



State of Illinois Chief Procurement Office

SMALL BUSINESS SET-ASIDE PROGRAM

Putting together the State's Procurement Puzzle

**2013 ILLINOIS TOLLWAY CONSTRUCTION
NETWORKING EVENT**

Welcome

- **SMALL BUSINESS SET ASIDE PROGRAM**



- Why is the State interested in Small businesses?
- Components of the Program
- How to Register Your Small Business

Why is the State interested in Small Businesses?

- You will create the majority of new jobs in the coming years.
- Small business health promotes capital investment and business expansion.
- The Chief Procurement Office ensures that small businesses have the maximum practicable opportunity to provide goods and services to the State.

Why is the State interested in Small Business?

- Small Business Contracts Act **P.A. 97-307** Effective August 2011
- Goal that **not less than 10%** of state contracts go to Illinois' small businesses
- **\$7.4 billion** awarded contracts in FY' 11
- **35,000** contracts awarded to small businesses
- **\$193 million** spent with small business in FY' 11 (2.6%)
- Agencies and universities develop strategies and submit annual compliance plans
- CPOs develop strategies and report progress to the General Assembly

What is the State doing to meet the 10% goal?

- What is the SMALL BUSINESS SET-ASIDE PROGRAM (SBSP)?
- What is a set-aside? Why is it beneficial?
- How does the program work?
 - 66 Product and Service Categories
 - \$50,000 one-time purchase - most any product or service qualifies
 - Small Business Data Base (www2.illinois.gov/cms/business/sell2)

How to Register in the SBSA Program

CMS Accountability. Efficiency. Service.

About CMS For Employees For Agencies For Business For Local Government Work4IL Client Relations

CMS ▶ Doing Business with Illinois ▶

SELL 2 ILLINOIS

We want to do business with you!

The State of Illinois purchases more than \$10 billion worth of products and services each year to run social service facilities, office buildings, garages, state parks and more.
This is new content



Are you competing for this business?

Doing business with Illinois is now easier than ever! We can help you navigate our streamlined procurement process, and have special programs for small and diverse business enterprises to help you grow your revenues, enhance your credentials and build your business capacity.

Please use the menu on the right to learn more.

***** Important -- New Procurement Legislation *****
All State vendors and their attorneys should be aware of two recent Public Acts and are encouraged to read them in their entirety.

How to Sell to Illinois

Register to do business with the State ←

- [View contract opportunities](#)
- [Join special programs for small and diverse businesses](#)

Additional Resources

- Learn about resources to help you [start or manage a business](#).
- [Sell 2 Illinois Brochure - English Version \[PDF, 1.6MB\]](#)

SELL 2 ILLINOIS

- Business Enterprise Program (BEP)
- Small Businesses
- Veteran-owned Businesses
- Vendor Registration
- Vendor Payment Program
- Other Business Resources
- Vendors Search

Assistance Needed Form
Events Calendar



How to Register in the SBSA Program

CMS *Accountability. Efficiency. Service.*

About CMS For Employees For Agencies For Business For Local Government Work4IL Client Relations

CMS > Doing Business with Illinois > Sell 2 Illinois > Business Enterprise Program (BEP) > **VENDOR REGISTRATION**

STEP 1: Register to receive Procurement Bulletins

Register to electronically receive email notifications and download postings from the Illinois Procurement Bulletin (IPB) and the Higher Education Procurement Bulletin (HEPB). Although registration with both bulletins is not necessary to browse the site, registration is required to download solicitations and to receive email notifications for all new solicitations, addendums, and award notices.

- [Illinois Procurement Bulletin \(IPB\)](#)
- [Higher Education Procurement Bulletin](#)

Need Help?

Call the Help Desk at 1-866-ILL-BUYS (1-866-455-2897) or e-mail webmaster@purchase.state.il.us

STEP 2: Apply for Small and Diverse Business Programs

To enroll in the Small Business Set-Aside Program (SBSP) and/or to apply for the Business Enterprise Program (BEP) complete the following forms. You can participate in both programs if you meet each program's requirements. Businesses must complete the Small and Diverse Business Application.

- **[Small & Diverse Business Application Form \(a dual form\)](#)** ←
 - This list of [commodities classifications/services codes](#) will help you to identify the proper supply commodity/service codes needed to complete #9 on Page 4 of the Small & Diverse Business Application Form.
- REQUIRED: [Federal Taxpayer ID number — W-9 Form](#)
- REQUIRED if you are LLC or Corporation Business you must be in good standing with the [Secretary of State of Illinois](#) for more details call (217) 782-6961.
- REQUIRED: If you have 15+ Employees: [Illinois Department of Human Rights \(IDHR\) Employer Report Form](#) to be submitted to IDHR address listed on form.
NOTE: You must obtain an IDHR number prior to submitting a Small & Diverse Business Application Form if applicable to your company.

Send completed STEP 2 forms (Small & Diverse Business Application Form & Federal Taxpayer

BUSINESS ENTERPRISE PROGRAM (BEP)

- [Vendor Registration](#)
- Contract Opportunities
- Vendor Search
- Business Resources
- Business Enterprise Program Council
- Business Enterprise Program Annual Reports
- Vendor Payment Program
- Contact Us

Events Calendar

Click on "Small & Diverse Business Application Form"



SBSP Application FAQ's

- Is the application the only thing the applicant needs to fill-out and send in?
 - IL Dept. of Human Rights Contractor #
 - Tax return
- Can a small business in Indiana win a SBSP contract?
 - Out of State vendors are **not** eligible for SBSP
- How long will it take for the application to be approved?
 - Currently, it takes about seven to ten days
- How long will my small business eligibility be effective?
 - Small business eligibility will last three years



Illinois Procurement Bulletin (IPB)

Additional contracting opportunities can be found:

<http://purchase.state.il.us>

Illinois Procurement Bulletin (IPB)

Questions?