STATE OF ILLINOIS CHIEF PROCUREMENT OFFICE

SMALL BUSINESS SET-ASIDE PROGRAM ANNUAL REPORT FISCAL YEAR 2015

BUYING SMALL BUILDS BETTER NEIGHBORHOODS IN ILLINOIS





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.

Smart Economics

Setting-aside Contracts for Illinois' Small Businesses Maximizes Tax Dollars

In Fiscal Year 2015, the State of Illinois used nearly \$115 million to procure goods and services from 1,742 Illinois small business owners participating in the Small Business Set-Aside Program (SBSP). As important as having purchased high quality and fairly priced items, these procurements also contributed to job creation and retention, business expansion, and economic growth.

When the State procures from SBSP vendors, a significant economic benefit occurs: taxpayer dollars remain in Illinois communities and the state longer than if buying from out-of-state vendors. Some economists call this the "multiplier effect". In a study comparing the economic impact of ten Andersonville, Illinois businesses and their chain competitors, the Andersonville Development Corporation found that for every \$100 in consumer spending with a local firm, \$68 remains in the area economy compared to \$43 when spent with a chain firm.

The Chief Procurement Office (CPO) administers the SBSP using 2.5 Full-Time Equivalent employees. These employees educated and assisted more than 4,000 small businesses in Fiscal Year 2015. For every \$1 that the CPO spent on the administration of the SBSP, \$383 was awarded to a small business in Illinois. With a 383% return on administrative costs and \$115 million paid to SBSP vendors, the Small Business Set-Aside Program is not only a great investment with significant benefits to small business owners and employees throughout Illinois, but an important factor in the state's economic recovery and growth.

Highlights from Our 2015 Report

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-3.9%	decrease in the number of unique small business vendors receiving contracts compared to Fiscal Year 2014
\$114,906,261	total value of payments to small business vendors
- 30.7%	decrease in total value of set-aside contracts compared to Fiscal Year 2014
1.2%	payments to SBSP vendors as a percent of total spend by state agencies under the authority of the CPO-GS and transacted under the requirements of the Illinois Procurement Code

unique small business vendors receiving contract payments

1,742

Progress by the Numbers

\$ Total Agency Expenditures under CPO-GS

FY11 \$7,340,958,070 FY12 \$7,815,977,945 FY13 \$8,042,100,203 FY14 \$9,666,808,789 FY15 \$9,913,475,446

\$ Total SBSP Expenditures

FY11 \$46,756,624 FY12 \$64,961,275 FY13 \$80,462,026 FY14 \$165,926,193 FY15 \$114,906,261

% of Total Agency Expenditures Going to SBSP Vendors

FY11 .64% FY12 .83 FY13 .99 FY14 1.72% FY15 1.16%

\$ Total SBSP Expenditures Going to BEP Vendors Enrolled in SBSP

FY11 \$31,824,033 FY12 \$42,525,150 FY13 \$41,678,354 FY14 \$66,864,891 FY15 \$60,540,308

% of Total SBSP Expenditures Going to BEP Vendors Enrolled in SBSP

FY11 68.1% FY12 69.7% FY13 51.7% FY14 40.3% FY15 52.7%

CHIEF PROCUREMENT OFFICERS Ben Bagby Ellen H. Daley Lorri Lawton Higher Education General Services Capital Development Board

Capital Development Board

\$56.1 Million to Small Businesses

The Chief Procurement Officer for the Capital Development Board (CPO-Construction) has never exercised authority to set-aside contracts for small businesses. CDB and the CPO-Construction routinely measure the overall pool of prequalified vendors, as well as those who receive contracts, to evaluate the need for a set-aside program. Nearly all of the Capital Development Board's (CDB) contracts are awarded to vendors that are prequalified by the Capital Development Board, with 67% of all prequalified firms being small businesses as follows:

Firm Type	Total Prequalified	# of Small Businesses	Small Business Percent
Architects/Engineers	922	668	72%
Contractors	1020	647	63%
Total	1942	1315	67%

The total number of prime contracts awarded directly to small businesses is as follows:

Contract Type	Total Awarded	Total Awarded to Small Businesses	Percentage of Contracts
Architects/Engineers	72	51	70%
Contractors	200	96	48%
Total	272	147	54%

