




CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

Notice 2022.09 General Services

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

From: Ellen H. Daley 

Date: January 20, 2022

Subject: Small Business Contracting Mid-Year

CC: Procurement Compliance Monitors
Procurement Policy Board

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 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.

Each agency shall complete and return its mid-year compliance plan to its State Purchasing Officer by close of business on **February 3, 2022**. Andrew Shackelford, CPO-GS Small Business Specialist, will notify each agency by February 11, 2022 if their plan is approved or rejected. If rejected, the reason will be provided.

Accompanying this notice are agency-specific contracts with small businesses qualified in the Small Business Set-Aside Program (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. A template ("FY22 Small Business Contracting Mid-Year Compliance Plan") is provided that may be used to satisfy the reporting requirement. Andrew Shackelford will conduct two webinars providing step-by-step guidance to complete the mid-year compliance plan.

Thursday, January 27, 2022 at 2:30 PM

<https://illinois.webex.com/illinois/j.php?MTID=md9ca23fbbe9b7af7c4d3c9b8cbde1f08>

Meeting number (access code): 247 109 63730 Meeting password: YZrkd6Ju43

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Friday, January 28th, 2022 at 10:30 AM

<https://illinois.webex.com/illinois/j.php?MTID=mf18fef256ac8f7582fd19c8a14673575>

Meeting number (access code): 247 281 81665 Meeting password: tbRcnU3FV79

Join by phone

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If there are questions regarding this notice, please contact Andrew Shackelford at (217) 970-0175 or Andrew.Shackelford@illinois.gov.

- End -

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