




Ellen H. Daley - Chief Procurement Officer

Notice 2025.06 General Services

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

From: Ellen H. Daley 

Date: 2/6/2025

Subject: Small Business Contracting Mid-Year Report

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

This notice is effective immediately.

Section 45-90 of the Procurement Code 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. Furthermore, Section 45-90(d) requires each State agency to file with its chief procurement officer a mid-fiscal year report of its utilization to date for the then-current fiscal year. The report shall include a self-evaluation of the efforts of the State official or agency to meet its goals.

Agencies based their Fiscal Year 2025 small business contract forecasts on the "Award Amount (including initial term plus Renewals):" field on the BidBuy Purchase Order. The Award Amount on the Purchase Order reflects the contract award value resulting from methods of procurement where a Notice of Award is published and from small purchases. Each State agency will receive an Excel Sheet that contains the Award Amount on BidBuy Purchase Orders from 7/01/2024 through 12/31/2024, for that agency.

Agency-specific contract data will be distributed to Agency Purchasing Officers and their State Purchasing Officers on February 6, 2025. Agencies shall review each contract, determine if it was procured as a small business set-aside and/or awarded to a small business registered in the Small Business Set Aside Program, and complete a mid-year compliance plan. A template ("FY25 Small Business Contracting Mid-Year Compliance Plan") is provided that may be used to satisfy the reporting requirement.



Small Business Reporting SharePoint (SBR)

Each agency shall complete and submit its FY25 mid-year compliance plan through the CPO-GS' SBR SharePoint by close of business on February 20, 2025. Brianna Lopez, CPO-GS Small Business Specialist, will notify each agency by February 26, 2025, if their plan is approved or rejected. If rejected, the reason will be provided. Accounts have been created for Agency Procurement Officers, and instructions for submission are included with this notice.

Training Dates

All agencies are encouraged to learn more about complying with the requirements of this notice. The CPO-GS' Small Business Specialist Brianna Lopez will hold a webinar on Thursday, February 13, 2025, at 1:00 PM. The session will be recorded for review at your convenience. Link for the session is located below.

Thursday, February 13th @ 1:00 PM

<https://illinois.webex.com/illinois/j.php?MTID=m1dcc45d54f69dc406c4e5b5f891bf5ad>

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 Brianna Lopez at CPOGS.SmallBusiness@Illinois.gov.

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