The total spend to small business is as follows:

Contract Type	Total Spend	Total Spend to Small Business	Percentage of Contracts
Architects/Engineers	\$16,330,965	\$7,383,933	45%
Contractors	\$284,502,485	\$48,803,541	17%
Total	300,833,450	56,187,474*	18.7%

^{*\$2,528,397} spend with M/F/V Small Business

Fiscal Year 2015 participation data indicates that:

- Most prequalified vendors are small businesses
- CDB awards most contracts to small businesses
- CDB exceeds small business participation goals

The CPO-Construction continues to monitor the value of contracts awarded to small business to evaluate the need for a set-aside program. The FY15 performance of 18.7% of overall spend to small business is a decrease from prior years. This participation level, however, does not include the participation

tion by subcontractors on construction projects, most of which are small businesses. As a result, actual participation of small businesses in construction projects is much larger than just the participation by prime contractors identified in this report. The CPO and CDB recognize the vital role small businesses play in CDB projects at the subcontractor level and believe they should be counted in the achievement numbers. The CPOs have proposed legislative changes (HB4333) that will recognize all small business participation by including subcontractor contracts in the overall participation measurement.

Higher Education

\$57.9 Million to SBSP Vendors

In FY15, the State's public universities awarded 5,628 contracts to certified small businesses with a value of \$57,895,071. This is 3.78% of total spend available to the universities, an increase of 55.6% from FY14. Although this data is incomplete, it does show expenditures with qualified small businesses reasonably comparable with spend statistics of the Small Business Set-Aside Program.

Universities do not have a small business set-aside program; however, data was gathered utilizing the Small Business Set-Aside Program (SBSP) database of qualified small businesses. There is no standard or complete database of information regarding contracts awarded to small businesses by the universities, making it difficult to obtain and report this data. Each university maintains separate procurement and accounting systems, collects data differently and has different capabilities for extracting data. The CPO-HE encourages universities to utilize small businesses whenever possible.

	Total Available Contract Spend		% of Available Spend to SBSP Vendors	lTotal Available	# of Contracts to SBSP Ven- dors
Chicago State University					
Eastern Illinois University	\$34,461,476	\$837,696	2.43%	6,041	47
Governors State University					
Illinois State University	\$312,729,749	\$1,501,940	0.48%	Unknown*	517
Northeastern Illinois University	\$333,694	\$1,243,124	372.50%	4,669	183
Northern Illinois University	\$11,868,128	\$1,979,280	16.70%	7,831	172
Southern Illinois University**	\$214,518,517	\$20,338,849	9.48%	4,781	297
University of Illinois***	\$875,093,700	\$30,830,300	3.52%	8,909	4,034
Western Illinois University	\$81,178,680	\$1,163,882	1.50%	649	378
Totals	\$1,530,183,944	\$57,895,071	3.78%	32,880	5,628

^{*}ISU could not readily provide the total available number of contracts

^{**} Southern Illinois University includes SIUC, SIUE, and SIUMed

^{***}University of Illinois includes UIC, UIS, and UIUC

Purpose Driven Strategy

New Systems to Drive Efficiencies and Increase Contracting

Helping a start-up company win their first state contract is exciting. Knowing a small business expanded and hired new employees by winning a Request for Proposal is rewarding. Great things happen when we are inspired.

As a result of the Small Business Set-Aside Program (SBSP), state agency expenditures with SBSP vendors increased 76.9% from Fiscal Year 2011 to Fiscal Year 2015. In 2011, after listening to stakeholders and conducting a thorough examination, the Chief Procurement Office (CPO) crafted and implemented Phase I: Platform, a three-year strategic plan to increase SBSP contracting. The plan succeeded in its intention to develop a stable, high functioning state program that is valued by all stakeholders.

The SBSP has completed the first year of a second three-year phase of the strategy, Phase II: Launch. The goal of this phase is to leverage the resources and infrastructure created in Phase I. At the outset, the SBSP planning team predicted that the immediate effect of Phase II implementation would be a reduction in SBSP contracting, but the long-term effect will be significant and sustainable growth. The 30.7% decrease in SBSP expenditures shows, while unfortunate, that the first part of the prediction was correct.

