




CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

Notice 2022.04 General Services

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

From: Ellen H. Daley 

Date: September 14, 2021

Subject: Small Business Contracting

CC: Procurement Compliance Monitors
Procurement Policy Board

This notice is effective immediately.

The COVID-19 pandemic has taken a heavy toll on Illinois' small businesses. Most experienced decreased revenues, many were forced to lay off employees, and some closed their doors for good. Small business owners needed support wherever they could get it.

Last year I instructed my staff to not just maintain but increase enrollment in the Small Business Set-Aside Program (SBSP). I challenged agency procurement staff to increase contracting opportunities for Illinois small businesses. And, everyone's efforts paid off.

Preliminary data for Fiscal Year 2021 reveals a 10% increase in SBSP enrollment and 15% increase in the value of contracts for Illinois small businesses!

It is again that time of year when agencies must set contracting goals for small business. I encourage you to again set challenging goals and develop thoughtful procurement plans. State contracts provide small business owners with revenue necessary to pay their employees, suppliers, and overhead. For many, State contracts allowed them to stay open this past year.

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 2022,
- 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-GS) shall then review and approve the plan of the State official or agency. The CPO-GS may reject any plan that does not comply with the Section. Upon approval of an agency plan by the CPO-GS, 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.



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Each State official or agency shall also file with the CPO-GS an annual report of its utilization of small businesses during the preceding Fiscal Year 2021. 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 2022 Small Business Contracting Compliance Plan

Each agency must provide its State Purchasing Officer with a Small Business Contracting Compliance Plan for Fiscal Year 2022 by **September 29, 2021**. Attached to this notice is a template (“FY22 Small Business Contracting Compliance Plan Form”) that may be used to comply with this requirement.

The CPO-GS will notify agencies that their plans have been accepted or rejected by October 13, 2021. If a plan is rejected, the CPO-GS will provide the basis for the rejection.

Fiscal Year 2021 Small Business Contracting Annual Report

Each agency must provide its State Purchasing Officer with its Small Business Contracting Annual Report for Fiscal Year 2021 by **September 29, 2021**.

Included with this notice is a template (“FY21 Small Business Contracting Annual Report Form”) that may be used to comply with this requirement.

Fiscal Year 2021 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 2021 for qualified small businesses by **September 29, 2021**. Pursuant to Section 45-45 of the Procurement Code, the CPO-GS 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 (“FY21 All Agency Small Business Contract Data”) containing Fiscal Year 2021 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 FY21 SBSP Purchase Orders, agencies should distinguish between the contracts that were and were not purposely set-aside for small businesses.



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Training Date

For agencies that want to learn more about how to comply with the requirements of this notice, the CPO-GS' Small Business Specialist Andrew Shackelford will hold a webinar on Thursday, **September 16, 2021** at 2:30 PM and Friday, **September 17, 2021** at 10:30 AM. A session will be recorded for review at your convenience.

September 16 2:30 PM

Meeting link: <https://illinois.webex.com/illinois/j.php?MTID=m1495aa11b530e0164e9652145db03267>

September 17 10:30 AM

Meeting link: <https://illinois.webex.com/illinois/j.php?MTID=m0bea65fe8790db6815a6c30ff72a3686>

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 Andrew Shackelford at (217) 970-0175.

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