

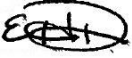


CHIEF PROCUREMENT OFFICE

Ellen Daley, General Services

Notice 2018.01 General Services

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

From: Ellen H. Daley 

Date: August 30, 2017

Subject: Revised List of Small Business Set-Aside Program Codes

CC: Procurement Compliance Monitors
Procurement Policy Board

This CPO Notice is effective immediately and amends CPO Notice 2015.01 and 2016.03. Pursuant to the authority granted in Section 45-45 (a) of the Illinois Procurement Code, the Chief Procurement Officer is designating the attached list (*SBSP Set-Aside Commodity Codes v.18.1*) of NIGP commodity codes as set-aside for Illinois small businesses qualified in the Small Business Set-Aside Program (SBSP). All procurements that have a value of \$1,000 or more for supplies and services in the designated categories on this list shall be set-aside for small businesses registered as a SBSP vendor. This new list reflects the removal of two codes and the addition of six new codes from the list accompanying CPO Notice 2015.01.

When agencies purchase from SBSP vendors, they are keeping tax dollars in local economies longer than when purchasing from out-of-state vendors; supporting their growth will lead to the state's economic growth. Small businesses create two of every three new jobs in the private sector and one in two Illinoisans owns or works for a small business.

I removed codes 031-57 and 910-18 from the set-aside list due to their inactivation from the NIGP Code. Code 031-57 is titled "Heaters, Electric, Baseboard Type, Including Parts and Accessories". If you have been using 031-57, then please use 031-58 "Heaters, Electric, Baseboard, Panel or Wall Type, Including Parts and Accessories". I had previously set-aside code 031-58 and it remains set-aside.

Code 910-18 is titled "Energy Systems, Solar, Installation Services". If you have been using 910-18, then please use 939-38 "Energy Systems, Solar, Installation Services". Since there are currently only two SBSP vendors offering these services and agencies have not contracted for these services in the past few years, these services are no longer set-aside for small businesses.

The following six codes are being added as set-aside codes:

- 913-45 Construction, Sewer and Storm Drain
- 913-81 Maintenance and Repair, Sewer and Storm Drain, Including Removal
- 961-02 Administrative Services, All Kinds
- 961-30 Employment Agency and Search Firm Service, Including Background Investigations and Drug Testing for Employment
- 968-88 Tree and Shrub Removal Services
- 988-14 Erosion Control Services



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The use of set-asides is an important tool for increasing state contracting with Illinois' small business owners. But, the addition and removal of set-aside codes for small businesses is only done after careful analysis. CPO staff research and evaluate the size of the available pool of SBSP vendors, the potential for growing the pool, the status of current and future contracting opportunities, market competitiveness and stage of growth, and the impact the proposed set-aside will have on non-SBSP vendors that offer the same supplies and services.

Only vendors qualified in the Small Business Set-Aside Program may respond to solicitations in the codes listed in the *SBSP Set-Aside Commodity Codes v.18.1*. Bids or offers received from businesses not qualified in the SBSP must be rejected as non-responsive.

If there are any questions regarding this notice, please contact your State Purchasing Officer or the Chief Procurement Office at (217) 558-2231.

Effective Date

This CPO Notice is effective August 30, 2017.