0.

2.5. If Offeror's organization holds an expired number, it must re-register with the Department of Human Rights.

2.6. Offeror may obtain an application form by:

2.6.1. Telephone: Call the IDHR Public Contracts Unit at (312) 814-2431 between Monday and Friday, 8:30 AM - 5:00 PM, CST. (TDD (312) 263-1579).

2.6.2. Internet: You may download the form from the Department of Human Rights' website at <https://dhr.illinois.gov/>.

2.6.3. Mail: Write to the Department of Human Rights, Public Contracts Unit, 100 West Randolph Street, Suite 10-100, Chicago, IL 60601.

JPMC Food and Grocery Items RFP Highlights

Vendor Disclosure (formerly FORMS A)—cont'd.

Required for parent companies if NOT registered in the Illinois Procurement Gateway (IPG).

State Board of Elections Registration:

Generally, if a vendor, bidder, or offeror is an entity doing business for profit (i.e. sole proprietorship, partnership, corporation, limited liability company or partnership, or otherwise) and has contracts with State agencies that total more than \$50,000 or whose aggregate pending bids or proposals and current State contracts that total more than \$50,000, the vendor, bidder, or offeror is prohibited from making political contributions and **must register with the State Board of Elections.** 30 ILCS 500/20-160. For more information, see State Board of Elections in Vendor Disclosure, Part 5.

This request for proposal will have a contract value above \$50,000.00, Offeror must register with the State Board of Elections.

STATE OF ILLINOIS FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST

The Financial Disclosures and Conflicts of Interest form ("form") must be accurately completed and submitted by the vendor, parent entity(ies), and subcontractors. There are **nine** steps to this form and each must be completed as instructed. A bid, offer, or response with an annual value of more than \$100,000 that does not include this form shall be considered non-responsive. The Agency will consider this form when evaluating the bid, offer, or response or awarding the contract. A vendor seeking or holding a contract with an annual value of more than \$100,000 shall provide this form which will become a material part of the contract.

The requirement of disclosure of financial interests and conflicts of interest is a continuing obligation. If circumstances change and the disclosure is no longer accurate, then disclosing entities must provide an updated form.

Separate forms are required for the vendor, parent entity(ies), and subcontractors.

This disclosure is submitted for:

- Vendor
- Vendor's Parent Entity(ies) (100% ownership)
- Subcontractor(s)
- Subcontractor's Parent Entity(ies) (100% ownership)

Project Name	Click here to enter text.
Illinois Procurement Bulletin Number	Click here to enter text.
Contract Number	Click here to enter text.
Vendor Name	Click here to enter text.
Doing Business As (DBA)	Click here to enter text.
Disclosing Entity	Click here to enter text.
Disclosing Entity's Parent Entity	Click here to enter text.
Subcontractor	Click here to enter text.
Instrument of Ownership or Beneficial Interest	Choose an item. <input type="checkbox"/> If you selected Other, please describe: Click here to enter text.

FINANCIAL DISCLOSURES AND CONFLICTS OF INTERESTS

STEP 1
SUPPORTING DOCUMENTATION SUBMITTAL

You must select one of the six options below and select the documentation you are submitting. You must provide the documentation that the applicable section requires with this form.

FINANCIAL DISCLOSURES AND CONFLICTS OF INTERESTS

STEP 2
DISCLOSURE OF FINANCIAL INTEREST OR BOARD OF DIRECTORS
(All entity types, except sole proprietorships must complete)

Complete either Option A (for all entities other than not-for-profits) or Option B (for not-for-profits). Additional rows may be inserted into the tables or an attachment may be provided if needed.

FINANCIAL DISCLOSURES AND CONFLICTS OF INTERESTS

STEP 4
PROHIBITED CONFLICTS OF INTEREST

Step 4 must be completed for each person disclosed in Step 2, Option A and for sole proprietors identified in Step 1, Option 6 above. Please provide the name of the person for which responses are provided: [Click here to enter text.](#)

STEP 5
POTENTIAL CONFLICTS OF INTEREST RELATING TO PERSONAL RELATIONSHIPS

Step 5 must be completed for each person disclosed in Step 2, Option A and for sole proprietors identified in Step 1, Option 6 above.

Please provide the name of the person for which responses are provided: [Click here to enter text.](#)

JPMC Food and Grocery Items RFP Highlights

STEP 7
POTENTIAL CONFLICTS OF INTEREST
RELATING TO DEBARMENT & LEGAL PROCEEDINGS

This step must be completed for each person and entity disclosed in Step 2, Option A, Step 3, and for each entity and sole proprietor disclosed in Step 1.

Please provide the name of the person or entity for which responses are provided: [Click here to enter text.](#)

STEP 9
SIGN THE DISCLOSURE

This disclosure is signed, and made under penalty of perjury for all for-profit entities, by an authorized officer or employee on behalf of the bidder or offeror pursuant to Sections 50-13 and 50-35 of the Illinois Procurement Code. This disclosure information is submitted on behalf of:

Name of Disclosing Entity: [Click here to enter text.](#)

Tax Identification Number (TIN)

I am a U.S. person (including a U.S. resident alien).

- If you are an individual, enter your name and SSN as it appears on your Social Security Card.
- If you are a sole proprietor, enter the owner's name on the name line followed by the name of the business and the owner's SSN or EIN.
- If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's name on the name line and the D/B/A on the business name line and enter the owner's SSN or EIN.
- If the LLC is a corporation or partnership, enter the entity's business name and EIN and for corporations, attach IRS acceptance letter (CP261 or CP277).
- For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.

