**Section 2600.910 Small Business** **Set Aside Program**

a) CMS has determined categories of supplies or service procurements that will be set aside for small business located in Illinois. SBEL will use the list of categories for set-aside currently found at 44 Ill. Adm. Code 1.4545.

b) The CPO or designee may use the list maintained by CMS of responsible vendors that meet the criteria of small business. A business that fits the definition of small on the day of bid or proposal opening will be considered small for the duration of the contract.

c) If a Procurement Officer wishes to make a procurement covered by a set-aside designation, the solicitation must note responses are limited to those from responsible small businesses. Bids or proposals received from large businesses will be rejected as nonresponsive.

d) If the Procurement Officer determines that acceptance of the best bid or proposal will result in the payment of an unreasonable price, the Procurement Officer shall reject all bids or proposals and withdraw the designation of small business set-aside for the procurement in question. When a small business set-aside is withdrawn, notification shall be published in the Illinois Procurement Bulletin with an explanation. After withdrawal of the small business set-aside, the procurement shall be conducted in accordance with the limitations of the Code and this Part.

e) Unless the CPO provides a definition for a particular procurement that reflects industrial characteristics, a small business shall meet the definition found in Section 45-45 of the Procurement Code.

f) Vendors desiring to submit bids or proposals or to otherwise contract for items set aside for small businesses shall submit information verifying that the vendor qualifies as a small business. The CPO may establish procedures for verifying this information.