Phase I: Platform Summary (FY11 thru FY14)

- EDUCATE agency procurement staff*
 - Trained more than 1,200 state agency personnel in conducting small purchases, searching the CPO's database of SBSP vendors, and developing Small Business Contracts Act compliance plans and reports
 - Increased set-aside product and service categories from 65 to 120; now 673 using NIGP Codes
 - ♦ Raised the small purchase threshold and small business set-aside from \$35,000 to \$50,000
 - Created a set-aside for computer software and network consulting purchases of \$2 million or less
- MARKET to Illinois businesses*
 - In conjunction with the IL Department of Economic Opportunity, mailed 72,000 informational postcards to targeted Illinois small businesses distributed 10,000 information cards to small businesses via conferences, trade shows, and partnering state agencies
 - ♦ Created a Facebook page https://www.facebook.com/StateOfIllinoisSmallBusinessSetAsideProgram
 - Developed a streamlined application process that separated the paper application from the Business Enterprise Program allowing SBSP staff to act on applications within seven days
 - ♦ Met with more than 600 vendors at 28 conferences and trade shows
 - ♦ 1:1 counseling with more than 1,400 small business owners
- LEVERAGE State resources*
 - Created the Small Business Coalition, a public-private partnership of state agencies and business organizations whose mission is to improve Illinois' small business climate

HOW DOES A BUSINESS APPLY FOR SBSP?

To participate in SBSP, businesses must complete an application in the Illinois Procurement Gateway at https://ipg.vendorreg.com. When applying, the business must be register with other State of Illinois agencies as necessary to conduct business, including the State Board of Elections, Department of Human Rights (to obtain a Public Contract Number), and the Secretary of State.

For any person applying for the SBSP, 1:1 Assistance is available.

Call us: 217.782.1270 Email us: IPG@illinois.gov

- Held three public forums to hear concerns from veteran owned small businesses; worked with the IL Department of Veterans' Affairs and IL Department of Central Management Services to implement contracting goals for veteran owned businesses
- Worked with the IL Toll Highway Authority (THA) to establish their Small Business Initiative. THA's program establishes small business goals for select construction contracts on a project-by-project basis. To participate in the Small Business Initiative, firms must be enrolled in the Small Business Set-Aside Program

*On-going activities—Educational, marketing, and partnership activities are planned events and occur throughout the year.

Phase II: Launch Summary (FY15 thru FY18)

PROCUREMENT PUZZLE

- Many small business owners express concern and request information and training on how to successfully assemble the state's procurement puzzle; essentially, answer the question "how do I bid on state contracts?"
- Action: Developed a video and print material instructing SBSP vendors on how to complete their SBSP application through the IPG; the instructional material covers many of state's procurement requirements of vendors
- Action: Developing the "Pathway to Procurement" website that provides one location for all state procurement resources, including SBSP, IPG, and BidBuy
- Action: Develop training material and conduct classes to teach SBSP vendors how to register in BidBuy and agency buyers how to procure set-aside items using BidBuy
- BidBuy is a new statewide e-procurement system scheduled to be available for vendor registration in early 2016. The CPO-GS and Illinois Department of Central Management Services began implementation of BidBuy in the spring of 2015, with Periscope Holdings Inc. as the software provider and system integrator. BidBuy will provide an online and streamlined commerce system connecting government purchasers and businesses.

• IL PROCUREMENT GATEWAY

Many small business owners request an online SBSP application and experience difficulty sub-

- mitting offers or executing contracts due to misunderstanding the administrative procurement requirements
- After two years of planning and design, the CPOs launched the IL Procurement Gateway (IPG) (https://ipg.vendorreg.com) in June 2014. The IPG is an online searchable database where businesses supply required disclosures and certifications, receive real-time assistance, and become pre-approved in advance of responding to solicitations.

