




## Notice 2017.02 General Services

To: Agency Procurement Staff  
Central Management Services Bureau of Strategic Sourcing  
State Purchasing Officers

From: Ellen H. Daley 

Date: September 20, 2016

Subject: Small Business Contracts Act Agency Plan

CC: Procurement Policy Board

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Small businesses are vital in driving the State's economic recovery and creating new jobs. In Fiscal Year 2015, the State's procured contracts with Illinois small businesses were valued at more than \$291.2 million (2.3% of the value of all contracts). 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 outlining:

- 1) the goals of the State official or agency for FY17,
- 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 (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 16 SBCA Annual Report

Each agency must provide its Small Business Contracts Act (SBCA) Annual Report for Fiscal Year 2016 to its State Purchasing Officer by **October 4, 2016**.

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



# CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

## FY 17 SBCA Compliance Plan

Each agency must provide its Small Business Contracts Act (SBCA) Compliance Plan for Fiscal Year 2017 to its State Purchasing Officer by **October 04, 2016**. 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 18, 2016. If a plan is rejected, the CPO will provide the basis for the rejection.

## FY 16 SBSP Spend

Each agency must provide data on contracts that were set-aside for qualified small businesses by **October 04, 2016**.

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 16 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 Date

To assist agencies understand how to meet the requirements of this notice, the CPO will hold an online meeting on Monday, **September 26, 2016** at 9:30 AM Central Daylight Time.

1. Join the CPO's meeting by clicking this link.

<https://global.gotomeeting.com/join/708566509>

2. Join the conference call:

Dial +1 (872) 240-3212

Access Code: 708-566-509

Audio PIN: Shown after joining the meeting

Meeting ID: 708-566-509

If there are questions regarding this notice, please contact Scott McKinnery at (217) 622-1908 or [Scott.McKinnery@illinois.gov](mailto:Scott.McKinnery@illinois.gov).

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