



Notice 2016.04 General Services

To: Agency Procurement Staff
Central Management Services Bureau of Strategic Sourcing
State Purchasing Officers
From: Ellen H. Daley *EHD*
Date: August 31, 2015
Subject: Small Business Contracts Act Agency Plan
CC: Procurement Compliance Monitors
Procurement Policy Board

Small businesses are vital in driving the State's economic recovery and creating new jobs. In Fiscal Year 2015, the State contracted with Illinois small businesses for more than \$280.1 million (2.4% 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 FY16,
- 2) describing the manner in which the official or agency intends to reach these goals, and
- 3) providing a timetable for reaching the goals.

The Chief Procurement Officer (CPO) 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 15 SBCA Annual Report

Agencies must provide Small Business Contracts Act (SBCA) Annual Reports for Fiscal Year 2015 to their State Purchasing Officers by September 14, 2015.

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



CHIEF PROCUREMENT OFFICE

Ellen Daley, General Services

FY 16 SBCA Compliance Plan

Agencies must provide Small Business Contracts Act (SBCA) Compliance Plans for Fiscal Year 2016 to their State Purchasing Officers by September 14, 2015. 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 September 30, 2015. If a plan is rejected, the CPO will provide the basis for the rejection.

FY 15 SBSP Spend

Agencies must provide data on contracts that were set-aside for qualified small businesses by September 14, 2015.

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 15 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.

Training

The Chief Procurement Office will conduct a webinar covering use of the attached spend data to complete the FY 15 SBCA Annual Report, FY 16 SBCA Compliance Plan, and FY 15 SBSP Spend. The webinar will allow time for Questions and Answers. Participation is voluntary, but encouraged.

Thursday, September 03, 2015 at 10:00 AM Central Daylight Time.

Click on the following link to join the meeting: <https://global.gotomeeting.com/join/342052037>

Join the conference call:

Dial: 1 (872) 240-3212

Access Code: 342-052-037

Effective Date

This CPO Notice is effective August 31, 2015.

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