



CHIEF PROCUREMENT OFFICE
Matt Brown, General Services

Notice 2013.05 General Services

To: State Purchasing Officers
CMS Bureau of Strategic Sourcing
Agency Procurement Staff
Procurement Policy Board

From: Matt Brown

Date: October 22, 2012

Subject: Small Business Contracts Act (SBCA)

This CPO Notice is effective October 22, 2012.

Small businesses are vital in driving the State's economic recovery and creating new jobs. In FY'11, the State contracted with Illinois small businesses for more than \$193 million (2.6% of the value of all contracts) of goods and services. The Small Business Contracts Act (P.A. 97-0307) requires that not less than 10% of the total dollar amount of State contracts shall be established as a goal to be awarded to small businesses.

Pursuant to that Act, each State official or agency shall file with the Chief Procurement Officer an annual compliance plan:

- 1) outlining the goals of the State official or agency for FY'13,
- 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 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 Act or rules promulgated pursuant to the Act. 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.

The Act also says that each State official or agency shall file with the CPO an annual report of its utilization of small businesses during the preceding fiscal year. The report shall include a self-evaluation of the efforts of the State official or agency to meet its goals under the Act.

FY'12 SBCA Annual Report

Agencies must provide Small Business Contracts Act (SBCA) Annual Reports for Fiscal Year 2012 to their State Purchasing Officers by **November 5, 2012**.

Attached to this Notice is a template that may be used to comply with this requirement.



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FY'13 SBCA Compliance Plan

Agencies must provide Small Business Contracts Act (SBCA) Compliance Plans to their State Purchasing Officers by **November 5, 2012**.

The CPO will notify agencies that their plans have been accepted or rejected by November 12, 2012. If a plan is rejected, the CPO will provide the basis for the rejection. Attached to this Notice is a template that may be used to comply with this requirement.

FY'12 SBSP Spend

Agencies must provide data on contracts that were set-aside for qualified small businesses by **November 5, 2012**. Agencies must report their total spend with small businesses via set-aside contracts on the FY'12 SBCA Annual Report template attached to this Notice.

The CPO compiles information about set-aside contracts in the Small Business Set-Aside Program (SBSP) Annual Report and presents the report to the General Assembly. Attached to this Notice is a spreadsheet containing FY'12 spend that potentially represents small business contracts, and a memorandum that explains the data further.

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