Name: [Click here to enter text.](#)
Business Name: [Click here to enter text.](#)
Taxpayer Identification Number:
Social Security Number: [Click here to enter text.](#)
or
Employer Identification Number: [Click here to enter text.](#)

Legal Status (check one):

<input type="checkbox"/> Individual	<input type="checkbox"/> Governmental
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Nonresident alien
<input type="checkbox"/> Partnership	<input type="checkbox"/> Estate or trust
<input type="checkbox"/> Legal Services Corporation	<input type="checkbox"/> Pharmacy (Non-Corp.)
<input type="checkbox"/> Tax-exempt	<input type="checkbox"/> Pharmacy/Funeral Home/Cemetery (Corp.)
<input type="checkbox"/> Corporation providing or billing medical and/or health care services	<input type="checkbox"/> Limited Liability Company
<input type="checkbox"/> Corporation NOT providing or billing medical and/or health care services	(select applicable tax classification)
	<input type="checkbox"/> C-corporation
	<input type="checkbox"/> S-corporation
	<input type="checkbox"/> F-partnership

Signature of Authorized Representative: _____
Date: [Click here to enter a date.](#)

JPMC Food and Grocery Items RFP Highlights

Business Enterprise Program for Minorities, Women, and Persons with Disabilities (BEP) Utilization Plan

9% BEP Participation Goal

Required to be submitted as part of your proposal.



JPMC Food and Grocery Items RFP Highlights

Business Enterprise Program (BEP) Utilization Plan

Part I Terms and Conditions

**Part I
Terms and Conditions**

The Business Enterprise for Minorities, Women, and Persons with Disabilities Act (BEP Act) establishes an aspirational goal of awarding not less than 30% of the total dollar amount of state contracts and not less than 20% of the total dollar amount of state construction contracts to businesses owned by minorities, women, and persons with disabilities. See 30 ILCS 575/4.

Per 30 ILCS 575/4(e), failure to complete and include a Business Enterprise Program (BEP) Utilization Plan, including documentation demonstrating good faith efforts when requesting a waiver, renders the bid or offer non-responsive. The purchasing entity may allow the prime vendor to cure certain deficiencies in the Utilization Plan, such as mistakes resulting from failure to follow instructions or a lapsed BEP certification. See 30 ILCS 575/4(e). The BEP Utilization Plan consists of four parts and must be completed and submitted for solicitations with an assigned BEP goal. Other than supplemental documentation, documentation that alters or replaces the Utilization Plan will not be considered during the Utilization Plan review.

Part I Terms and Conditions
 Part II Prime Vendor Commitment
 Part III BEP Subcontractor Participation Agreement
 Part IV Waiver Requests and Reviews

1. Definitions

BEP Act The Business Enterprise for Minorities, Women, and Persons with Disabilities Act is a law in Illinois designed to promote fairness and increase opportunities for minority-owned, women-owned, and persons-with-disabilities-owned businesses in Illinois government contracting. The BEP Act states that not less than 30% of the total dollar amount of every state contract and not less than 20% of the total dollar amount of every state construction contract shall be awarded to BEP certified vendors, unless an exemption or waiver is granted by the BEP Council. See 30 ILCS 575/4 and 7. The goal is to create a more inclusive and diverse business environment, ensuring that businesses owned by historically underrepresented groups have equal access to government contracts.

BEP Compliance BEP Compliance includes BEP Compliance Officers, a BEP Compliance Manager, and a CEI Deputy Director over BEP Compliance.

BEP Council The Business Enterprise Council for Minorities, Women and Persons with Disabilities was developed to help implement, monitor, and enforce the goals of the BEP Act.

BEP Certification A process through which the Business Enterprise Program formally recognizes businesses that are at least 51% owned and controlled by minorities, women, or persons with disabilities. To qualify for BEP certification, the business owner must be a U.S. citizen or lawful permanent resident, and the business must have annual gross sales of less than \$150 million. This certification allows these businesses to be recognized as diverse suppliers, making them eligible for certain opportunities and government contracts designed to support diversity and inclusion in Illinois' business community.

BEP Utilization Plan Version 26.1 Page 1 <https://cei.illinois.gov>

Part II Prime Vendor Commitment

**Part II
Prime Vendor Commitment**

The BEP Utilization Plan must be completed and returned as instructed in Part II. No alterations or substitutions will be permitted.

Complete the Solicitation Scope Identifier field by identifying the relevant commodity code(s) and/or scope descriptions.

Section I – Solicitation Information

Purchasing Entity Name: Central Management Services
 Solicitation Bulletin Number: 26-416CMS-BOSS4-B-50015
 Solicitation Title: JPMC Food and Grocery Items RFP
 Assigned BEP Goal (enter as decimal): 9%
 Bidder or Offeror Name:
 Solicitation Scope Identifier(s):

The undersigned bidder or offeror submits this Utilization Plan as part of its bid or offer in accordance with the solicitation and BEP requirements. The solicitation contains a supplier diversity goal. Therefore, BEP-certified vendors, defined by the Commission on Equity and Inclusion (CEI), will perform a percentage of the contract's value. The BEP goal applies to the contract, amendments, and change orders.

- Vendors dually certified in BEP and the Veterans Business Program may only be counted towards either goal, not both.
- All BEP-certified prime vendors and subcontractors must perform commercially useful functions (CUF) through direct participation as defined in Part I of this Utilization Plan.
- Firms must be BEP-certified at the time of bid submission.

The undersigned bidder or offeror acknowledges reading, understanding, and agreeing to all BEP policies, rules, and procedures as defined in Part I of this Utilization Plan and hereby affirms:

Select the appropriate option below.

The bidder or offeror is a BEP-certified firm and will fully meet the goal through self-performance.

If checked, the prime vendors must only submit this signed Part II.

The bidder or offeror is a BEP-certified firm that has identified at least one BEP-certified subcontractor to split the goal with.