 Registering in the IPG in advance minimizes the risk that the State will disqualify a vendor for administrative errors at the time of evaluating their bid, and creates an electronic company record that may be updated at any time from an internet connection.
- In November 2014, the CPO-GS required SBSP vendors to register in the IPG to remain in the program. The IPG replaced the Sell2Illinois database as the CPO's official database of SBSP vendors.
- Action: Notified and offered assistance to more than 4,000 SBSP vendors, previously registered in the Sell2Illinois database, with registration in the IPG. Integration of Sell2Illinois and the IPG databases was not possible. Assisted approximately 750 of the 2,000 currently registered SBSP vendors become approved in the IPG.
- Action: Implement a communication plan notifying SBSP vendors about the introduction of BidBuy, the new e-procurement system for state agencies. Once BidBuy is fully implemented in the latter half of 2016, agencies will BidBuy to conduct small purchase transactions. Small purchase transactions are largely set-aside for small businesses. To participate in BidBuy, a vendor must register.
- ♦ To find businesses registered in the SBSP, select "Yes" to 'Small Business Set-Aside Program Registered' in the Search by Reference section of the IPG Registered Vendor Directory. Visit:

https://ipg.vendorreq.com/FrontEnd/VendorSearchRegistry.asp?TN=ipg&XID=1623

NIGP CODES

- To ensure continued growth in contracting with Illinois' small businesses, there must be not only an adequate supply of SBSP vendors, but also a supply of appropriate contract opportunities
- ♦ In the Spring of 2014, the Chief Procurement Office worked with stakeholders from the private and public sectors to increase the revenue thresholds (30 ILCS 500/45-45) that defines which



businesses qualify as a "small" business. The new thresholds expand participation to more Illinois businesses and became effective January 1, 2015.

- ♦ The new thresholds are follows:
 - > wholesale business from \$10 million to \$13 million
 - > retail or business selling services from \$6 million to \$8 million
 - > construction business from \$10 million to \$14 million
- In May 2012, the CPO-GS started the arduous process of implementing a national standard classification system called the National Institute of Government Purchasing Code, or NIGP Code. The NIGP Code is used by 33 states and contains more than 9,000 descriptive codes.
- ♦ The CPO-GS began a six-month implementation of the NIGP Code in January 2014 and designated 673 codes as set-aside for small business
- Action: Assisted SBSP vendors and agency buyers identify the NIGP Codes that best represent their offerings and needs
- ♦ Action: Evaluate the existing pool of SBSP vendors and future state procurement needs for new set-aside categories
- ♦ For a complete list of set-aside commodity codes, visit:

http://www.illinois.gov/cpo/general/Pages/VendorResources.aspx

Vendor Registrations

SBSP Value = Quality Products and Services at Competitive Prices +
Job Growth and Financial Investment within Illinois Communities

A competitive marketplace drives vendors to provide the highest quality products and service at market-driven prices. SBSP's Primary Challenge? Informing more than one million Illinois small business owners of SBSP's benefits and the pros and cons of doing business with government.

While enrollment in SBSP is fluid (existing vendors drop-out while new ones register), the total number of registered vendors for the twelve month reporting period showed an increase from approximately 4,600 vendors to 4,800. The partnership between SBSP and the Illinois Department of Economic Opportunity's Procurement Technical Assistance Centers and Small Business Development Centers, and the Illinois Comptroller's POWER program is the primary reason for the increase in the average number of registered vendors.

The Illinois Procurement Gateway (IPG) is the official online application and database for the SBSP. The ability for vendors to access and update their business information via the internet at any time makes the IPG more user-friendly and responsive to business needs. Similarly, the online availability of business data for state agencies makes procurement and contracting more efficient and reliable.

Average Number of SBSP Registered Vendors Throughout the Year

FY13	4,200
FY14	4,600
FY15	4,800*

Number of Unique Vendors Registered at Any Time in the Year

FY13	5,082
FY14	5,011
FY15	5,098

^{*}The average number of registered SBSP vendors fell after the requirement that SBSP participants be actively registered in the IPG. An average of 200 new vendors apply for the SBSP each month and the current SBSP registration is at approximately 2,000.

Business Enterprise Program

12.3% of SBSP Vendors Receiving Spend Accounted for 52.7% of the Total Dollars

215 BEP vendors won set-aside contracts comprising 12.3% of all SBSP vendors that won set-aside contracts. BEP vendors received \$60.5 million or 52.7% of the total value of SBSP expenditures.

