




Notice 2019.08 General Services

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

From: Ellen H. Daley 

Date: February 14, 2019

Subject: Changes in Measuring Small Business Contracting

CC: Procurement Compliance Monitors
Procurement Policy Board

By issuance of this notice, the data used to measure progress towards the State's 10% small business contracting goal is changing. 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. Each State official or agency files with the Chief Procurement Office for General Services (CPO-GS) an annual compliance plan, mid-year compliance plan, and final report outlining their success in reaching the goal.

As of July 1, 2018, all but one agency under my jurisdiction was using BidBuy to conduct solicitations and award contracts. The contract data captured in BidBuy is robust and is now the basis for measuring and evaluating progress towards the 10% small business goal. Previously the CPO-GS counted and reported agency expenditure data obtained from the Comptroller's SAMS data warehouse. This expenditure data represented payments made to small businesses in the Small Business Set-Aside Program (SBSP).

Because agencies submitted their FY19 annual compliance plans in October 2018 based on Comptroller expenditure data, the change to measuring goal progress with BidBuy contract data may make these plans irrelevant (or less relevant).

Following this notice, Dave Littrell is sending all agency-specific contracts including those with small businesses qualified in the SBSP. Agencies need to review each contract, determine if it was procured as a small business set-aside, and complete a mid-year compliance plan. Dave will also send a template ("FY19 Mid-Year Compliance Plan") that may be used to satisfy the reporting requirement.

Dave Littrell is holding a webinar on Tuesday, February 19 from 10AM to 10:30AM, to assist agencies understand the data provided and complete their mid-year compliance plans. Join this webinar by clicking on this link: <https://illinois.webex.com/illinois/j.php?MTID=m507592bcfa9707461eeba20447dd5492>. The meeting number access code is 800 922 472. The meeting password is pK2SusZt. Please contact Dave at (217) 782-5586 or David.Littrell@illinois.gov with questions regarding the webinar or compliance with this notice.

Each agency shall complete and return its mid-year compliance plan to its State Purchasing Officer by **February 28, 2019**.

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