If checked, submit Part II and a Part III for each BEP-certified subcontractor.

BEP Utilization Plan Version 26.1 Page 8 <https://cei.illinois.gov>

The bidder or offeror is not a BEP-certified firm. It has identified at least one BEP-certified subcontractor to meet the assigned BEP goal fully.

If checked, submit Part II and a Part III for each BEP-certified subcontractor.

The bidder or offeror cannot fully meet the BEP goal itself or through BEP-certified firms, but has submitted a BEP Waiver Request and Review Form.

If checked, review Part IV, complete a BEP Waiver Request and Review Form, the signed Part II, and, if requesting a reduction, a Part III for each BEP-certified subcontractor.

Section II - Compliance Attestation

Compliance with all tenets of the Utilization Plan is mandated, and if awarded, this Utilization Plan will become part of the contract. Failure to carry out the requirements of this Utilization Plan is considered a material breach of the resulting contract, which may result in the termination of the contract or such other remedy as the purchasing entity deems appropriate.

Signature: _____
 Printed Name: _____
 Title: _____
 Email Address: _____
 Telephone: _____
 Date: _____



JPMC Food and Grocery Items RFP Highlights

Business Enterprise Program (BEP) Utilization Plan

Part III BEP Subcontractor Participation Agreement

Part III
BEP Subcontractor Participation Agreement

The bidder or offeror must submit a separate, completed, and signed BEP Subcontractor Participation Agreement for each BEP-certified subcontractor. Once submitted with the bid or offer, the Utilization Plan, including each BEP Subcontractor Participation Agreement, will become a mandated part of the awarded contract. The bidder or offeror cannot prohibit or limit any selected BEP-certified subcontractor from providing subcontractor quotes to other potential bidders or offerors.

All BEP Subcontractor Participation Agreements are subject to the procuring purchasing entity's approval. Changes involving or affecting the identified BEP-certified subcontractor and scope of work will not be permitted without written notification to and the approval of the purchasing entity.

Solicitation Information

Solicitation Bulletin Number: 26-416CMS-BOSS4-B-50015
Solicitation Title: JPMC Food and Grocery Items RFP
Solicitation Scope Identifier(s):

Bidder or Offeror Information

Bidder or Offeror Name:
Bidder or Offeror Address:
Bidder or Offeror Email:
Bidder or Offeror Telephone:

Print the name of the bidder or offeror contact responsible for ensuring compliance with this BEP Subcontractor Participation Agreement below.
Printed Name:

BEP Subcontractor Information

BEP Subcontractor Name:
BEP Subcontractor Address:
BEP Subcontractor Email:
BEP Subcontractor Telephone:

Print the name of the BEP-certified subcontractor contact responsible for ensuring compliance with this BEP Subcontractor Participation Agreement below.
Printed Name:

Indicate the percentage or dollar amount of the estimated contract award that will be subcontracted to the certified BEP-certified subcontractor.

Select the estimated BEP Subcontractor Participation Agreement term start date.

Select the estimated BEP Subcontractor Participation Agreement term end date.

BEP Utilization Plan Version 26.1 Page 10 <https://ed.illinois.gov>

BEP Subcontractor Goods and Services Description

Provide a detailed description of the BEP-certified subcontractor's scope of work, the goods to be delivered, and the exact scope identifiers (i.e., commodity codes or other scope identifying information). This description must clearly define the services and products the BEP-certified subcontractor will provide under the contract. The description must also include a detailed list of tasks, responsibilities, materials, and deliverables. Provide a detailed description for each scope identifier.

Scope Identifier:

Description:

THE UNDERSIGNED PARTIES AGREE that once signed and submitted with the bid or offer, this BEP Subcontractor Participation Agreement, along with the other parts of this Utilization Plan, will become a material part of the contract, and the BEP-certified vendor will perform the designated scope of work at the percentage indicated above. The undersigned parties also certify that they did not affix their signatures to this document until all other areas were completed.

Prime Vendor

Signature:

Printed Name:

Title:

Date:

BEP Subcontractor

Signature:

Printed Name:

Title:

Date:



JPMC Food and Grocery Items RFP Highlights

Business Enterprise Program (BEP) Utilization Plan

Part IV Waiver Requests and Reviews

**Part IV
Waiver Requests and Reviews**

Per 30 ILCS 575/4(e), failure to complete and include a BEP Utilization Plan, including documentation demonstrating good faith efforts when requesting a waiver, renders the bid or offer non-responsive.

Waiver Process

If the prime vendor cannot wholly or can partly achieve the BEP participation goal, it must follow the waiver process outlined in Part IV. A prime vendor providing good faith effort documentation and a goal waiver request must review this Part IV, complete a BEP Waiver Request and Review Form, the signed Part II, and, if requesting a reduction, a Part III for each BEP-certified subcontractor, which must all be submitted with their bid or offer.

The Business Enterprise Council for Women, Minorities, and Persons with Disabilities (BEP Council) passed the Goal Waiver Determination Resolution on February 26, 2024. Effective July 1, 2024, this resolution rescinds the BEP Council's August 2013 resolution delegating the authority to approve or deny prime vendors' waiver requests to the Capital Development Board and universities and grants the Business Enterprise Program (BEP) the authority to approve or deny prime vendors' waiver requests on CDB, public university, and community college procurements. This resolution also creates a process whereby CDB and public institutions of higher education, including community colleges, will continue to evaluate vendors' good faith efforts, but instead of making the final determination on waiver requests, these entities will submit an overall recommendation on every waiver request to BEP Compliance, who will make the final determination. The resolution ensures all purchasing entities subject to the BEP Act consistently use the required waiver methodology by giving BEP the authority to review and determine all waiver requests.