BEP vendors are at least 51% owned and controlled by persons who are minority, women, or have a disability. Additional information about contracting with vendors can be found in the report issued by the Illinois Department of Central Management Services on behalf of the Business Enterprise Council.

Total Spend with BEP Vendors

FY11 \$31,824,033 FY12 \$42,525,149 FY13 \$41,678,354 FY14 \$66,864,891 FY15 \$60,540,308

% of Total SBSP Expenditures Going to BEP Vendors Enrolled in SBSP

FY11 68.1% FY12 69.7% FY13 51.7% FY14 40.3% FY15 52.7%

Spend by Ownership

Minority Business Enterprise

FY11 \$14,661,486 FY12 \$22,431,894 FY13 \$21,270,755 FY14 \$22,716,960 FY15 \$27,688,793

Female Business Enterprise

FY11 \$16,934,864 FY12 \$19,845,328 FY13 \$19,924,373 FY14 \$43,053,068 FY15 \$31,860,569

Person with Disability Business Enterprise

FY11 \$227,683 FY12 \$247,927 FY13 \$483,226 FY14 \$1,094,862 FY15 \$990,946

Top 10 State Agencies by SBSP Spend

Toll Highway Increases Spend by 183.3% and Moves from 5th to 1st

1.	Toll Highway	\$27,092,326
2.	Central Management Services	\$20,255,291
3.	Corrections	\$15,216,187
4.	Transportation	\$9,282,806
5.	Human Services	\$8,430,879
6.	Veterans Affairs	\$6,562,032
7.	Natural Resources	\$5,385,609
8.	Healthcare and Family Services	\$3,276,574
9.	Student Assistance Commission	\$2,302,366
10.	Children and Family Services	\$2,292,753

The top 10 agencies account for 87.1% or \$100,096,823 of all SBSP spend. In FY14, the top 10 agencies accounted for 89.7% or \$148,820,728 of all SBSP spend.

The Toll Highway Authority (THA) created a Small Business Initiative intended to increase opportunities for small companies to participate in THA's 15-year, \$12 billion capital program *Move Illinois: The Illinois Tollway Driving the Future*. The initiative puts small businesses in a position to succeed and grow as prime contractors by identifying select construction contracts, usually valued around \$1 million, that can be set-aside specifically for small businesses. THA's spend with SBSP vendors went from \$9,561,942 in FY14 to more than \$27 million, a 183.3% increase! Congratulations.

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cpocdb.illinois.gov	1

AGENCY SMALL BUSINESS SET-ASIDE SPEND

State Agency	FY12	FY13	FY14	FY15
AGING	\$4,335	\$103,894	\$123,550	\$242,503
AGRICULTURE	\$2,423,484	\$1,249,192	\$1,273,566	\$1,444,815
ARTS COUNCIL	\$73,031	\$71,000	\$39,625	\$52,929
BOARD OF HIGHER EDUCATION	\$5,800	\$0	\$60,071	\$21,404
BOARD OF ELECTIONS	\$0	\$0	\$0	\$277,843
CENTRAL MANAGEMENT SERVICES	\$8,985,409	\$9,839,054	\$21,016,192	\$20,255,291
CHILDREN AND FAMILY SERVICES	\$309,702	\$2,099,615	\$3,587,163	\$2,292,753
CIVIL SERVICE COMMISSION	\$0	\$0	\$3,075	\$106
COMMERCE AND ECONOMIC OPPORTUN	\$391,950	\$243,950	\$108,209	\$0
COMMERCE COMMISSION	\$15,564	\$18,477	\$130,863	\$152,691
COMMUNITY COLLEGE SYSTEM	\$8,058	\$2,284	\$6,628	\$24,943
CORRECTIONS	\$11,334,327	\$11,436,824	\$17,632,684	\$15,216,187
COUNCIL ON DEVELOPMENTAL DISAB	\$6,719	\$13,644	\$18,134	\$2,838
CRIMINAL JUSTICE INFO. AUTHORITY	\$29,154	\$39,487	\$20,495	\$28,085
DEAF & HARD OF HEARING COMM	\$2,310	\$7,960	\$28,655	\$16,840
EDUCATIONAL LABOR RELATIONS BOARD	\$20,677	\$32,516	\$20,666	\$19,341
EMERGENCY MANAGEMENT AGENCY	\$210,590	\$521,653	\$520,383	\$379,894
EMPLOYMENT SECURITY	\$434,442	\$206,381	\$1,576,580	\$1,235,070
ENVIRONMENTAL PROTECT AGENCY	\$351,841	\$756,572	\$842,529	\$1,277,487
EXECUTIVE ETHICS COMMISSION	\$84,529	\$10,673	\$1,821	\$2,566
FINANCE AUTHORITY	\$3,463	N/A	N/A	N/A
FINANCIAL AND PROFESSIONAL REG	\$1,006,751	\$1,347,880	\$1,843,594	\$577,663
GAMING BOARD	\$22,798	\$35,356	\$44,745	\$73,274
GUARDIAN & ADVOCACY COMM	\$8,425	\$20,000	\$17,620	\$0
HEALTHCARE & FAMILY SERVICES	\$4,576,650	\$5,422,685	\$6,040,622	\$3,276,574
HEALTH INFORMATION TECHNOLOGY	\$0	\$0	\$0	\$0
HISTORIC PRESERVATION AGENCY	\$198,519	\$450,000	\$1,057,343	\$131,643
HUMAN RIGHTS	\$96,264	\$80,231	\$0	\$0
HUMAN RIGHTS COMMISSION	\$4,983	\$4,495	\$0	\$0

