

State of Illinois  
**Chief Procurement Office**



*Life size statue of President Abraham Lincoln  
Abraham Lincoln Presidential Museum  
Springfield, Illinois*

**Small Business Contracts Act  
Annual Report**

March 1, 2013

## CHIEF PROCUREMENT OFFICE MISSION & VALUES

**To work with agencies and universities to meet their procurement needs while exercising independent authority, oversight, and approval designed to continuously improve the procurement process and ensure: compliance with law, fair treatment, diversity, integrity, transparency and value.**

Illinois' four independent Chief Procurement Officers (CPO) exercise all procurement authority enacted by the Illinois Procurement Code for the state agencies and universities and have a fiduciary responsibility to the taxpayers of the state. When exercising that authority, each CPO appoints State Purchasing Officers (SPO) to exercise the CPOs' procurement authority at the state agencies and universities.

By virtue of their statutory authority and independence, the CPOs ensure that procurements made by the State are transparent, accountable, and in the best interest of the State. Where possible, a competitive bid process is used and an award is made to the lowest-cost responsible and responsive bidder. It is the express duty of all CPOs and SPOs to maximize the value of procurements and to act in a manner that maintains the integrity and public's trust of State government.

## EXECUTIVE SUMMARY

Enacted as Public Act 97-307, the Small Business Contracts Act (SBCA) creates the goal that the State award not less than 10% of the value of all contracts to small business. The CPOs are responsible for reviewing and approving agency and university SBCA compliance plans, monitoring agency and university progress, and reporting on their outcomes. The State's progress towards the 10% goal is the subject of this report.

Each year the State of Illinois spends billions of dollars making it one of the largest purchasers of goods and services in the state. State contracts awarded to Illinois' small businesses return 65% of each dollar back to their local economies, promote hiring, and encourage capital investment. The CPOs play a critical role in strengthening Illinois' economy by ensuring that small businesses have meaningful opportunities to sell their goods and services to the State, and by developing policies and practices that encourage agencies and universities to buy from Illinois' small vendors.

Small business contracting data from FY11 provided baseline data from which to establish realistic FY12 goals and strategies. Agencies and universities submitted Compliance Plans that set contracting goals for FY12 and the CPOs took steps that increased small business contract opportunities.

The CPOs formed a coalition of state agencies and the Illinois State Chamber of Commerce to leverage limited resources for small business outreach and develop strategies to improve government services to small business. First steps were taken to create a vendor portal for the registration and pre-qualification of individuals and businesses seeking prime or subcontracts. While much work remains, these efforts are making the State's procurement system more understandable, user-friendly, fair, and transparent.

## FY12 STATISTICS SUMMARY

Total All Contract Awards	=	\$8,513,573,122
Small Business Contract Awards	=	\$237,018,216 (22.6% increase over FY11)
% Total Contract Awards to Small Business	=	2.8%
# Contracts to Small Business	=	62,148 (81.2% increase over FY11)

## SMALL BUSINESS CONTRACTS ACT OVERVIEW

The Small Business Contracts Act (SBCA) became law on August 11, 2011. The SBCA establishes a goal that not less than 10% of the total dollar amount of State contracts be awarded to small businesses. It requires that the CPOs submit an annual report by March 1 of each year.

### Annual Report

As a measure of the State's progress towards reaching the 10% goal, the following metrics are used:

1. Total of the State's procurements subject to the goal
2. Goals for contracting with small businesses by each agency and university
3. Goals achieved by each agency and university
4. Number of contracts awarded by each agency and university
5. Average contract amount for each agency and university

**"Small businesses" are independently owned and operated and are not dominant in their field of operation.**

#### Additional criteria:

1. Illinois business
2. Annual gross sales:
  - Wholesale \$10,000,000 or less
  - Retail or Services \$6,000,000 or less
  - Manufacturing \$10,000,000 or less and 250 employees or less
  - Construction \$10,000,000 or less

**30 ILCS 500/45-45**

### Annual Compliance Plans

Individual, yet centrally coordinated, procurement planning is essential to increasing contracting with small business. Each agency and university submits to their respective CPO for review and acceptance an annual compliance plan. The CPOs provide guidance and assistance in development of the plans and monitor progress during the year.