The steps of the waiver request process are identified below. The BEP Waiver Request and Review Form is located on CEI's website.

Follow these steps if the solicitation is from CDB:

1. The prime vendor reviews Part IV of the Utilization Plan.
2. The prime vendor completes the BEP Waiver Request and Review Form.
3. The prime vendor submits a completed BEP Waiver Request and Review Form, a completed Utilization Plan Part II, and, if requesting a goal reduction, a Utilization Plan Part III for each BEP-certified subcontractor, with its bid or offer.
4. CDB evaluates the prime vendor's waiver request using its prescribed internal review process.
5. CDB submits its approval or denial recommendation, along with the prime vendor's BEP Waiver Request and Review Form, to BEP Compliance.
6. BEP Compliance reviews CDB's recommendation and the prime vendor's BEP Waiver Request and Review Form.
7. Within 10 business days of receipt, BEP Compliance makes a waiver approval or denial determination and notifies both the purchasing entity and the applicable State Purchasing Officer.

Follow these steps if the solicitation is from a public institution of higher education:

1. The prime vendor reviews Part IV of the Utilization Plan.
2. The prime vendor completes the BEP Waiver Request and Review Form.

BEP Utilization Plan Version 26.1 Page 12 <https://cei.illinois.gov>

3. The prime vendor submits a completed BEP Waiver Request and Review Form, a completed Utilization Plan Part II, and, if requesting a goal reduction, a completed Utilization Plan Part III for each BEP-certified subcontractor, along with its bid or offer.
4. The public institution of higher education evaluates the prime vendor's waiver request using its prescribed internal review process.
5. The public institution of higher education submits its approval or denial recommendation with the prime vendor's BEP Waiver Request and Review Form to BEP Compliance.
6. BEP Compliance reviews the public institution of higher education's recommendation and the prime vendor's BEP Waiver Request and Review Form.
7. Within 10 business days of receipt, BEP Compliance makes a waiver approval or denial determination and notifies the purchasing entity and the applicable State Purchasing Officer.

Follow these steps if the solicitation is from a purchasing entity other than CDB or a public institution of higher education:

1. The prime vendor reviews Part IV of the Utilization Plan.
2. The prime vendor completes the BEP Waiver Request and Review Form.
3. The prime vendor submits a completed BEP Waiver Request and Review Form, a completed Utilization Plan Part II, and, if requesting a goal reduction, a completed Utilization Plan Part III for each BEP-certified subcontractor, along with its bid or offer.
4. Purchasing entities other than CDB or public institutions of higher education submit their prime vendor's waiver request to BEP Compliance.
5. BEP Compliance reviews the prime vendor's BEP Waiver Request and Review Form.
6. Within 10 business days of receipt, BEP Compliance makes a waiver approval or denial determination and notifies both the purchasing entity and the applicable State Purchasing Officer.

BEP Compliance's waiver determination will include the justification for the requested waiver, including whether the requesting contractor made a good faith effort to identify and solicit eligible businesses owned by minorities, women, and persons with disabilities, the total number of waivers the contractor has been granted in the current and prior fiscal years, and the contractor's use of these diverse businesses in the current and prior fiscal years.

If a prime vendor requested a waiver because it could not meet the full BEP goal (as a bidder or offeror) but demonstrated a good faith effort, the final contract goal will be the percentage denoted in the adjusted and approved Utilization Plan.

Waiver Checklist

BEP Compliance will use the checklist below to evaluate a prime vendor's waiver request. Marking this checklist does not count as completing a waiver request. A waiver request will only be considered when submitted on the BEP Waiver Request and Review Form.

- The prime vendor provided a list of eligible businesses owned by minorities, women, and persons with disabilities that pertain to the class of contracts in the requested waiver that the vendor contacted. Businesses are only eligible if certified for the products or work advertised in the solicitation.

BEP Utilization Plan Version 26.1 Page 13 <https://cei.illinois.gov>

- The prime vendor provided a clear demonstration that the vendor selected portions of the work to be performed by certified vendors to facilitate meeting the contract-specific goal, and that certified vendors that can perform the work of the contract were solicited through all reasonable and available means.
- The prime vendor provided documentation demonstrating that certified vendors were not rejected as being unqualified without sound reasons based on a thorough investigation of their capabilities. The certified vendor's standing within its industry, membership in specific groups, organizations, or associations, and political or social affiliations are not legitimate causes for rejecting or not contacting or negotiating with a certified vendor.
- The prime vendor provided proof that the prime vendor solicited eligible certified vendors with: (1) sufficient time to respond; (2) adequate information about the scope, specifications, and requirements of the solicitation or bid, including plans, drawings, and addenda, to allow eligible businesses an opportunity to respond to the solicitation or bid; and (3) sufficient follow up with certified vendors.
- The prime vendor provided a clear demonstration that the prime vendor communicated with certified vendors.
- The prime vendor provided evidence that the prime vendor negotiated with certified vendors to enter into subcontracts to provide a commercially useful function of the contract for a reasonable cost.
- The prime vendor provided documentation demonstrating that the difference in cost between the contract proposals being offered by certified vendors is excessive or unreasonable.
- The prime vendor provided a list of certified vendors owned by minorities, women, and persons with disabilities that the contractor has used in the current and prior fiscal years.
- The prime vendor provided documentation demonstrating that the vendor made efforts to utilize certified vendors despite the ability or desire of a vendor to perform the work with its own operations by selecting portions of the work to be performed by certified vendors, which may, when appropriate, include breaking out portions of the work to be performed into economically feasible units to facilitate certified vendor participation.
- The prime vendor provided documentation that the vendor used the services of: (1) the state; (2) organizations or contractors' groups representing or composed of minorities, women, or persons with disabilities; (3) local, state, or federal assistance offices representing or assisting minorities, women, or persons with disabilities; and (4) other organizations that provide assistance in the recruitment and engagement of certified vendor.

