




Amendment to Notice 2023.03 General Services

To: Agency Procurement Officers
Central Management Services Bureau of Strategic Sourcing
State Purchasing Officers

From: Ellen H. Daley 

Date: August 31, 2022

Subject: Small Business Contracting

CC: Procurement Policy Board
Commission on Equity and Inclusion
Procurement Compliance Monitors

This Amendment to CPO Notice 2023.03 is effective immediately. This notice amends CPO Notice 2023.03 by clarifying that agencies will base their Fiscal Year 2023 small business contract forecasts on the “Award Amount (including initial term plus Renewals):” field on the BidBuy Purchase Order. The rest of CPO Notice 2023.03 remains in full force and effect.

One significant change in this annual requirement is that agencies will base their Fiscal Year 2023 small business contract forecasts on **Award Amounts on Notices of Award** versus Purchase Orders.

Instead, agencies shall forecast their Fiscal Year 2023 projected awards using the **Award Amount Notice of Award (NOA)** amounts.

The Award Amount on the Purchase Order reflects the contract award value resulting from both small purchases and from other methods of procurement where a Notice of Award is published. Column F in the provided Excel spreadsheet (“FY22 All Agency Small Business Contract Data”) contains the Award Amount on the Purchase Order.

Andrew Shackelford, CPO-GS Small Business Specialist, will further explain this clarification in the upcoming webinars.

Thursday, Sep 1, 2022, 3:15 PM

<https://illinois.webex.com/illinois/j.php?MTID=m99e2f5659aaed164d3c44e818c43d1b>

Friday, Sep 2, 2022, 11:00 AM

<https://illinois.webex.com/illinois/j.php?MTID=m244225279332c84fb3a210e43f0aad90>

- End -