




## Notice 2020.02 General Services

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

From: Ellen H. Daley 

Date: August 27, 2019

Subject: Small Business Contracting

CC: Procurement Compliance Monitors  
Procurement Policy Board

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Small businesses in Illinois are significant creators of new jobs and economic growth. According to the U.S. Small Business Administration's 2019 profile of small businesses in Illinois, there are more than 1.2 million small businesses that employ 2.5 million people, or 45.1% of the private workforce. In Fiscal Year 2018, the State agencies under my jurisdiction spent \$10.5 billion. 47 agencies spent more than \$305 million with Illinois small businesses, representing 2.9% of total spend and a record high.

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 Fiscal Year 2020,
- 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) 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 2019. 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 contract awards that were set-aside for small business competition.

### Fiscal Year 2020 Small Business Contracting Compliance Plan

Each agency must provide its State Purchasing Officer with a Small Business Contracting Compliance Plan for Fiscal Year 2020 by **September 12, 2019**. Attached to this notice is a template ("FY20 Small Business Contracting Compliance Plan Form") that may be used to comply with this requirement.



# CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

The CPO will notify agencies that their plans have been accepted or rejected by September 19, 2019. If a plan is rejected, the CPO will provide the basis for the rejection.

## Fiscal Year 2019 Small Business Contracting Annual Report

Each agency must provide its State Purchasing Officer with its Small Business Contracting Annual Report for Fiscal Year 2019 by **September 12, 2019**.

Included with this notice is a template ("FY19 Small Business Contracting Annual Report Form") that may be used to comply with this requirement.

## Fiscal Year 2019 Small Business Set-Aside Program (SBSP) Awards

Each agency must provide its State Purchasing Officer with data on awards that were set-aside in Fiscal Year 2019 for qualified small businesses by **September 12, 2019**. Pursuant to Section 45-45 of the Procurement Code, the CPO must provide the General Assembly with an annual report of all set-aside awards to small businesses.

Included with this notice is an Excel spreadsheet ("FY19 All Agency Small Business Contract Data") containing Fiscal Year 2019 awards by agency to vendors qualified in the SBSP. This information 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.

Using the worksheet tab FY19 SBSP Purchase Orders, agencies should distinguish between the contracts that were and were not purposely set-aside for small businesses.

## 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 Tuesday, **September 3, 2019** at 3:00 PM.

Meeting link: <https://illinois.webex.com/illinois/j.php?MTID=macb0f48e9c0e62848f4dca0e10a10cba>

Meeting number: 800 182 572

Join by video system: Dial [800182572@illinois.webex.com](tel:800182572); You can also dial 173.243.2.68 and enter your meeting number.

Join by phone: +1-312-535-8110 United States Toll (Chicago)  
+1-415-655-0002 US Toll

Access code: 800 182 572

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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