BEP Utilization Plan Version 26.1 Page 14 <https://cei.illinois.gov>



JPMC Food and Grocery Items RFP Highlights

Business Enterprise Program (BEP) Utilization Plan

Identify how the participation goal is intended to be met by marking one of the four boxes.

Select the appropriate option below.



- The bidder or offeror is a BEP-certified firm and will fully meet the goal through self-performance.

If checked, the prime vendors must only submit this signed Part II.



- The bidder or offeror is a BEP-certified firm that has identified at least one BEP-certified subcontractor to split the goal with.

If checked, submit Part II and a Part III for each BEP-certified subcontractor.



- The bidder or offeror is not a BEP-certified firm. It has identified at least one BEP-certified subcontractor to meet the assigned BEP goal fully.

If checked, submit Part II and a Part III for each BEP-certified subcontractor.



- The bidder or offeror cannot fully meet the BEP goal itself or through BEP-certified firms, but has submitted a BEP Waiver Request and Review Form.

If checked, review Part IV, complete a BEP Waiver Request and Review Form, the signed Part II, and, if requesting a reduction, a Part III for each BEP-certified subcontractor.

JPMC Food and Grocery Items RFP Highlights

Business Enterprise Program (BEP) Utilization Plan

The bidder or offeror is a BEP-certified firm and will fully meet the goal through Self-Performance.

Check the first box and submit Part 2 Prime Vendor Commitment and Signature with the proposal.

The undersigned bidder or offeror acknowledges reading, understanding, and agreeing to all BEP policies, rules, and procedures as defined in Part I of this Utilization Plan and hereby affirms:

Select the appropriate option below.

- The bidder or offeror is a BEP-certified firm and will fully meet the goal through self-performance.

If checked, the prime vendors must only submit this signed Part II.

JPMC Food and Grocery Items RFP Highlights

Business Enterprise Program (BEP) Utilization Plan

The bidder or offeror is a BEP-certified firm that has identified at least one or more BEP-certified Subcontractors split the entire participation goal with.

Check the second box and submit Part II Prime Vendor Commitment and Signature AND Part III BEP Subcontractor Participation Agreement for each BEP-certified subcontractor with the proposal.

- The bidder or offeror is a BEP-certified firm that has identified at least one BEP-certified subcontractor to split the goal with.**

If checked, submit Part II and a Part III for each BEP-certified subcontractor.

A Participation Agreement must be done with each BEP-certified Subcontractor being used to meet the goal.

JPMC Food and Grocery Items RFP Highlights

Business Enterprise Program (BEP) Utilization Plan

The bidder or offeror is not a BEP-certified firm. It has identified at least one or more BEP-certified Subcontractors to meet the assigned BEP goal fully.

Check the third box and submit Part II Prime Vendor Commitment and Signature AND Part III BEP Subcontractor Participation Agreement for each BEP-certified subcontractor with the proposal.

- The bidder or offeror is not a BEP-certified firm. It has identified at least one BEP-certified subcontractor to meet the assigned BEP goal fully.

If checked, submit Part II and a Part III for each BEP-certified subcontractor.

A Participation Agreement must be done with each BEP-certified Subcontractor being used to meet the goal.

JPMC Food and Grocery Items RFP Highlights

Business Enterprise Program (BEP) Utilization Plan

•The bidder or offeror cannot fully meet the BEP goal itself or through BEP-certified firms, but has submitted a BEP Waiver Request and Review Form.

Check the fourth box, *review **Part IV Waiver Requests and Reviews**, AND complete a BEP Waiver Request and Review Form, AND submit Part II Prime Vendor Commitment and Signature AND if requesting a reduction, submit a Part III BEP Subcontractor Participation Agreement for each BEP-certified subcontractor with the proposal.*

The bidder or offeror cannot fully meet the BEP goal itself or through BEP-certified firms, but has submitted a BEP Waiver Request and Review Form.

If checked, review Part IV, complete a BEP Waiver Request and Review Form, the signed Part II, and, if requesting a reduction, a Part III for each BEP-certified subcontractor.

A Participation Agreement must be done with each BEP-certified Subcontractor being used to meet the goal.



Illinois Commission on Equity and Inclusion
Nina Harris, Chairperson
Alexandria Wilson, Executive Director
115 South LaSalle Street, Suite 4N, Chicago, IL 60603
524 S. 2nd Street, Suite 502, Springfield, IL 62701

Business Enterprise Program Utilization Plan and Goal Waivers FAQs and Scenarios

The purpose of this document is to provide purchasing entities with clear, uniform guidance on CEI's updated interpretation of Business Enterprise Program (BEP) goal waiver requests and Utilization Plan (U-Plan) curing under the Business Enterprise for Minorities, Women, and Persons with Disabilities Act (BEP Act). This resource explains when goal waiver requests must be submitted, when cures are permissible, who is responsible for communicating goal waiver determinations, and how responsiveness evaluations are handled in common procurement scenarios. The FAQs and examples included in this document are designed to help purchasing entities apply CEI's determinations consistently and ensure BEP requirements are administered accurately throughout the procurement process.

JPMC Food and Grocery Items RFP Highlights

Vendor Resources

Business Enterprise Program (BEP) Utilization Plan
BEP-certified is NOT the same as being registered on the Illinois Procurement Gateway (IPG).