Plan Components:

- (a) Contract goals for current fiscal year
- (b) Method to reach the goals
- (c) Timetable for reaching the goals

In addition to Compliance Plans, each agency and university submits to the CPO an annual report of its utilization of small businesses during the preceding fiscal year, and a mid-fiscal year report of its utilization to date for the then current fiscal year. Both the annual and mid-fiscal year reports include a self-evaluation of the agency's and university's efforts in meeting its small business contracting goals as provided in their Compliance Plan.

The SBCA requires Illinois' procurement system to have a better understanding of current contracting with small business owners and entrepreneurs. It also requires the exploration of ideas and development of coordinated state policies, from vendor technical assistance to expansion of procurement opportunities, that will increase the State's purchase from small business.

The Chief Procurement Office expects measured increases as agencies and universities implement the new legislation.

**"Small business affects every Illinois citizen. There are over 1 million small businesses in Illinois which represents 98% of all employers and employ 48% of the private-sector workforce. Illinois businesses are vital to the economy, and that is why each agency and university must strive to meet or exceed the 10% goal set forth in the Small Business Contracts Act."**

**State Representative La Shawn K. Ford,  
co-sponsor of Small Business Contracts Act**

## STRATEGIC GOALS FISCAL YEARS 2012—2013

The following four Strategic Goals build a foundation for the CPOs to target resources to create sustainable increases in small business contracting.

### **Strategic Goal One — Increase Small Business Set-Asides (Increase Contract Opportunities)**

An important procurement tool available to the Chief Procurement Officers is the authority to set-aside contracts for small business competition. While setting-aside a contract limits competition to a defined pool, awarding the contract still requires fairness and accountability.

The CPO for General Services (CPO-GS) researched opportunities to expand the 64 commodities already set-aside for small business competition. After careful analysis of several classifications of supplies and services, the CPO-GS made court reporting services the 65th set-aside category. A statewide master contract was then procured for court reporting and two small businesses were awarded.

The CPO-GS is currently researching new categories of commodities to set-aside. Additionally, the CPO-GS is setting-aside for small business competition small purchases under \$50,000; an increase from \$35,000.

The CPO for Higher Education continues to evaluate the benefits and challenges of setting-aside contracts for universities not meeting the 10% contract goal. The set-aside procurement approach would not be used if the statutory goal is already being met or exceeded.

### **Strategic Goal Two—Increase Small Business Database (Increase Competition)**

Vendors are determined to meet the criteria of a small business (see inset on page 2) through an application process administered by the CPO-GS. Vendors submit applications and demonstrate revenues by providing tax documents. CPO staff vet the information and if approved, enter the vendor's information into the small business database.

Vendors listed in the small business database are solicited for set-aside contracts and also used when calculating small business awards for this report. Therefore, maintaining existing vendors and adding new ones is very important to increasing contracts. In FY11, the CPOs added 500 new vendors to the database. In FY12, 750 new vendors were added increasing the database to more than 4,200 vendors.

In April 2012, the CPOs formed a Coalition comprised of the Office of the Comptroller, Office of the Treasurer, Business Enterprise Program, Department of Veterans Affairs, small business programs in the Department of Commerce and Economic Opportunity, the US Small Business Administration and the IL State Chamber of Commerce. Among the Coalition's purposes is to leverage limited resources for small business outreach. Through the Coalition, the CPOs met with more than 500 small business owners, participated in five small business conferences, and mailed 70,000 postcards to Illinois small businesses notifying them of contract opportunities.

### **Strategic Goal Three—Count All Small Businesses Receiving State Dollars (Increase Transparency)**

A significant amount of the annual contracting budget is spent with subcontractors who potentially qualify as small businesses. This is especially true in the Department of Transportation's highway construction. But, the SBCA only counts awards to small businesses that are prime contractors. The CPOs are working with legislators to amend the SBCA to allow subcontractors.

