



Illinois
Central
College | PTAC
Procurement Technical Assistance Center

IL PTAC Bulletin

IL Procurement Technical Assistance Center
at Illinois Central College

VOLUME 1, ISSUE 1

SUMMER, 2009

POINTS OF INTEREST:

- IL PTAC at ICC is relocating in August 2009
- Illinois minimum wage increases on July 1, 2009
- American Recovery & Reinvestment Act
- IL PTAC at ICC welcomes new Program Specialist, Kathy Shelton

INSIDE THIS ISSUE:

Regulatory News	2
Illinois Minimum Wage to increase	2
American Recovery & Reinvestment Act	3
Elevate America—free technology training for Illinoisans	4
Welcome Kathy Shelton, PTAC Program Specialist	5
Save the Dates	6

Letter from the Director

Greetings PTAC Clients and Friends,

My first year as your new PTAC Director has been exciting and challenging. The federal acquisition rules are changing and PTAC will keep you notified of changes or amendments. The SBA Small Disadvantaged Business designation was discontinued and the CCC-Central Contractor Registration underwent many changes. Please read our article on page 2 regarding changes to the CCR registration process.

PTAC has also hired Kathy Shelton as Program Specialist. Kathy brings with her a vast knowledge of manufacturing, marketing, survey analysis and event planning. Please welcome Kathy to PTAC. Please see related story on page 5.

Kathy has been involved in creating a survey for our PTAC clients to “help us help you” serve your needs. If you have any questions regarding the recent survey you received, please call Kathy at 309.999.4591.

PTAC is excited to bring to the Peoria region “Doing Business with the Rock Island Arsenal” on July 15, 2009. The Peoria Area Chamber of Commerce is co-sponsoring this event with PTAC. The Rock Island Arsenal is comprised of four divisions and our speakers will be presenting the buying needs from each of those groups. There will also be a question and answer session where you can speak to the small business representatives of the RIA. Contact us for registration information.

PTAC is also offering a workshop on “Completing the Central Contractor Registration”. Our next workshop is August 25, 2009. This is a computer lab workshop and we take you through the step by step process to final registration completion. Contact us for registration information.

Also, see our “Save the Dates” on page 6 for additional workshops, tradeshow and seminar presentation dates and locations in the next few months.

News Alert: PTAC will be moving to the Illinois Central College, North Campus August 2009. Yes, that is this summer. We will be located in Arbor Hall, which is the first building on the North University, Peoria Campus. PTAC will have a new address and telephone number, but we will keep our email and website addresses. Watch our webpage for updates. www.icc.edu/ptac

For your government marketing needs, PTAC is here to serve you with our no cost service. Thank you for your continued support of the PTAC program.

Sincerely, Linda Krendick, PTAC Director

IL PTAC at Illinois Central College is relocating to the ICC North Campus in August, 2009. Our offices will be relocating to Arbor Hall, located at ICC North Campus, 5407 N. University, Peoria. Our phone numbers will be changing, but our email addresses will stay the same. Watch our webpage for updated information soon! www.icc.edu/ptac

Regulatory News & Information

Regulatory news from the State of Illinois

Following are current proposed rules of possible interest to small businesses. During the 45-day comment period, individuals have an opportunity to express their support or opposition to the rule. [Click here](#) for a list of all current proposed rules.

The following are proposed amendments by the Department of Revenue:

Impact payroll service providers who file at least 250 federal withholding returns annually and provide withholding tax services for Illinois employers. [Read more.](#)

The following proposed regulation will impact businesses that sell Department of Natural Resource's licenses, stamps and permits. [Read more.](#)

The following proposed amendment will impact home health, home services, and home nursing agencies. [Read more.](#)

For more information on Regulatory and Information Alerts, contact Katy Khayyat at <mailto:katy.khayyat@illinois.gov> or call (217) 785-8020 or (800) 252-2923.

CCR/FedReg Change Notice

Effective **February 25, 2009**, the Central Contractor Registration (CCR) and Federal Agency Registration (FedReg) systems installed their latest release. This release includes making some FedReg elements optional and new Help screens for CCR. Neither CCRXML nor BPN format CCR extracts have new versions with this release.

The most recent changes are documented on-line to further fill you in on the change at [Release Notes](#).

New Minimum Wage Rate effective July 1, 2009

Just a reminder, the Illinois minimum wage will increase from \$7.75 an hour to \$8.00 an hour effective July 1, 2009. For more information, go to the Illinois Department of Labor website at www.state.il.us/agency/idol

Are you complying with the Red Flags Rule?

The Federal Trade Commission (www.ftc.gov) now mandates that businesses have safeguards in place to protect their employees' personal information, including:

1. A written security plan
2. Appointment of a company security officer
3. Training of employees on your identity theft program
4. Employee sign off on the training
5. Confirmation from your vendors that they have a program to protect your information
6. Confirmation from your vendors that they have a mitigation plan should data breach occur.