The screenshot shows the CPO-GS website page for Diversity, Equity, & Inclusion. The header includes the CPO-GS logo and navigation links. The main content area features the title "Diversity, Equity, & Inclusion" and a sub-header "The Chief Procurement Officer for General Services Diversity, Equity, and Inclusion Team". Below this is a paragraph of text and a contact email: "Contact: CPOGS.DEI@illinois.gov". An "Important Links" section contains five icons: "Commitment to Diversity", "BEP", "SBSA", and "BidBuy Website".

The screenshot shows the CPO-GS website page for Commitment to Diversity. The header includes the CPO-GS logo and navigation links. The main content area features the title "Commitment to Diversity" and a sub-header "The State of Illinois Commitment to Diversity Evaluation Factor". Below this is a paragraph of text and another paragraph. At the bottom, there is a row of five icons with labels: "C2D FAQs", "C2D Resources", "C2D Guidance", "C2D Definitions", and "C2D Forms".

The screenshot shows the "Vendor Resources" page on the State of Illinois Commission on Equity & Inclusion website. The header includes the logo, "Contact Us", "English", and a search bar. The navigation bar lists "About Us", "Programs", "Supplier Diversity Management Portal", "Vendor Resources", "Purchasing Entity Resources", and "Public Meetings". The main content area has the title "Vendor Resources" and a grid of five icons with labels: "BEP Certification", "Business Guidance", "Outreach and Training", "Illinois Procurement Opportunities", and "VBP Certification".

The graphic features the CPO-GS logo with the text "IL COMMITMENT TO DIVERSITY" below it. Below the logo is the text "State of Illinois Commitment to Diversity: The Difference Between BEP and C2D V.24.2".

Questions?

Submit all questions to Anthony.Hamilton@Illinois.gov by June 16, Close of Business CDT.

A.3.3 Schedule

Date	Description
May 2026	RFP posting
June 9, 2026, at 2pm	Pre-Submission Conference
June 16, 2026, Close of Business	Last day for written questions
June 23, 2026	Amendment posting the Questions and Answers
July 8, 2026, at 2pm	RFP Closing- Proposals due
July 2026	Responsiveness Reviews
August 2026	Proposed Technical Solution (Mandatory Requirements with Evidence, Desirable Elements) and Commitment to Diversity (C2D) Evaluation Scoring
August 2026	Final Scoring (Proposed Technical Solution (Desirable Elements), and Commitment to Diversity (C2D))
September 2026	Pricing Reviews
September 2026	Best and Final Offer (BAFO) Negotiations
October 2026	Notice of Award
November 2026	Contract Execution

REQUIRED DOCUMENTS REMINDER

Required documents of the proposal:

- Offer to State (Including Subcontractor Disclosure and Where Services are to be Performed, found in BidBuy Attachments).
- Technical Proposal Response (F.3. Proposed Technical Solution—Desirable Elements).
- Commitment-to-Diversity-Vendor-Answer-Form: B-50015 C2D-Vendor-Answer-Sheet v24.4.
- Pricing with additional details; actual pricing must be entered in BidBuy.
- Vendor Disclosure.
 - IPG Active Registered Vendor Disclosure = for any Offeror or subcontractors who **ARE actively** registered in the Illinois Procurement Gateway (IPG).
 - Vendor Disclosure = for any Offeror or subcontractors who **ARE NOT** registered in the IPG.
- BEP Utilization Plan (9% BEP Goal)
- **DO NOT** modify any of the required documents (e.g., using letterhead, changing headers/footers, or adding banner/logos, etc.).
- **Documents signed by persons other than President, CEO, Owner, or Executive Director should submit a Signature Authority Letter with the Offer.**

Request for Proposal - Offer to the State of Illinois

A. PROJECT TITLE/BIDDING BID NUMBER: JPMC Food and Grocery Items RFP / 26-116CMS-80554-B-90015

B. SUBCONTRACTOR DISCLOSURE

Subcontractors are NOT allowed. Yes No

C. WHERE ARE SERVICES TO BE PERFORMED

F.2. MANDATORY REQUIREMENTS WITH EVIDENCE - N/A

F.3. PROPOSED TECHNICAL SOLUTION - DESIRABLE ELEMENTS

Please explain how your organization meets or will meet each of the desirable elements. Use the column on the right to indicate the section and page number of your proposal where your response to each item may be found.

PROPOSED TECHNICAL SOLUTION - DESIRABLE ELEMENTS	Point Value	Proposal Section and Page Number
F.3.1. Offeror to provide and describe their company food catalog. A. Provide the quantity of line items available that are commonly purchased by the State. B. Provide the categories of food provided by Offeror. C. Provide the current assortment of availability to meet the State's food and grocery items, including the full breadth of the Offeror's catalog. D. Describe how participating entities will access nutritional and product information. E. Provide details about religious food options. F. Provide details about seasonal/holiday food options.	115	
F.3.2. Offeror to provide their company experience related to the requested products and/or services proposed. A. Past performance. B. Offeror's reputation in the marketplace. C. U.S. Market Share for the solution that Offeror is proposing. D. Experience working with public sector customers. E. Exhibited understanding of public procurement purchasing. F. What differentiates your company from competitors?	25	
F.3. Offeror to provide their Product Management Plan - Ability to provide and perform the required services for the Contract. A. Customer onboarding process. B. Offerors ability to perform towards the requirements and desired specifications. C. Offerors should provide their food distributor license, wholesale food license, transport license, and any other federal/state/local	80	

Required Quote Attachments

(These are attachments requested by the Agency, and a Quote response must include them to be submitted)

Desired Attachment Name: Vendor Disclosure or IPG Active Registered Vendor Disclosure
 Description: Failure to complete and upload will result in disqualification

Desired Attachment Name: Offer
 Description: Upload completed Offer with authorized signature here

Desired Attachment Name: Technical Proposal
 Description: Upload technical proposal here

Desired Attachment Name: Commitment to Diversity Vendor Answer Form
 Description: Upload commitment to diversity response here

Desired Attachment Name: BEP Utilization Plan
 Description: Failure to complete and upload will result in disqualification

i This will require a Quote Response to have a file attached before Quote can be submitted. This does not control what file is attached, the Vendor is responsible for attaching a relevant file. This does not prevent a Vendor from attaching a non-relevant file, or a file of a different name than expected.