The CPOs are also developing a vendor portal where all individuals and companies seeking to participate in the state's procurement process may register and pre-qualify in advance of bidding for contracts. The vendor portal will streamline procurement and increase the efficiency of government contracting. Additionally, it will create a comprehensive, transparent database of small businesses and reduce the business owner's paperwork burden.

#### Strategic Goal Four — Train Procurement Staff

In FY12, the CPOs trained more than 100 agency procurement staff in matters relating to small business contracting. The objective was to make staff more aware of relevant laws and practices, including those that promote the use of small Illinois businesses. Additional training will be conducted in FY13 and subsequent years to ensure maximum understanding of programs.

#### SMALL BUSINESS CONTRACTING — CAPITAL DEVELOPMENT BOARD

The Capital Development Board has a long history of utilizing small business firms in the design and construction of the State's buildings.

Capital Development Board	Total Contract Spend	SBCA Spend	SBCA % of Total
Fiscal Year 2009	\$135,300,000	\$49,500,000	36.6%
Fiscal Year 2010	\$174,300,000	\$39,000,000	22.4%
Fiscal Year 2011	\$126,191,956	\$49,461,478	39.2%
Fiscal Year 2012	\$287,710,891	\$30,014,229	10.4%

Capital Development Board	SBCA Spend	Number of Contracts	Average Contract Value
Fiscal Year 2011	\$49,461,478	160	\$309,134
Fiscal Year 2012	\$30,014,229	164	\$183,013

When one of the State's 8,400 properties requires repair or renovation, the Capital Development Board manages the project. Many projects involve modernizing facilities to meet accessibility standards and protecting the lives and safety of Illinois residents by removing such environmental hazards as asbestos and lead.

The Capital Development Board actively seeks the use of small businesses. Of the 264 contracts CDB awarded, 164 or 62.1% were awarded to small businesses.

#### SMALL BUSINESS CONTRACTING—DEPARTMENT OF TRANSPORTATION

##### CONSTRUCTION AND CONSTRUCTION-RELATED SERVICES

Two Chief Procurement Officers oversee procurements for the Department of Transportation. CPO Bill Grunloh oversees Construction and Construction-related procurements and CPO Matt Brown oversees General Services or non-construction procurements and contract awards.

Department of Transportation Construction and Construction-Related Services	Total Spend	SBCA Spend	SBCA % of Total	SBSP Spend
Fiscal Year 2011	\$2,458,165,976	\$61,866,725	2.5%	\$3,788,482
Fiscal Year 2012	\$2,342,259,637	\$69,010,252	2.9%	\$6,889,190

#### DOT SMALL BUSINESS CONTRACTING CONTINUES TO LEAD THE WAY

In terms of dollar amount awarded, the Department of Transportation's (DOT) small business contracting is the highest in the State. In FY12, DOT awarded \$69 million in construction and non-construction contracts to small businesses; more than double the amount awarded by the second leading agency.

DOT purposely set-aside more contracts in FY12 for small businesses via the Small Business Set-Aside Program and experienced an 81.8% growth over FY11 contracting.

