



CHIEF PROCUREMENT OFFICE
Matt Brown, General Services

Notice 2015.02 General Services

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

MB

From: Matt Brown

Date: September 25, 2014

Subject: Small Business Contracts Act

This CPO Notice is effective September 25, 2014.

Small businesses are vital in driving the State's economic recovery and creating new jobs. In Fiscal Year 2013, the State contracted with Illinois small businesses for more than \$242.6 million (2.3% of the value of all contracts) of goods and services. 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 15,
- 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 14 SBCA Annual Report

Agencies must provide Small Business Contracts Act (SBCA) Annual Reports for Fiscal Year 2014 to their State Purchasing Officers by **October 14, 2014**.

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



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FY 15 SBCA Compliance Plan

Agencies must provide Small Business Contracts Act (SBCA) Compliance Plans to their State Purchasing Officers by **October 14, 2014**. Attached to this notice is a template that may be used to comply with this requirement.

The CPO will notify agencies that their plans have been accepted or rejected by October 24, 2014. If a plan is rejected, the CPO will provide the basis for the rejection.

FY 14 SBSP Spend

Agencies must provide data on contracts that were set-aside for qualified small businesses by **October 14, 2014**.

The CPO compiles the information in the Annual Small Business Set-Aside Program (SBSP) Report and presents the report to the General Assembly. Attached to this Notice is a PDF containing FY 14 spend for each agency that potentially represents small business contracts. This information is compiled from the Comptroller's SAMS data warehouse and may not represent all amounts expended with small businesses (for example, it may not contain information of contracts paid out of locally held funds). Please review the material provided and adjust the information as necessary to provide complete data for your agency.

For Agency procurement staff that need additional information on completing these forms, the CPO's Office of offering training on how to complete your small business annual report and compliance plan.

Thursday, October 02, 2014
9:30 AM

Join the video by clicking this link:

<https://global.gotomeeting.com/join/813713717>

Join the conference call:

Dial: 1.888.494.4032

Access Code: 922 714 7582

Meeting ID: 813-713-717

If there are questions regarding this notice, please contact Scott McKinnery at (217) 558-3723 or Scott.McKinnery@illinois.gov.

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