REQUIRED DOCUMENTS REMINDER

JPMC Food and Grocery Items RFP Highlights

DO NOT modify any of the required documents (e.g., using letterhead, changing headers/footers, or adding banner/logos, etc.).

Required documents of the proposal visual: Documents signed by persons other than President, CEO, Owner, or Executive Director should submit a Signature Authority Letter with the Offer.

CPOGS Vendor Answer Sheet

Vendor: _____ Date: _____ Bid #: _____

I. BEP Goal Compliance
Have you met the set goal for contracting or subcontracting with businesses owned by women, minorities, or persons with disabilities or completed a Good Faith Effort Waiver for this procurement? If there is no BEP goal the 5 points will automatically be awarded.
 BEP Goal Met Good Faith Waiver Self Fulfilling Bid has no BEP goal

Verification:
 U-Plan Bid has no BEP Goal-No verification needed Copy of Good Faith Effort Waiver

II. Subcontracting/Contracting with any WMBD
Please list any WMBD (women, minorities, or persons with disabilities) businesses that your business has contracted/subcontracted within the prior calendar year. This is a subset of the current solicitation. **Note: Business is not required to be registered with BEP.**

Verification:
 Payments Contracts References
 Get attach extended table if needed

Service/Product	Vendor	Diversity Type	Length of Contract	Cost

III. DEI Spend
Percentage of business, education, and/or community spend from prior calendar year gross revenue on promoting DEI in the workplace, the community, education institutions, or supporting businesses owned by women, minorities, or persons with disabilities. **Note: The assisted business is not required to be certified in BEP.**

Verification:
 Receipts Communications References Other
 Get attach extended table if needed

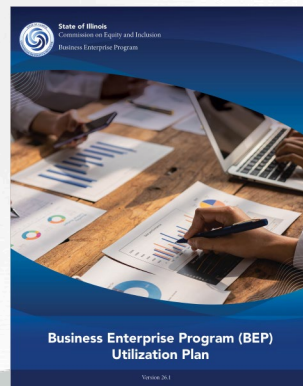
Item	Percent	Amount	Description

IV. DEI Time
Hours spent in the prior calendar year on promoting DEI in the workplace, the community, education institutions, or supporting businesses owned by women, minorities, or persons with disabilities. The assisted business is not required to be certified in BEP. The success or failure of each event does not impact the points achieved.

Verification:
 Timesheet Event Flyer Event Email/Page References Other

State of Illinois Chief Procurement Office for General Services
 Compliance in Diversity Vendor Answer Form VAD-03
 VAD-03

BEP Utilization Plan for the 9% participation goal.



Illinois Commission on Equity and Inclusion
 Assembly Bill 1000, Chapter 110
 110 South LaSalle Street, Suite 1100 Chicago, Illinois 60603
 314 S LaSalle, Suite 1100, Springfield, IL 62760

Business Enterprise Program
 Utilization Plan and Goal Waivers
 0303 and 0304

The purpose of this document is to provide purchasing entities with clear, uniform guidance on CEI's updated interpretation of Business Enterprise Program (BEP) goal waiver requests and Utilization Plan (U-Plan) filing under the Business Enterprise for Minorities, Women, and Persons with Disabilities Act (BEP Act). This document explains when goal waiver requests must be submitted, when they are permitted, who is responsible for communicating goal waiver information, and how requirements are handled in common procurement scenarios. The U-Plan and examples included in this document are designed to help purchasing entities apply CEI's interpretation consistently and ensure BEP requirements are addressed accurately throughout the procurement process.

Question: Can goal waiver requests be submitted up until the time of award? When is the cut-off?
 Answer: No. CEI no longer interprets the language to allow for multiple waiver request attempts after bid opening. The cut-off is bid opening.

Question: What does bid opening mean?
 Answer: Bid opening is the bid or offer due date and time.

Question: Who initiates a waiver that the goal waiver request is denied? When does that action occur?
 Answer: The purchasing entity notifies the vendor of BEP waiver request determination. The vendor notifies the BEP under the administration, complete the waiver administration form, notify the purchasing entity, who can notify the vendor.

Question: If a vendor's goal waiver request is denied, is the vendor bid or offer deemed non-responsive?
 Answer: When submitting a U-Plan, vendor must choose whether to withdraw the assigned goal by completing the U-Plan or by paying a full or partial goal action.

If a vendor submits a waiver request for the whole goal and it is denied, this results in a non-responsive bid, which means that the vendor should be deemed non-responsive.

If a vendor submits a waiver request for a portion of the goal and it is denied, the purchasing entity will offer the vendor a 30-day cure period to cure the deficiency by contracting with another certified

Page 1 of 3

STATE OF ILLINOIS
 IPG ACTIVE REGISTERED VENDOR DISCLOSURE
 (formerly named FORMS B)

BidBuy Reference #: [Click here to enter text.](#) Procurement/Contract #: [Click here to enter text.](#)

**** STOP and READ THIS **** You may only submit this form if you have an ACTIVE (unexpired and approved) registration in the Illinois Procurement Gateway.

This IPG Active Registered Vendor Disclosure may be used when responding to an Invitation for Bid (IFB) or a Request for Proposal (RFP) if the vendor is registered in the Illinois Procurement Gateway (IPG) and has an active State of Illinois Vendor Registration Number. The IPG assigns each vendor a unique State of Illinois Vendor Registration Number and expiration date upon the Chief Procurement Office's acceptance of the vendor's IPG application.

