

Small Purchase, Big Opportunity

Navigating Informal Solicitations



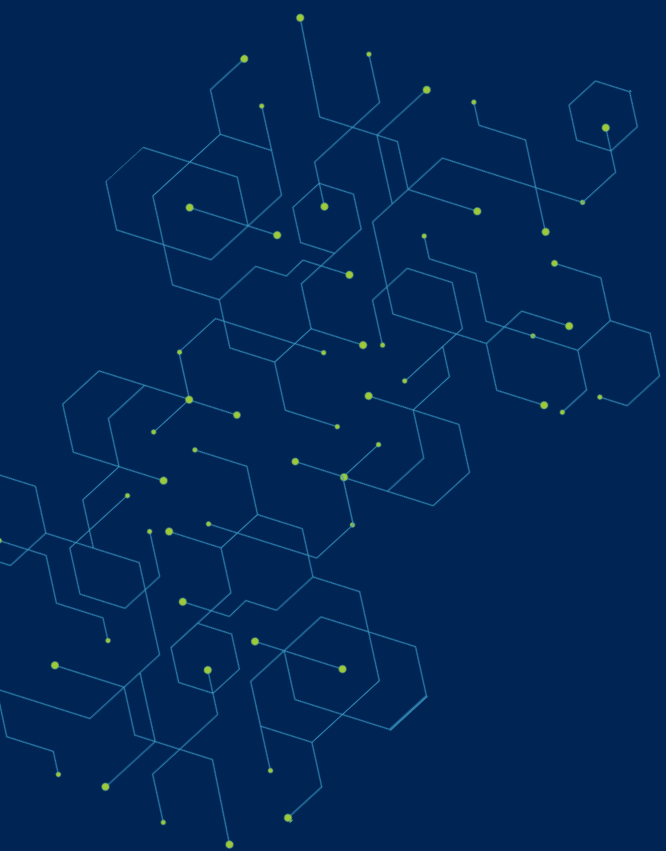
What is a small purchase?

- 44 II Admin. 1.2020(a)(1)- Individual procurements of \$100,000 or less for supplies or services may be made without notice or competition. These small purchase maximums shall be subject to the annual cost of living increases set forth in subsection (a)(3).
- 44 II Admin. 1.2020(b)- Determination of Small Purchase Status
 - 1) In determining whether a contract is under the small purchase limit, the stated price or value, as applicable, of the supplies or services plus any optional supplies and services, determined in good faith, shall be utilized. When the value is calculated month-to-month or in a similar fashion, the amount shall be calculated for a 12 month period.
 - 2) If only a unit price or hourly rate is known, the contract shall be considered small and shall have a not to exceed limit applicable to the type of procurement (see subsection (a)).
 - 3) If, after signing the contract, the actual cost of completing the contract is determined to exceed the small purchase amount, and the SPO determines that a supplemental procurement is not economically feasible or practicable because of the immediacy of the State agency's needs or other circumstances, the SPO must follow the procedures for sole source or emergency procurement, whichever is applicable, to complete the contract.

Small Business Set Aside Program

- Vendors must be registered with Illinois Procurement Gateway
- Thresholds
 - No WHOLESALE business can exceed \$13 Million in annual sales.
 - No RETAIL business can exceed \$8 Million in annual sales and receipts.
 - No CONSTRUCTION business can exceed \$14 Million in annual sales and receipts.
 - No MANUFACTURING business can employ more than 250 persons.
- NIGP Codes set aside for Small Businesses:
 - [Small Business Set-Aside Contracts Based on NIGP Code 03052024.pdf](#)

IFB Award and Bid amounts



- A vendor may ask DoIT within 14 days of the award to provide all bid amounts on an Invitation for Bid.
- After 14 days or for any additional documents the vendor must submit a FOIA request to DoIT.FOIA@illinois.gov

Additional Resources

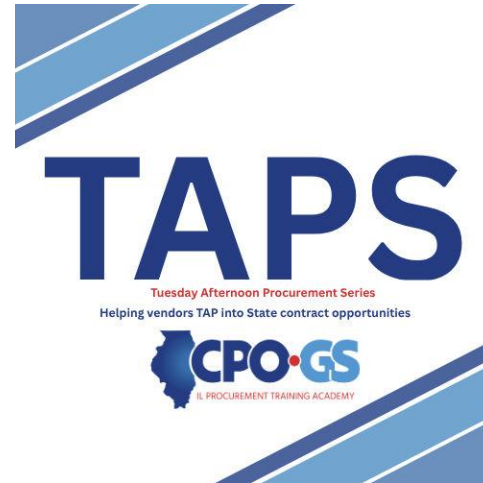


DoIT's YouTube Page: <https://www.youtube.com/@illinoisdoit/videos>

- Vendor Disclosures, SOS, BOE and IDHR Registrations
- Understanding and Preparing a Utilization Plan
- Cracking the Code: Responding to an Invitation for Bid

Chief Procurement Office for General Services resources: <https://cpo-general.illinois.gov/vendor-resources.html>

- Tuesday Afternoon Procurement Series
 - Financial Disclosures
 - Illinois Procurement Gateway
 - Procurement Methods
 - BidBuy



Questions?