**SMALL BUSINESS CONTRACTING BY AGENCY—GENERAL SERVICES  
FISCAL YEAR 2012**

Agency	Fiscal Year	Total Spend	SBCA Spend	SBCA % of Total	SBSP Spend
AGING	FY11	\$1,101,859	\$19,220	1.7%	\$0
AGING	FY12	\$986,842	\$122,439	12.4%	\$4,335
AGRICULTURE	FY11	\$9,724,530	\$3,857,174	39.7%	\$2,243,431
AGRICULTURE	FY12	\$9,895,138	\$1,755,813	17.7%	\$2,423,484
ARTS COUNCIL	FY11	\$92,029	\$12,425	13.5%	\$12,425
ARTS COUNCIL	FY12	\$211,907	\$73,032	34.5%	\$73,031
BOARD OF HIGHER EDUCATION	FY11	\$628,175	\$3,773	0.6%	\$0
BOARD OF HIGHER EDUCATION	FY12	\$494,972	\$21,394	4.3%	\$5,800
CENTRAL MANAGEMENT SERVICES	FY11	\$425,936,841	\$12,149,798	2.9%	\$7,962,400
CENTRAL MANAGEMENT SERVICES	FY12	\$438,810,204	\$11,948,803	2.7%	\$8,985,409
CHILDREN AND FAMILY SERVICES	FY11	\$34,557,374	\$4,087,668	11.8%	\$236,578
CHILDREN AND FAMILY SERVICES	FY12	\$23,291,470	\$3,591,981	15.4%	\$309,702
COMMERCE AND ECONOMIC OPPORTUNITY	FY11	\$23,292,959	\$747,042	3.2%	\$0
COMMERCE AND ECONOMIC OPPORTUNITY	FY12	\$29,109,311	\$2,091,837	7.2%	\$391,950
COMMERCE COMMISSION	FY11	\$903,226	\$170,229	18.8%	\$0
COMMERCE COMMISSION	FY12	\$1,036,359	\$171,086	16.5%	\$15,564
COMMUNITY COLLEGE BOARD	FY11	\$355,763	\$22,644	6.4%	\$22,644
COMMUNITY COLLEGE BOARD	FY12	\$850,713	\$8,058	0.9%	\$8,058
CORRECTIONS	FY11	\$298,433,952	\$14,009,659	4.7%	\$10,609,105
CORRECTIONS	FY12	\$300,318,773	\$11,334,328	3.8%	\$11,334,327
COUNCIL ON DEVELOPMENTAL DISABILITIES	FY11	\$78,228	\$2,490	3.2%	\$2,489
COUNCIL ON DEVELOPMENTAL DISABILITIES	FY12	\$92,804	\$6,719	7.2%	\$6,719
CRIMINAL JUSTICE INFORMATION AUTHORITY	FY11	\$568,461	\$46,534	8.2%	\$4,288
CRIMINAL JUSTICE INFORMATION AUTHORITY	FY12	\$467,865	\$27,696	5.9%	\$29,154
DEAF & HARD OF HEARING COMMISSION	FY11	\$87,835	\$618	0.7%	\$617
DEAF & HARD OF HEARING COMMISSION	FY12	\$96,076	\$2,310	2.4%	\$2,310
EDUCATIONAL LABOR RELATIONS BOARD	FY11	\$53,348	\$10,900	20.4%	\$0
EDUCATIONAL LABOR RELATIONS BOARD	FY12	\$58,455	\$20,677	35.4%	\$20,677
EMERGENCY MANAGEMENT AGENCY	FY11	\$8,434,746	\$129,302	1.5%	\$117,034
EMERGENCY MANAGEMENT AGENCY	FY12	\$14,812,154	\$650,106	4.4%	\$210,590
EMPLOYMENT SECURITY	FY11	\$31,566,661	\$2,515,416	8.0%	\$487,348
EMPLOYMENT SECURITY	FY12	\$19,300,036	\$3,642,797	18.9%	\$434,442
ENVIRONMENTAL PROTECT AGENCY	FY11	\$27,350,210	\$1,626,023	5.9%	\$1,032,458
ENVIRONMENTAL PROTECT AGENCY	FY12	\$28,023,281	\$1,201,692	4.3%	\$351,841
EXECUTIVE ETHICS COMMISSION	FY11	\$245,822	\$0	41.3%	\$101,521
EXECUTIVE ETHICS COMMISSION	FY12	\$241,546	\$0	35.0%	\$84,529
FINANCE AUTHORITY	FY11	\$2,311,655	\$317,920	13.8%	\$0
FINANCE AUTHORITY	FY12	\$2,299,718	\$99,783	4.5%	\$3,463
FINANCIAL AND PROF REGULATION	FY11	\$4,001,043	\$668,537	16.7%	\$48,949
FINANCIAL AND PROF REGULATION	FY12	\$4,550,820	\$1,006,742	22.1%	\$1,006,751
GAMING BOARD	FY11	\$813,492	\$15,347	1.9%	\$12,562
GAMING BOARD	FY12	\$802,737	\$58,682	7.3%	\$22,798