If a vendor does not have an active State of Illinois Vendor Registration Number, then the vendor must complete and submit Vendor Disclosure (formerly named Forms A) with their response. Failure to do so may render the submission non-responsive and result in disqualification.

Please read this entire section and provide the requested information as applicable. All parts in the IPG Active Registered Vendor Disclosure must be completed in full and submitted along with the vendor's bid, offer, or response.

STATE OF ILLINOIS
 VENDOR DISCLOSURE
 (formerly named FORMS A)

A vendor responding to a solicitation by the State of Illinois must return the information requested within this section with their bid or offer if they are not registered in the Illinois Procurement Gateway (IPG) and do not have an approved, unexpired IPG Registration Number. Failure to do so may render their bid or offer non-responsive and result in disqualification.

Please read this entire Vendor Disclosure and provide the requested information as applicable and per the instructions. All forms and signature areas contained in this Vendor Disclosure must be completed in full and submitted along with the bid in an Invitation for Bid; and completed in full and submitted along with the technical response and price proposal, which combined will constitute the Offer, in a Request for Proposal.

Vendor Name: Click here to enter text.	Phone: Click here to enter text.
Street Address: Click here to enter text.	Email: Click here to enter text.
City, State Zip: Click here to enter text.	Vendor Contact: Click here to enter text.

F.5. PRICING

F.5.1. FORMAT OF PRICING:

A. Offeror shall submit pricing in the Quote Items Tab on BidBuy, based on the terms and conditions set forth in this Request for Proposal Solicitation Document. Offeror's price offer shall serve as the basis for the compensation terms of the resulting contract. Failure to submit pricing in the Items Tab on BidBuy may render Offeror's entire Offer non-responsive and ineligible for award. Note: any pricing entered in the Unit Cost of the Items Tab will be locked until after Technical and Commitment to Diversity Evaluations are complete. Do not enter cost, pricing, or any discount information in the Alternate Description field. **Entering cost, pricing or discount information in the Alternate Description may result in disqualification.**

B. Offeror shall enter a single percent discount on the line item in BidBuy to be applied to the catalog price list for each of the food and grocery categories. The percent discount may be different for each of the categories, but **multi-discounts within one catalog category is not permitted.**

C. Catalog Categories are as follows:

- BidBuy Line Items 3 – 35: Dietary Food Supplements Items
- BidBuy Line Items 36 – 79: Bakery Products Items
- BidBuy Line Items 80 – 114: Dairy Products, Fresh Items
- BidBuy Line Items 115 – 164: Frozen Foods Items
- BidBuy Line Items 165 – 176: Perishable Food Items
- BidBuy Line Items 177 – 224: Grocery Staples and Miscellaneous Items
- BidBuy Line Items 225 – 229: Bulk Food Items
- BidBuy Line Items 230- 234: Religious Dietary Food Items

D. Offeror may submit a quote in BidBuy for any or all of the food and grocery category line items.

E. **Multiple discounts for different sections of the price list within each catalog category line item is not permitted.**

F. Any pricing or percentage off discounts on the line item and on the items listed in the Offeror's required catalog of product offerings attached to their Offer in BidBuy which is deemed too low, too high or availability of options from one Offeror to the next in relation to the prices, percentage discounts and options offered by others, may be seen as an attempt to manipulate the evaluation process or otherwise structure the Offer to the unfairness of other Offerors and to the disadvantage of the State. Such unbalanced pricing may be cause for rejection of the Offer in whole or in part.

G. Quantities and designated unit costs are for evaluation purposes only and do not guarantee nor represent any actual usage or anticipated value for the food or grocery items being purchased.



CALENDAR AND FINAL REMINDER

JPMC Food and Grocery Items RFP Highlights

June 9, 2026: Pre-Bid Conference held at 2pm.

June 16, 2026: Additional questions are due in writing to the Information Contact after the pre-submission conference. **Email to Anthony.Hamilton@Illinois.gov**

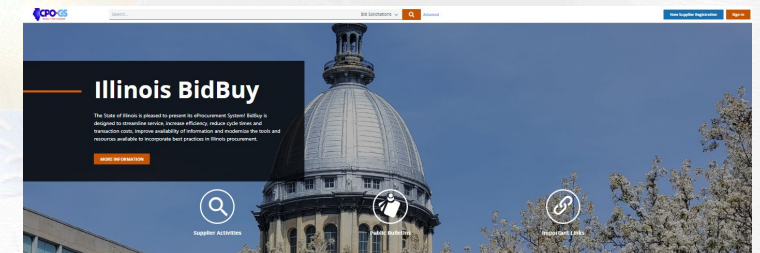
June 23, 2026: Amendment posting Questions and Answers.

July 8, 2026 @ 2:00 p.m. CDT RFP closes – proposals due.

Watch the CPO Instructions to Vendors for submitting an offer in the eProcurement system BidBuy at:
<https://www.youtube.com/watch?v=4NujlhKbazE>

If you need assistance in uploading documents and/or submitting your Quote in BidBuy, contact our Help Desk.

On the BidBuy homepage, scroll down below the picture is the information:
il.bidbuy@illinois.gov or by phone at 866-455-2897



*****CHECK THE BOX IN BIDBUY THAT SAYS, “DOES THIS ATTACHMENT CONTAIN ANY PRICING, COST OR DISCOUNT INFORMATION?” FAILURE TO MARK THIS BOX WHEN ATTACHING A PRICING DOCUMENT IN BIDBUY MAY RESULT IN DISQUALIFICATION. *****