AGENCY SMALL BUSINESS SET-ASIDE SPEND

State Agency	FY12	FY13	FY14	FY15
HOUSING DEVELOPMENT AUTHORITY	\$93,132	\$220,828	\$296,064	\$91,216
HUMAN SERVICES	\$5,810,267	\$11,984,126	\$15,099,858	\$8,430,879
INSURANCE	\$101,270	\$107,661	\$279,608	\$152,509
JUVENILE JUSTICE	\$797,556	\$860,534	\$1,127,159	\$1,168,610
LABOR	\$20,550	\$22,270	\$13,900	\$0
LABOR RELATIONS BOARD	\$54,386	\$0	\$0	\$0
LAW ENFORCEMENT TRNG & STNDRDS BOARD	\$0	\$0	\$0	\$0
LOTTERY	\$0	\$322,420	\$0	non responsive
MATH AND SCIENCE ACADEMY	\$641,649	N/A	N/A	N/A
MEDICAL DISTRICT	\$0	N/A	N/A	N/A
MILITARY AFFAIRS	\$1,966,151	\$1,907,649	\$2,182,831	\$1,969,532
NATURAL RESOURCES	\$3,851,732	\$3,739,397	\$4,529,089	\$5,385,609
OEIG	\$7,640	\$6,402	\$2,846	\$0
OFFICE OF THE STATE FIRE MARSH	\$464,591	\$672,221	\$590,770	\$68,553
PRISONER REVIEW BOARD	\$4,803	\$1,193	\$10,711	\$1,874
PROPERTY TAX APPEAL BOARD	\$0	\$0	\$0	\$0
POWER AUTHORITY	\$0	\$0	\$0	\$275
PROCUREMENT POLICY BOARD	\$0	\$0	\$0	\$0
PUBLIC HEALTH	\$428,264	\$1,646,606	\$1,148,195	\$639,282
RACING BOARD	\$3,739	\$0	\$14,400	\$0
REVENUE	\$728,504	\$1,862,998	\$2,080,542	\$811,422
STATE BOARD OF EDUCATION	\$0	\$582,597	\$222,061	\$2,078,726
STATE POLICE	\$2,025,950	\$2,585,209	\$1,677,795	\$1,829,064
STATE POLICE MERIT BOARD	\$88	\$0	\$0	\$36,440
STATE UNIV. CIVIL SERVICE SYSTEM	\$0	\$0	\$0	\$0
STUDENT ASSISTANCE COMMISSION	\$131,017	\$101,810	\$1,836,879	\$2,302,366
TOLL HIGHWAY	\$6,347,680	\$7,435,709	\$9,561,942	\$27,092,326
TRANSPORTATION	\$6,889,190	\$7,216,076	\$62,756,526	\$9,282,806
VETERANS' AFFAIRS	\$3,455,990	\$5,104,464	\$6,413,821	\$6,562,032