**SMALL BUSINESS CONTRACTING BY AGENCY—GENERAL SERVICES  
FISCAL YEAR 2012**

Agency	Fiscal Year	Total Spend	SBCA Spend	SBCA % of Total	SBSP Spend
GUARDIAN & ADVOCACY COMMISSION	FY11	\$204,864	\$10,430	5.1%	\$8,567
GUARDIAN & ADVOCACY COMMISSION	FY12	\$244,781	\$8,425	3.4%	\$8,425
HEALTHCARE & FAMILY SERVICES	FY11	\$2,543,719,141	\$3,886,722	0.2%	\$217,642
HEALTHCARE & FAMILY SERVICES	FY12	\$3,274,231,717	\$4,818,309	0.1%	\$4,576,650
HISTORIC PRESERVATION AGENCY	FY11	\$2,392,392	\$237,265	9.9%	\$201,740
HISTORIC PRESERVATION AGENCY	FY12	\$2,413,890	\$454,051	18.8%	\$198,519
HUMAN RIGHTS	FY11	\$238,856	\$117,035	49.0%	\$0
HUMAN RIGHTS	FY12	\$240,536	\$96,264	40.0%	\$96,264
HUMAN RIGHTS COMMISSION	FY11	\$95,663	\$369	0.4%	\$0
HUMAN RIGHTS COMMISSION	FY12	\$90,058	\$4,984	5.5%	\$4,983
HOUSING DEVELOPMENT AUTHORITY	FY11	\$0	\$0	0.0%	\$0
HOUSING DEVELOPMENT AUTHORITY	FY12	\$9,548,505	\$21,187	1.2%	\$93,132
HUMAN SERVICES	FY11	\$713,900,784	\$9,945,795	1.4%	\$6,371,415
HUMAN SERVICES	FY12	\$857,251,267	\$14,786,114	1.7%	\$5,810,267
INSURANCE	FY11	\$2,238,390	\$238,156	10.6%	\$120,251
INSURANCE	FY12	\$3,773,381	\$453,247	12.0%	\$101,270
JUVENILE JUSTICE	FY11	\$21,531,911	\$1,361,543	6.3%	\$993,401
JUVENILE JUSTICE	FY12	\$23,863,587	\$797,557	3.3%	\$797,556
LABOR	FY11	\$98,343	\$20,014	20.4%	\$20,014
LABOR	FY12	\$347,899	\$20,550	5.9%	\$20,550
LABOR RELATIONS BOARD	FY11	\$104,636	\$20,592	19.7%	\$19,127
LABOR RELATIONS BOARD	FY12	\$115,779	\$93,173	80.5%	\$54,386
LAW ENFORCEMENT TRAINING STDS BD	FY11	\$226,772	\$12,430	5.5%	\$0
LAW ENFORCEMENT TRAINING STRDS BD	FY12	\$248,153	\$12,228	4.9%	\$0
MATH AND SCIENCE ACADEMY	FY11	\$5,063,165	\$159,218	3.1%	\$77,971
MATH AND SCIENCE ACADEMY	FY12	\$4,899,838	\$641,649	13.1%	\$641,649
MILITARY AFFAIRS	FY11	\$11,083,292	\$1,495,185	13.5%	\$1,471,953
MILITARY AFFAIRS	FY12	\$11,501,760	\$2,135,047	18.6%	\$1,966,151
NATURAL RESOURCES	FY11	\$39,172,211	\$3,563,110	9.1%	\$1,896,880
NATURAL RESOURCES	FY12	\$36,253,576	\$6,068,156	16.7%	\$3,851,732
OEIG	FY11	\$370,285	\$15,865	4.3%	\$0
OEIG	FY12	\$347,195	\$23,355	8.9%	\$7,640
OFFICE OF THE STATE FIRE MARSHAL	FY11	\$1,837,419	\$961,468	52.3%	\$75,152
OFFICE OF THE STATE FIRE MARSHAL	FY12	\$1,691,061	\$563,838	33.3%	\$464,591
PRISONER REVIEW BOARD	FY11	\$85,118	\$3,324	3.9%	\$0
PRISONER REVIEW BOARD	FY12	\$117,326	\$4,804	4.1%	\$4,803
PROPERTY TAX APPEAL BOARD	FY11	\$86,446	\$10,616	12.3%	\$10,615
PROPERTY TAX APPEAL BOARD	FY12	\$196,183	\$111,656	56.9%	\$0
PROCUREMENT POLICY BOARD	FY11	\$0	\$0	0.0%	\$0
PROCUREMENT POLICY BOARD	FY12	\$24,699	\$0	0.0%	\$0
PUBLIC HEALTH	FY11	\$27,136,633	\$651,949	2.4%	\$599,638
PUBLIC HEALTH	FY12	\$64,348,520	\$1,033,278	1.6%	\$428,264

