



## Notice 2013.08 General Services

To: State Purchasing Officers  
Procurement Compliance Monitors  
Agency Purchasing Staff  
CMS BOSS

From: Matt Brown *MB*

Date: February 27, 2013

Subject: Set-Aside for Small Business  
Electronic Data Processing Consulting Services Commodity Code E110-100

CC: Procurement Policy Board

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This CPO Notice is effective February 27, 2013 and amends CPO Notice 2012.04 and CPO Notice 2013.02. CPO Notice 2012.04 designated 64 set-aside categories for qualified small businesses in the Small Business Set-Aside Program (SBSP); CPO Notice 2013.02 added court reporting services as a class of service added to the set-aside program, bringing the number of set-asides to 65.

Pursuant to the authority granted in Section 45-45(a) of the Illinois Procurement Code, the Chief Procurement Officer is designating certain computer consulting services (commodity code E110-100) as a small business set-aside. For purchases of **two million dollars (\$2,000,000)** and below, services in commodity code E110-100 which includes:

1. computer software consulting,
2. computer network consulting,
3. strategic technology planning and consulting services, and
4. telecommunication consulting

will be set-aside to companies that are qualified small businesses under the SBSP. The addition of these Computer Consulting services increases the number of mandated set-aside categories from 65 to 66.

The decision to add computer consulting services under this commodity code as a small-business set aside was made after careful research and analysis of variables, including the large number of vendors in Illinois that that qualify for the SBSP, the relatively large number and dollar value of State computer consulting contracts, and the small supply of large vendors that will be impacted. There are 339 qualified vendors in the small vendor database in this commodity code, of which 108 are also certified as BEP vendors. Adding this category of services will assist agencies in meeting goals established under the Small Business Contracts Act and the Business Enterprise Program.



# CHIEF PROCUREMENT OFFICE

Matt Brown, General Services

Procurements in the 66 set-aside categories and all contracts of \$50,000 and less must be set-aside for small businesses. Bids or proposals received from businesses not qualified as a small business will be rejected as non-responsive.

An agency may request a Small Business Set-Aside Program Waiver. To obtain a waiver, agencies must demonstrate a discernible, clear justification. Examples of guidelines that can be considered for justification of a waiver include:

- The Chief Procurement Officer has established a master contract to meet agency needs.
- The product or service is provided by a large business sole source vendor.
- There is a need for a brand name product and there are no small businesses that provide the product.
- There is an opportunity to establish a no-bid contract with a State Use vendor.
- The supply base for the product or service includes several larger diversified vendors that can be counted toward the Business Enterprise for Minorities, Females and Persons with Disabilities Act [30 ILCS 575].
- The product or service is available from Illinois Correctional Industries.
- Small business vendors were solicited and no offers were received.
- The prices by qualified small businesses are substantially greater than the prices offered by large businesses.
- The small business supply base does not meet regional or geographical requirements for the product or service.

Request for waivers related to the \$50,000 threshold must be approved by the State Purchasing Officer. Waivers from the designated 66 set-aside categories must be approved by Scott McKinnery, State Purchasing Officer for Small Business, at [Scott.McKinnery@illinois.gov](mailto:Scott.McKinnery@illinois.gov).

In addition, any solicitation (i.e., purchases that fall outside of the 66 categories and \$50,000 or greater) may be set-aside for small business. However the following guidelines should be taken into consideration prior to establishing a small business set-aside not already designated by the CPO:

- There is ample number of certified small businesses that provide the product or service.
- The small business supply base meets regional or geographic requirements for the product or service.
- There is no measurable substantial increase in cost by a small business providing the product or service rather than a large business.

If there are any questions regarding this notice, please contact Scott McKinnery at (217) 558-3723 or the Chief Procurement Office at (217) 558-2231.