For more information, go to www.ftc.gov/redflagsrule



Resources, Information, and Referrals

AMERICAN RECOVERY AND REINVESTMENT

Keeping the American Dream Alive

On February 17, 2009, President Obama signed into law the \$787 billion economic stimulus bill known as the American Recovery and Reinvestment Act. The economic stimulus bill is designed to revive the economy and put America back to work by saving or creating 3.5 million jobs over the next two years through \$499 billion in critical investments and providing \$288 billion in tax relief.

The Recovery Act contains targeted funding in the following areas. Follow these links for more information:

- ◆ [Helping Workers and People Hurt by the Economy](#)
- ◆ [Tax Cuts for Individuals and Businesses to Make Work Pay and Create Jobs](#)
- ◆ [Expanding Access to Capital](#)
- ◆ [Clean, Efficient Energy and the Environment](#)
- ◆ [Infrastructure Projects and Modernizing Roads, Bridges, Transit and Waterways](#)
- ◆ [Education for the 21st Century](#)
- ◆ [Increasing Access to Broadband](#)
- ◆ [Transforming our Economy with Science and Technology](#)
- ◆ [Health Information Technology and Lowering Healthcare Costs](#)
- ◆ [Saving Public Sector Jobs, Protecting Vital Services and Providing State Fiscal Relief](#)

Click [here](#) to link to the Illinois Department of Commerce and Economic Opportunity's (DCEO) website for the American Recovery and Reinvestment Act. This website is designed to help educate the public about features of the Recovery Act that are consistent with the mission of DCEO. The relevant category links above provide information about how the funds will be distributed to governments, businesses and organizations through formula and competitive grant opportunities as they relate to DCEO. Please click [here](#) for a quick overview of DCEO-related programs.

For a more comprehensive listing of programs and services under the American Recovery and Reinvestment Act, or if you have a project you would like to suggest, please visit the Illinois recovery website at www.recovery.illinois.gov. Thank you for your interest and support in growing the Illinois economy. Please check this website often for updates and new information. Should you have any questions regarding the economic stimulus bill please email DCEO at DCEO.Recovery@Illinois.gov.

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Helpful website links:

Construction Industry Tax Tips

www.irs.gov/businesses/small/industries

Energy saving steps result in bigger tax savings

www.irs.gov/newsroom

<http://www.irs.gov/businesses/index.html>

Small Business Administration <http://www.sba.gov/>

CCR Registration <http://www.ccr.gov/>

Regional Information & Educational Resources

Illinois Secretary of State Issues Warning

The Illinois Secretary of State's office warns that a non-governmental firm called "Illinois Corporate Compliance" is contacting Illinois businesses in an attempt to collect a \$150 fee to file corporate meeting minutes. Please be aware that corporations are NOT required by law to file minutes with any government or private entity. It is recommended that corporations do not reply to the solicitation.

So, you want to start a business of your own?

The State of Illinois Business Portal Business.illinois.gov

is one source of information from the state government to help you get your business up and running. The state has assembled information from across state government to help you get your business up and running. From developing your business plan to registering your business, these links will help explain what resources are available and what your responsibilities are as a new business owner. If you still need help, feel free to ask a question.

Visit www.business.gov to find available resources and what your responsibilities are as a new business owner. This business portal has links to business start-up guides, registration and incorporation, licensing and taxes, grants and loans, regulations, Illinois business data, and environmental resources and regulations.

Tools you can use, with an emphasis on learning, growing, and problem solving

Elevate America to provide free technology training for up to 51,000 Illinoisans

On June 18, 2009, Governor Pat Quinn joined MicroSoft CEO Steve Ballmer at the Chicagoland Chamber's Annual Meeting to announce a major public private partnership between MicroSoft and the State of Illinois to provide free technology

training for up to 51,000 Illinoisans, starting on July 31, 2009. **[Click here for more information about this program.](#)**

Business Owner's Tool Kit

Highlighting problem solving, this site features more than 5,000 pages of free cost-cutting tips, step-by-step checklists, real-life case studies, startup advice, and business templates for small business owners and entrepreneurs. This website also offers a monthly newsletter, up-to-date news topics, and Ask Alice!, a column that closely follows industry trends and provides trusted advice to

inquiring site visitors. Check out all the services at **www.toolkit.com**.

Regional Information & Educational Resources

SBA Launches new 100% guarantee ARC Loan Program

Small businesses suffering financial hardship as a result of the slow economy may be eligible to receive temporary relief to keep their doors open and get their cash flow back on track through a new loan program announced by SBA Administrator Karen G. Mills.

Beginning on Jun 15, 2009, SBA will start guaranteeing America's Recovery Capital (ARC) loans. ARC loans are deferred-payment loans of up to \$35,000 available to established, viable, for-profit small businesses that need short-term help to make their principal and interest payments on existing qualifying debt. ARC loans are interest-free to the borrower, 100 percent guaranteed by the SBA, and have no SBA fees associated with them.

ARC loans will be disbursed within a period of up to six months and will provide funds to be used for payments of principal and interest for existing, qualifying small business debt, including mortgages, term and revolving lines of credit, capital leases, credit card obligations and notes payable to vendors, suppliers and utilities. Repayment will not begin until 12 months after the final disbursement. Borrowers don't have to pay interest on ARC loans. After the 12-month deferral period, borrowers will pay back the loan principal over a period of five years. To learn more about the ARC Loan Program, [click here](#).

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Welcome Kathy Shelton, New Program Specialist

IL PTAC at ICC welcomed a new Program Specialist, Kathy Shelton, on April 6, 2009.

Kathy has a 15-year career in the manufacturing world, and brings with her a variety of business development skills and experience, including marketing services, market research, customer satisfaction survey analysis, and event planning.

Recently, PTAC clients have received the 2008-2009 satisfaction survey, where your input will help PTAC serve you better.

If you have not already done so, please forward your survey response to Kathy.

If you have any questions involving the survey, or any of the PTAC services available, please call Kathy at 309-999-4591 or via email



How can PTAC help

PTAC stands for Procurement Technical Assistance Center. IL PTAC at Illinois Central College is a no cost outreach program for businesses looking for contracting opportunities with government agencies and large companies. We help business owners connect with governmental agencies and large companies who have buying needs for commercial products and services. Procurement is a term used to describe the process established by governmental agencies and large companies that offer projects for bid. Procurement may seem complex to businesses who are not accustomed to this process.

PTAC answers questions you have about the procurement process, refers your business to other agencies and resources, and informs you of upcoming contracting opportunities. We are here to help you save time and effort by getting you connected with the right people and resources. Call or email us with your questions, or to schedule an appointment for meeting at our center at Illinois Central College, Peoria, Illinois.

Our goal is to help Central Illinois businesses win government contracts and subcontracts related to government projects, and to help strengthen our Illinois economy by creating or retaining jobs, and helping business growth.

IL PTAC at Illinois Central College is funded in part through a cooperative agreement with the U.S. Small Business Administration and the Department of Commerce and Economic Opportunity.



IL PTAC at ILLINOIS CENTRAL COLLEGE

WWW.ICC.EDU/PTAC

DOWNTOWN PEORIA PERLEY CAMPUS

115 S.W. ADAMS STREET, SUITE 120

PEORIA, IL 61635-0001

LINDA KRENDICK, DIRECTOR, 309-999-4590

KATHY SHELTON, PROGRAM SPECIALIST, 309-999-4591

“Save the Dates”

July 14-15, 2009 – Doing Business with the Defense Logistics Agency, Defense Supply Center, Columbus OH <http://www.dsccl.dla.mil/News/events/tko>

July 15, 2009 – Doing Business with the Rock Island Arsenal, Workshop, IL PTAC at ICC, Perley Building, Peoria, IL, pre-registration is required, contact kathy.shelton@icc.edu

July 16, 2009 – “Are you ready for a Government Contract?”, webinar hosted by Illinois PTAC at Women’s Center, Chicago, contact laura.cawley@sba.gov

July 16, 2009—So you want to be an entrepreneur — what does it take? , workshop, NOVUS, Peoria Next Innovation Center, Peoria, IL www.novusnetworking.com

July 17, 2009 – “Cold calling – warmer weather is on its way”, Shad Sleeth, Peoria Next Innovation Center, Peoria, IL <http://www.peoriachamber.org/goto/SummerSalesSeries>

July 31, 2009 – “Art and Science of effective questioning”, Shad Sleeth, Peoria Next Innovation Center, Peoria, IL <http://www.peoriachamber.org/goto/SummerSalesSeries>

August 13, 2009 – “Is Certification Right for You?”, webinar hosted by Illinois PTAC at Women’s Center, Chicago, IL contact laura.cawley@sba.gov

August 21, 2009 – “Finalizing the sale”, Shad Sleeth, Peoria Next Innovation Center, Peoria, IL <http://www.peoriachamber.org/goto/SummerSalesSeries>

August 25, 2009 – CCR (Central Contractor Registration) In-Lab Workshop, IL PTAC at ICC, Perley 210, Peoria, IL, pre-registration required, contact kathy.shelton@icc.edu

September 1, 2009 – Business Resources in Peoria seminar, Peoria Next Innovation Center, contact kathy.shelton@icc.edu

September 15 & 16, 2009 – Doing Business with the Defense Logistics Agency, Defense Supply Center, Columbus OH <http://www.dsccl.dla.mil/News/events/tko>

September 16 & 17, 2009 – 23rd Annual Entrepreneurial Woman’s Conference, Women’s Business Development Center, www.wbdc.org

September 17—“Building market share”, workshop, NOVUS, Peoria Next Innovation Center, Peoria IL www.novusnetworking.com

September 29, 2009 Heart of Illinois Trade Fair (Match to Buyers), ISU, Normal, IL http://www.suppliercouncil.org/calendar_of_events.html