SMALL BUSINESS CONTRACTING BY AGENCY—GENERAL SERVICES FISCAL YEAR 2012					
Agency	Fiscal Year	Total Spend	SBCA Spend	SBCA % of Total	SBSP Spend
RACING BOARD	FY11	\$100,299	\$3,622	3.6%	\$0
RACING BOARD	FY12	\$99,729	\$3,740	3.7%	\$3,739
REVENUE	FY11	\$40,557,330	\$1,099,435	2.7%	\$421,366
REVENUE	FY12	\$15,712,261	\$1,786,224	11.4%	\$728,504
STATE POLICE	FY11	\$46,871,462	\$1,100,046	2.3%	\$697,784
STATE POLICE	FY12	\$44,462,590	\$2,604,962	5.9%	\$2,025,950
STATE POLICE MERIT BOARD	FY11	\$82,498	\$21,773	26.4%	\$0
STATE POLICE MERIT BOARD	FY12	\$84,315	\$10,562	12.5%	\$88
STATE UNIVERSITIES CIVIL SERVICE	FY11	\$187,579	\$2,903	1.5%	\$0
STATE UNIVERSITIES CIVIL SERVICE	FY12	\$183,598	\$4,685	2.6%	\$0
TOLL HIGHWAY AUTHORITY	FY11	\$290,141,426	\$7,386,295	2.5%	\$1,216,378
TOLL HIGHWAY AUTHORITY	FY12	\$227,799,509	\$6,347,680	2.8%	\$6,347,680
TRANSPORTATION	FY11	\$250,350,622	\$76,004,678	2.8%	\$1,125,718
TRANSPORTATION	FY12	\$2,342,259,637	\$69,010,252	2.9%	\$6,889,190
VETERANS' AFFAIRS	FY11	\$15,275,361	\$3,615,345	23.7%	\$619,124
VETERANS' AFFAIRS	FY12	\$16,333,857	\$4,074,971	24.9%	\$3,455,990
WORKERS' COMPENSATION COMMISSION	FY11	\$574,239	\$17,860	3.1%	\$17,860
WORKERS' COMPENSATION COMMISSION	FY12	\$628,692	\$182,913	29.1%	\$527,352

#### SMALL BUSINESS SET-ASIDE PROGRAM (SBSP)

The Chief Procurement Officer for General Services administers the Small Business Set-Aside Program. The program is established as part of the Illinois Procurement Code (30 ILCS 500/45-45), and allows only qualified Illinois small businesses to compete for contracts in 65 categories of products and services. It also requires that State agencies purchase from Illinois small businesses when making one time purchases under \$50,000.

The use of set-asides to promote contracting with small businesses is an important procurement function.

