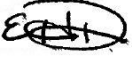




## Notice 2019.02 General Services

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

From: Ellen H. Daley 

Date: October 9, 2018

Subject: Small Business Contracting

CC: Procurement Compliance Monitors  
Procurement Policy Board

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State contracts provide thousands of small business owners with the revenue to start and expand their operations and create good jobs. These small businesses are the engine of job creation and economic growth in Illinois. Section 45-90 of the Illinois 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.

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 FY19,
- 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 (CPO) shall then review and approve the plan of the State official or agency. The CPO may reject any plan that does not comply with the Section. Upon approval of an agency plan by the CPO, 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.

Each State official or agency shall also file with the CPO an annual report of its utilization of small businesses during the preceding fiscal year. The report shall include a self-evaluation of the efforts of the State official or agency to meet its small business contracting goals.

### FY 18 Small Business Contracting Annual Report

Each agency must provide its Small Business Contracting Annual Report for Fiscal Year 2018 to its State Purchasing Officer by **October 18, 2018**.

Attached to this notice is a template ("2018 Small Business Contracting Annual Report Form") that may be used to comply with this requirement.



# CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

## FY 19 Small Business Contracting Compliance Plan

Each agency must provide its Small Business Contracting Compliance Plan for Fiscal Year 2018 to its State Purchasing Officer by **October 18, 2018**. Attached to this notice is a template (“2019 Small Business Contracting Compliance Plan Form”) that may be used to comply with this requirement.

The CPO will notify agencies that their plans have been accepted or rejected by October 23, 2018. If a plan is rejected, the CPO will provide the basis for the rejection.

## FY 18 Small Business Set-Aside Program (SBSP) Spend

Each agency must provide data on contracts that were set-aside for qualified small businesses by **October 18, 2018**.

The CPO compiles the SBSP spend information into an annual report and presents it to the General Assembly. Attached to this notice is a PDF (“2018 All Agency Small Business Summary Report”) containing FY 18 spend for each agency that potentially represents small business contracts. This information is compiled from the Comptroller’s SAMS data warehouse and may not represent all amounts expended with small businesses. For example, it may not contain information on contracts paid out of locally held funds. Please review the material provided, and adjust the information as necessary to provide complete data for your agency.

## Training Date

For agencies that want to learn more about how to comply with the requirements of this notice, the CPO will hold a webinar on Wednesday, **October 10**, 2018 at 2:00 PM Central Daylight Time.

Please join this webinar by clicking this link.

<https://illinois.webex.com/illinois/j.php?MTID=ma46cd5852d000eee6d452c216111542f>

Meeting password: K8iz2d6E

Call In #: +1-415-655-0002

Meeting number (access code): 289 282 214

If there are questions regarding this notice or you are unable to attend the webinar and have questions about the reporting requirements, please contact your State Purchasing Officer or the Chief Procurement Office at (217) 558-2231.

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