

SMALL BUSINESS PROGRAM FACT SHEET

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Why should I do business with the State of Illinois?

The State of Illinois spends billions of dollars purchasing thousands of different products and services each year. The State's demand is consistent and the State has a number of incentives to help Illinois' small businesses grow and prosper.

The Small Business Contracts Act (Public Act 97-307) recognizes the economic impact of small business and sets an annual goal that at least 10% of the State's contracts are awarded to small business. Reading this Small Business Program Fact Sheet is your first step towards doing business with the State of Illinois.

How will I compete against a very large company for State contracts?

You won't have to! To promote contracting with small business, the **Small Business Set-Aside Program (SBSP)** designates **product and service** categories that the State will procure from small business. You'll only bid against other small businesses.

- From July 1, 2012 to June 30, 2013, the State spent nearly \$ 80.5 million with registered small businesses as a result of the SBSP program.
- Our goal is to annually award 10% of the State's contracts (approximately \$800 million) with registered small businesses in Illinois.

What if I don't sell a product or offer a service in the set-aside categories?

The State still wants to do business with you. As part of the SBSP, the Chief Procurement Office requires state agencies making one-time commodity and service procurements of \$50,000 and less to purchase from registered small businesses. These procurements are not category specific.

Do I qualify as a small business?

The State defines small business based on industry, annual revenue, and number of employees in the case of the manufacturing industry.

Annual gross revenues:

- Retail/service < \$6 million Wholesale < \$10 million
- Construction < 10 million Manufacturing < \$10 million (wholesale) and < 250 employees

How do I get registered as a small business?

Registration is easy. Here's what you'll need to do to get registered and begin receiving email alerts when the State needs what you're selling:

Please register in the Illinois Procurement Gateway (IPG) at (<https://ipg.vendorreg.com>).

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- * Click on "create vendor account" or log in if you already have an account.
- * Once account is created, log into the Illinois Procurement Gateway.
- * Next, click on Start/Renew Vendor Registration in upper right hand corner.
- * Under Available Vendor Registrations (left side), click on State of Illinois Vendor Registration.
- * Complete all fields and submit for review/qualification.

Assistance with the Illinois Procurement Gateway may be obtained by emailing eec.ipg@illinois.gov or calling 217.782.1270.

Questions?

If you have any questions, please contact Scott McKinnery, Small Business State Purchasing Officer, at EEC.SmallBusiness@Illinois.gov.