



## Procurement Bidding Policies

- 1 **The Illinois Gaming Board** - (IGB) is our governing body. All vendors will be required to abide by and adhere to the rules and regulations set forth.
- 2 **Vendor Information Packet** - All Vendors are required to complete the following prior to beginning our business relationship
  - a. **Quantum Portal** – Vendor Registration
    - i. all vendors must complete initial registration information and update annually
    - ii. the completion of the Rivers Casino - Des Plaines Vendor Profile Form
    - iii. vendor W-9
    - iv. Certificate of Liability Insurance (COI) as requested
    - v. include Business References
    - vi. include MWDVBE certifications if appropriate
  - b. **Vendor Vetting – Axiom** – Total dollar purchases in a calendar year of more than \$100,000 require
    - i. completion of Quantum Vendor Packet
    - ii. extended, in depth company background information as defined in packet
  - c. **Annual review** of purchases will be conducted to determine if purchases exceed \$100,000. Vendor will be notified and Axiom release will be required to be completed.
- 3 **Supplier Diversity** – If your company is 51% or more owned and operated by Minorities or Women or Persons with Disabilities or Veteran, we ask for a copy of your 3<sup>rd</sup> party Certification. This should be included with your Vendor Information Packet information.
- 4 **Terms & Conditions** – are available on our website: [www.riverscasino.com](http://www.riverscasino.com)
  - a. Choose “Vendors” tab

Thank you for offering your goods and/or services to Rivers Casino – Des Plaines.

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