



CHIEF PROCUREMENT OFFICE  
Matt Brown, General Services

## Notice 2014.04 General Services

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

From: Matt Brown

Date: September 27, 2013

Subject: Small Business Contracts Act

---

This CPO Notice is effective September 27, 2013.

Small businesses are vital in driving the State's economic recovery and creating new jobs. The Small Business Contracts Act (30 ILCS 503) 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 14,
- 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 reviews and approves 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 and agency procurement staff work to ensure that the terms of the plan are implemented in the solicitation and contracting process.

The Act further requires 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 must include a self-evaluation of the efforts of the State official or agency to meet its goals under the Act.

### FY13 SBCA Annual Report

Agencies must provide a FY 13 Small Business Contracts Act Annual Report to their State Purchasing Officers by **October 15, 2013**. Attached to this Notice is the Annual Report template for agencies to prepare. In order to complete this form, agencies must provide data on contracts that were set-aside for qualified small businesses in FY 13. To assist in gathering that data, I am attaching the FY 13 Small Business Summary Report which contains information that potentially represents each agency's small business contracts. However, the information provided is compiled from the Comptroller's SAMS data warehouse and may not represent all



# CHIEF PROCUREMENT OFFICE

Matt Brown, General Services

amounts expended with small businesses (for example, it will not contain information of contracts paid out of locally held funds). Please review the material provided, assumptions, and adjust the information as necessary to provide complete data for your agencies.

## FY14 SBCA Compliance Plan

Agencies must provide their FY 14 Small Business Contracts Act Compliance Plans to their State Purchasing Officers by **October 15, 2013**. Attached to this Notice is a template may be copied on agency letterhead and used to comply with this requirement.

The CPO will notify agencies that their plans have been accepted or rejected by October 25, 2013. If a plan is rejected, the CPO will provide the basis for the rejection.

For Agency Procurement staff that want additional information, please participate in the training: **“How to Complete Your Small Business Annual Report /Compliance Plan”**

Thursday, October 3, 2013  
10 – 10:30 AM

Join the video by clicking this link:

<https://global.gotomeeting.com/meeting/join/351646869>

Join the audio by:  
Dial: 1.888.494.4032  
Access Code: 895 083 2216

The information provided by your agencies will be compiled in a report for the General Assembly. 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.

- End -