#### FY12 SMALL BUSINESS SET-ASIDE PROGRAM STATISTICS

SBSP Contract Awards = \$ 64,961,275

% Increase or Decrease over FY11 = + 38.9 %

# small businesses awarded contracts = 1,730

Contract Awards to small businesses registered in  
Both SBSP and the Business Enterprise Program (BEP) = \$ 42,525,150

% of SBSP awards to BEP vendors = 69.7 %

# state agencies increasing awards to SBSP vendors = 34



AVERAGE CONTRACT AMOUNT—GENERAL SERVICES				
State Agency	FY11		FY12	
	Number	FY 11	Number	FY12
	SBCA	Average	SBCA	Average
	Contracts	Contract Amt.	Contracts	Contract Amt.
AGING	30	\$ 641	30	\$ 4,081
AGRICULTURE	555	\$ 6,950	651	\$ 2,697
ARTS COUNCIL	25	\$ 497	62	\$ 1,178
BOARD OF HIGHER EDUCATION	17	\$ 222	25	\$ 856
CENTRAL MANAGEMENT SERVICES	8350	\$ 1,455	5617	\$ 2,127
CHILDREN AND FAMILY SERVICES	184	\$ 22,216	157	\$ 22,879
CIVIL SERVICE COMMISSION	0	\$ -	0	\$ -
COMMERCE AND ECONOMIC OPPORTUN	260	\$ 2,873	368	\$ 5,684
COMMERCE COMMISSION	70	\$ 2,432	60	\$ 2,851
COMMUNITY COLLEGE SYSTEM	38	\$ 596	35	\$ 230
CORRECTIONS	3917	\$ 3,577	3555	\$ 3,189
COUNCIL ON DEVELOPMENTAL DISAB	15	\$ 166	31	\$ 217
CRIMINAL JUSTICE INFO. AUTHORITY	112	\$ 415	60	\$ 462
DEAF & HARD OF HEARING COMM	15	\$ 41	8	\$ 289
EDUCATIONAL LABOR RELATIONS BOARD	0	\$ -	71	\$ 291
EMERGENCY MANAGEMENT AGENCY	210	\$ 616	301	\$ 2,160
EMPLOYMENT SECURITY	258	\$ 9,750	450	\$ 8,095
ENVIRONMENTAL PROTECT AGENCY	365	\$ 4,455	605	\$ 1,986
EXECUTIVE ETHICS COMMISSION			57	\$ 1,483
FINANCE AUTHORITY	43	\$ 7,393		
FINANCIAL AND PROFESSIONAL REG	94	\$ 7,112	161	\$ 6,253
GAMING BOARD	52	\$ 295	108	\$ 543
GUARDIAN & ADVOCACY COMM	60	\$ 174	47	\$ 179
HEALTHCARE & FAMILY SERVICES	306	\$ 12,702	384	\$ 12,548
HEALTH INFORMATION TECHNOLOGY			0	\$ -
HISTORIC PRESERVATION AGENCY	445	\$ 533	553	\$ 821
HUMAN RIGHTS	266	\$ 440	117	\$ 823
HUMAN RIGHTS COMMISSION	10	\$ 37	23	\$ 217
HOUSING DEVELOPMENT AUTHORITY			0	\$ -
HUMAN SERVICES	2737	\$ 3,634	2470	\$ 5,986
INSURANCE	130	\$ 1,832	136	\$ 3,333
JUVENILE JUSTICE	706	\$ 1,929	502	\$ 1,589
LABOR	36	\$ 556	48	\$ 428
LABOR RELATIONS BOARD	25	\$ 824	113	\$ 825
LAW ENFORCEMENT TRNG & STNDRDS BOARD	52	\$ 239	39	\$ 314
LOTTERY	0	\$ -	0	\$ -
MATH AND SCIENCE ACADEMY	72	\$ 2,211	613	\$ 1,047
MEDICAL DISTRICT	0	\$ -		
MILITARY AFFAIRS	835	\$ 1,791	913	\$ 2,338
NATURAL RESOURCES	4208	\$ 847	3810	\$ 1,593

