[PUT AGENCY LETTERHEAD HERE]

**FISCAL YEAR 2021**

**SMALL BUSINESS CONTRACTING MID-YEAR 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 2021, what was the Agency’s projected total dollar award on state contracts?
2. What is the Agency’s actual total dollar award on state contracts from July 1, 2020 through January 31, 2021?
3. Based on the Agency’s actual total dollar award through January 31, 2021, what is the Agency’s revised projected total dollar award for Fiscal Year 2021?
4. For Fiscal Year 2021, provide the dollar amount actually awarded on state contracts with Small Businesses in the following three categories:
   1. Actual 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. Actual award with qualified small business **not** pursued as a set-aside =
  2. Total actual award with Small Businesses =
  3. Based on the Agency’s actual total dollar award through January 31, 2021, what is the Agency’s revised projected total dollar award with Small Businesses for Fiscal Year 2021?

1. For Fiscal year 2021, provide the Agency’s revised total projected award with Small Businesses as a percent of total projected award on State Contracts (1.4.4 / 1.3 \* 100) =

2. **METHOD**

1. For Fiscal Year 2021, identify with specificity the agency’s strategy to achieve the award projection above in 1.5: