

GET TO KNOW

TARGETED SMALL BUSINESS PROCUREMENT

IOWA TARGETED SMALL BUSINESS PROCUREMENT ACT

Iowa Code (IC) 73, Subchapter III establishes the framework for Targeted Small Business (TSB) procurement: “Every agency, department, commission, board, committee, officer, or other governing body of the state shall purchase goods and services supplied by small businesses and targeted small businesses in Iowa.”

WHEN TO USE A TSB

ALWAYS CONSIDER A TSB!

Individual purchases of goods or services up to \$25,000 from certified TSBs are exempt from the State's competitive bid requirements. This means you can purchase directly from a TSB – no contract, master agreement, or solicitation process required.* IAC 11.117.5(2)

WHAT IF THE PURCHASE IS OVER \$25,000?

Solicitations for purchases greater than \$25,000 must be publicly posted, and agencies must comply with TSB notification requirements giving TSBs 48-hour advance notice prior to the general public. IAC 11.117.8(2)*

WHAT IF NO CERTIFIED TSBs EXIST?

If no certified TSBs exist for the goods or services needed, State procurement rules and competitive bid thresholds for purchasing goods (IAC 11.117) and services (IAC 11.118) apply.*

MASTER AGREEMENTS

Goods and services available from a certified TSB or Master Agreement may be purchased from either source.

Check for existing agency contracts or active Master Agreements, or contact a DAS Central Procurement Purchasing Agent.

*Splitting transactions to avoid procurement threshold requirements in IAC 117.15(1) and IAC 117.15(2) or the \$25,000 TSB limit is strictly prohibited. IAC 11.117.15(4)(a)

COMPLY WITH IOWA CODE

ANNUAL TSB PROCUREMENT GOALS

Per Iowa Code IC 73.16, each State agency is required to set an annual TSB procurement goal that exceeds the prior fiscal year's actual TSB spend.

Annual TSB goals are to be submitted to the Iowa Economic Development Authority (IEDA) prior to the commencement of the fiscal year.

Goal-Setting Tips!

- Use the Auditor's annual TSB report to identify agencies with significant TSB spend and find out who their TSB suppliers are.
- Talk to others in your agency and compare common recurring needs against the Certified TSB Directory to locate a qualified TSB near you.
- Contact tsbcert@iowaeda.com for help identifying TSB suppliers to meet your procurement needs.

QUARTERLY TSB PROCUREMENT REPORTS

IC 73.17 and IAC 261.54 require that State agencies provide IEDA with annual TSB spending projections and quarterly performance reports.

Submit TSB Annual Goals and Quarterly Reports to: terry.roberson@iowaeda.com

ANNUAL TSB AUDITS

Per Iowa Code IC 11.26, each fiscal year the Auditor of State conducts a review of TSB activities and provides a public report.

ARE YOU MEETING YOUR TSB ORDERING GOALS?

The Iowa Department of Administrative Services (DAS) Central Procurement Bureau (CPB) supports State agencies in meeting their procurement needs and promotes the TSB Program to help agencies achieve their annual TSB goals.



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FOR MORE INFORMATION