AVERAGE CONTRACT AMOUNT—GENERAL SERVICES				
State Agency	FY11		FY12	
	Number	FY 11	Number	FY12
	SBCA	Average	SBCA	Average
	Contracts	Contract Amt.	Contracts	Contract Amt.
OEIG	32	\$ 496	62	\$ 538
OFFICE OF THE STATE FIRE MARSH	79	\$ 12,170	112	\$ 5,034
PRISONER REVIEW BOARD	25	\$ 133	13	\$ 370
PROPERTY TAX APPEAL BOARD	49	\$ 217	106	\$ 1,053
PROCUREMENT POLICY BOARD	0	\$ -	0	\$ -
POWER AUTHORITY			11	\$ 72
PUBLIC HEALTH	478	\$ 1,364	413	\$ 2,502
RACING BOARD	27	\$ 134		
REVENUE	378	\$ 2,909	592	\$ 3,017
STATE POLICE	739	\$ 1,489	751	\$ 3,469
STATE POLICE MERIT BOARD	31	\$ 702	20	\$ 528
STATE UNIV. CIVIL SERVICE SYSTEM	8	\$ 363	9	\$ 521
STUDENT ASSISTANCE COMMISSION	125	\$ 901	131	\$ 1,004
TOLL HIGHWAY	1660	\$ 4,450	1781	\$ 3,564
TRANSPORTATION	6680	\$ 11,378	7278	\$ 9,482
VETERANS' AFFAIRS	748	\$ 4,833	750	\$ 5,433
WORKERS' COMPENSATION COMMISSION	25	\$ 714	77	\$ 2,375
<b>TOTALS</b>	<b>35,582</b>	<b>\$ 2,674</b>	<b>34,286</b>	<b>\$ 2,566</b>

**SMALL BUSINESS CONTRACTING—HIGHER EDUCATION  
FISCAL YEAR 2012**

<b>University</b>	<b>Total Contract Spend</b>	<b>SBCA Spend</b>	<b>SBCA % of Total</b>	<b>Number of Contracts</b>	<b>Average Contract Value</b>
Chicago State University	\$26,778,370	\$866,766	3.2%	750	\$7,880
Eastern Illinois University	\$33,552,189	\$776,540	2.3%	2,056	\$38,827
Governors State University	\$20,970,508	\$2,077,090	9.9%	4,782	\$16,485
Illinois State University	\$7,176,200	\$4,182,618	58.3%	1,969	\$5,489
Northeastern Illinois University	\$5,378,960	\$1,481,741	27.5%	5,132	\$6,828
Northern Illinois University	\$2,396,715	\$929,160	38.8%	4,459	\$16,020
Southern Illinois University	\$264,013,963	\$16,188,228	6.1%	5,378	\$47,334
University of Illinois	\$41,730,600	\$26,294,760	63.0%	1,443	\$45,180
Western Illinois University	\$7,886,780	\$91,385	1.2%	1,729	\$1,865

Each of the universities used the Small Business Set-aside Program database of certified small businesses and their own internal fiscal resources to determine the number of those businesses that received contracts and the value of those contracts. The other information gathered for the report was based on each individual university's contract and expenditure data. The universities maintain separate procurement and accounting systems, collect data differently and have different abilities to extract data from their systems. With no central or uniform system of data collection and extraction, it is a challenge to obtain and report this data. Here, the data sets do vary from university to university suggesting a need to work more closely to obtain better, more accurate and more consistent data. However, the overall results are a good indication of the level of contracting with certified small business by the state universities.

The small business contracting data found in this report shows that some universities exceed the goal while others have come up short, but it is important to note that not all small businesses are certified. This report shows contracting activity with certified firms only. Outreach, with an emphasis on encouraging small businesses to become certified, is one way to help improve the opportunity to meet or exceed the goal. Historically, the state universities have not utilized a small business set-aside, did not consistently collect small business contracting data, and as a result, there is no standard or complete database of information regarding contracts awarded to small businesses. We need to take action to improve in these areas.

In recognition of the policy of the state to promote the use of small businesses and to better address some of the concerns about contracting with small business, we will be instituting staff and function changes to provide a focus on small business matters.