




Notice 2021.02

General Services

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

From: Ellen H. Daley 

Date: September 10, 2020

Subject: Small Business Contracting

CC: Procurement Compliance Monitors
Procurement Policy Board

The Coronavirus (COVID-19) pandemic has caused an unprecedented economic disruption and taken a toll on small businesses in Illinois. Now, more than ever, small businesses need assistance and support. State contracts provide small business owners with revenue necessary to pay their employees, suppliers, and overhead. In some instances, these contracts will allow small businesses to stay open in the coming months.

I have instructed my staff to develop and implement strategies that will raise awareness of the Small Business Set-Aside Program, increase small business enrollment, and increase contracting opportunities. As your agency develops this year's Small Business Contracting Compliance Plan, I encourage you to find approaches that justify setting small business contracting goals over last year's actual results. My State Purchasing Officers and small business team will assist you wherever possible.

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 2021,
- 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 2020. 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.



CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

Fiscal Year 2021 Small Business Contracting Compliance Plan

Each agency must provide its State Purchasing Officer with a Small Business Contracting Compliance Plan for Fiscal Year 2021 by **September 25, 2020**. Attached to this notice is a template (“FY21 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 7, 2020. If a plan is rejected, the CPO will provide the basis for the rejection.

Fiscal Year 2020 Small Business Contracting Annual Report

Each agency must provide its State Purchasing Officer with its Small Business Contracting Annual Report for Fiscal Year 2020 by **September 25, 2020**.

Included with this notice is a template (“FY20 Small Business Contracting Annual Report Form”) that may be used to comply with this requirement.

Fiscal Year 2020 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 2020 for qualified small businesses by **September 25, 2020**. Pursuant to Section 45-45 of the Procurement Code, the CPO must provide the General Assembly with an annual report of all set-aside contracts to small businesses.

Included with this notice is an Excel spreadsheet (“FY20 All Agency Small Business Contract Data”) containing Fiscal Year 2020 contracts 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 FY20 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 16, 2020** at 10:30AM and 2:00 PM.

10:30 AM

Meeting link: <https://illinois.webex.com/illinois/j.php?MTID=mb22bbdfdcfca03783e86a0696da163d9>

Meeting number: 133 588 7974 Password: WHtCjSs9r45

2:00 PM

Meeting link: <https://illinois.webex.com/illinois/j.php?MTID=m693cf98f6c6d4f07f3dc13f3ebfdb542>

Meeting number: 133 776 4803 Password: pbRpM9v7V2i

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 the Chief Procurement Office at (217) 558-2231.

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