



# CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

January 1, 2017

Tim Anderson  
Secretary of the Senate  
401 Capitol Building  
Springfield, IL 62706

Honorable Members of the General Assembly

As required by 20 ILCS 608/20 and as the Chief Procurement Officer for General Services, I submit this review of my office's rules, administrative regulations, and permitting processes as they pertain to small businesses in order to identify those that are unreasonable, unduly burdensome, duplicative, or onerous to small businesses.

Pursuant to the authority of Section 45-45 of the Procurement Code, I direct the Small Business Set-Aside Program (SBSP) and approve set-aside contracts that favor Illinois' small businesses and promote small business contracting. My office qualifies vendors for participation in SBSP and ensures that state agencies follow the set-aside procurement procedures. In Fiscal Year 2016, state agencies spent \$96.8 million awarded through the Small Business Set-Aside Program.

The purpose of the Small Business Set-Aside Program is three-fold: (1) stimulate the Illinois economy by purchasing from small businesses that invest in capital and hire employees, (2) provide state agencies with suppliers that are responsive and competitive, and (3) provide a means towards achieving the 10% small business contracting goal established in the Small Business Contracts Act (30 ILCS 503/).

Vendors applying for the Small Business Set-Aside Program (SBSP) must complete the online application within the Illinois Procurement Gateway portal (<https://Illinois Procurement Gateway.vendorreg.com>). The Illinois Procurement Gateway is a web-based solution for vendors to submit the certifications and financial disclosures required by Illinois' procurement laws. Additionally, vendors seeking qualification in the SBSP provide tax documents as proof that they are an Illinois-based business and meet the program's revenue limitations. In the two instances that a small business owner was not able to complete the online application due to a lack of computer skills or lack of access to hardware or the internet, my staff provided 1:1 assistance to input the vendor's information into the Illinois Procurement Gateway. Today, nearly 2,000 small businesses have completed the online application process to participate in the Small Business Set-Aside Program.

I conclude that the application process for the Small Business Set-Aside Program is not unreasonable, unduly burdensome, duplicative, nor onerous to small businesses.

Sincerely,

Ellen H. Daley  
CPO for General Services