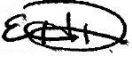




## Notice 2018.02 General Services

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

From: Ellen H. Daley 

Date: October 2, 2017

Subject: Small Business Contracting

CC: Procurement Compliance Monitors  
Procurement Policy Board

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State contracts provide thousands of small business owners with the revenue to start and expand their operations and create good jobs. These small businesses are the engine of job creation and economic growth in Illinois. Public Act 100-0043 repealed the Small Business Contracts Act (30 ILCS 503) and created a new section in the Procurement Code (30 ILCS 500/45-90) enacting the 10% contracting goal and requirements of the Small Business Contracts Act.

Pursuant to Section 45-90 of the Procurement Code, 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 FY18,
- 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 Section. 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.

Each State official or agency shall also 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 small business contracting goals.

### FY 17 Small Business Contracting Annual Report

Each agency must provide its Small Business Contracting Annual Report for Fiscal Year 2017 to its State Purchasing Officer by **October 16, 2017**.

Attached to this notice is a template ("2017 Small Business Contracting Annual Report Form") that may be used to comply with this requirement.



# CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

## FY 18 Small Business Contracting Compliance Plan

Each agency must provide its Small Business Contracting Compliance Plan for Fiscal Year 2018 to its State Purchasing Officer by **October 16, 2017**. Attached to this notice is a template ("2018 Small Business Contracting Compliance Plan Form") that may be used to comply with this requirement.

The CPO will notify agencies that their plans have been accepted or rejected by October 20, 2017. If a plan is rejected, the CPO will provide the basis for the rejection.

## FY 17 Small Business Set-Aside Program (SBSP) Spend

Each agency must provide data on contracts that were set-aside for qualified small businesses by **October 16, 2017**.

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 ("2017 All Agency Small Business Summary Report") containing FY 17 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

For agencies that want to learn more about how to comply with the requirements of this notice, the CPO will hold a webinar on Thursday, **October 5, 2017** at 9:30 AM Central Daylight Time.

Please register for this webinar by clicking this link.

<https://attendee.gotowebinar.com/register/2927830525693734403>

Join the conference call:

Dial +1 (562) 247-8422

Access Code: 638-060-881

Audio PIN: Shown after joining the meeting

Meeting ID: 717-759-755

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

- End -