




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 30, 2022

Subject: Small Business Contracting

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

This notice is effective immediately.

It is again that time of year when agencies must set contracting goals for small businesses. One significant change in this annual requirement is that agencies will base their Fiscal Year 2023 small business contract forecasts on Notices of Award versus Purchase Orders. This change is explained below. I strongly encourage agencies to attend one of the webinars where meeting the requirements of this notice will be explained and demonstrated.

Requirements of Sections 45-90 and 45-45 of the Illinois Procurement Code

Section 45-90 establishes a goal that not less than 10% of the total dollar amount of State contracts are awarded as a contract or subcontract to small businesses. Pursuant to Section 45-90 of the Procurement Code, each State official or agency shall file with the Chief Procurement Officer an annual compliance plan outlining:

- 1) the goals of the State official or agency for Fiscal Year 2023,
- 2) the manner in which the official or agency intends to reach these goals, and
- 3) a timetable for reaching these goals.

The Chief Procurement Officer for General Services (CPO-GS) shall then review and approve the plan of the State official or agency. The CPO-GS may reject any plan that does not comply with the Section. Upon approval of an agency plan by the CPO-GS, State Purchasing Officers shall work with agency procurement staff to ensure that the terms of the plan are being implemented in the solicitation and contracting process.

Section 45-45 requires a report of contract awards that were set-aside for small business competition. Each State official or agency shall file with the CPO-GS an annual report of its utilization of small businesses during the Fiscal Year 2022. The report shall include a self-evaluation of the efforts of the State official or agency to meet its small business contracting goals, including a report of set-aside contract awards.



CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

Fiscal Year 2023 Small Business Contracting Compliance Plan

Each agency must provide its State Purchasing Officer with a Small Business Contracting Compliance Plan for Fiscal Year 2023 by **September 9, 2022**. Included with this notice is a template (“FY23 Small Business Contracting Compliance Plan Form”) that may be used to comply with this requirement.

As noted above, the Small Business Contracting Compliance Plan template has been revised for Fiscal Year 2023. Agencies will no longer base contract forecasts on Purchase Order amounts. Instead, agencies shall forecast their Fiscal Year 2023 projected awards using the Notice of Award (NOA) amounts. NOA amounts are entered into the “Total Award Amount” field on the CPO-GS’ Notice of Award Form. This amount is also copied into BidBuy as the Notice of Award Amount: Initial Term plus all Renewals.

An Excel spreadsheet (“FY22 All Agency Small Business Contract Data”) containing NOA amounts for Fiscal Year 2022 has been included. The NOA amounts are in column F.

The CPO-GS will notify agencies that their plans have been accepted or rejected by September 22, 2022. If a plan is rejected, the CPO-GS will provide the basis for the rejection.

Fiscal Year 2022 Small Business Contracting Annual Report

Each agency must provide its State Purchasing Officer with its Small Business Contracting Annual Report for Fiscal Year 2022 by **September 9, 2022**. Included with this notice is a template (“FY22 Small Business Contracting Annual Report Form”) that may be used to comply with this requirement.

An Excel spreadsheet (“FY22 All Agency Small Business Contract Data”) containing Purchase Order amounts for Fiscal Year 2022 has been included. The Purchase Order amounts in column E should be used to calculate Agency Awards with Small Businesses.

Fiscal Year 2022 Small Business Set-Aside Program (SBSP) Contracts

Each agency must provide its State Purchasing Officer with data on contracts that were set-aside in Fiscal Year 2022 for qualified small businesses by **September 9, 2022**. Pursuant to Section 45-45 of the Procurement Code, the CPO-GS must provide the General Assembly with an annual report of all set-aside contracts to small businesses.

An Excel spreadsheet (“FY22 All Agency Small Business Contract Data”) containing Purchase Order amounts for Fiscal Year 2022 has been included. The Purchase Order amounts in column E is compiled from purchase order data in BidBuy and may not represent all amounts awarded to small businesses. For example, it may not contain information on purchases valued below \$2,000.

Small Business Reporting in SharePoint

Each agency must submit the FY22 Small Business Contracting Annual Report and FY23 Small Business Contracting Compliance Plan through the CPO-GS’ Small Business Reporting SharePoint. Accounts have been created for APOs, and instructions for submission are included with this notice.



CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

Training Date

Because there are changes to reporting requirements this year, all agencies are encouraged to learn more about how to comply with the requirements of this notice. The CPO-GS' Small Business Specialist Andrew Shackelford will hold a webinar on Thursday, **September 1, 2022**, at 2:30 PM and Friday, **September 2, 2022**, at 11:00 AM. A session will be recorded for review at your convenience.

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>

If you have questions regarding this notice or are unable to attend the webinar and have questions about the reporting requirements, please contact your State Purchasing Officer or Andrew Shackelford at (217) 970-0175.

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