[PUT AGENCY LETTERHEAD HERE]

**FISCAL YEAR 2020**

**SMALL BUSINESS CONTRACTING COMPLIANCE PLAN**

Agency Representative Completing this Plan:

Contact Information for Agency Representative:

State Purchasing Officer:

Date Plan Submitted to SPO:

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1. **GOALS**

1. For Fiscal Year 2020, provide the Agency’s projected total dollar award on State Contracts:
2. For Fiscal Year 2020, provide the dollar amount projected to be awarded on State Contracts with Small Businesses in the following three categories:
   1. Projected award with qualified small businesses pursued as a set-aside =

Note: To qualify as an award under the Small Business Set-Aside Program, the decision to set-aside the bid needed to be made, and documented, prior to the solicitation being released or the bid being conducted.

* 1. Projected award with qualified small business **not** pursued as a set-aside =
  2. Total projected award with Small Businesses =

1. For Fiscal year 2020, provide the Agency’s total projected award with Small Businesses as a percent of total projected award on State Contracts =

2. **METHOD**

1. For Fiscal Year 2020, identify with specificity the agency’s strategy to achieve the award projections above in 1.2.1 and 1.2.2

3. **TIMELINE**

1. For Fiscal Year 2020, identify a timetable for reaching the award goals outlined above in 1.2.1 and 1.2.2