

(2) The criteria shall include a maximum number for employees and a maximum dollar volume computed on annual sales and receipts of a bidder and all its affiliates. The maximum number of employees and maximum dollar volume may vary from industry to industry to the extent necessary to reflect different characteristics. However, with respect to maximum number of employees, a manufacturing business may not employ more than 250 individuals. With respect to maximum dollar volume, a wholesale business may not have annual sales in excess of \$2,500,000 for its most recent fiscal year and a retail business or business selling services may not have annual sales and receipts in excess of \$5,000,000.

(c) The Secretary shall adopt rules and regulations specifying procedures for:

(1) Compiling and maintaining a comprehensive bidder's list of small businesses;

(2) Locating potential sources for various products and services and affirmatively seeking to locate potential minority business enterprise sources for various products and services;

(3) Assisting small businesses in complying with the procedures for bidding on State contracts;

(4) Examining requests from using authorities for purchase of products or services to help determine which invitations to bid are to be designated small business set-asides;

(5) Simplifying procurement specifications and terms in order to increase the opportunities for small business participation; [and]

(6) Investigating the responsibility of bidders on small business set-asides[.]; AND

(7) Providing to a small business the reason for which any bid by the small business for a small business set-aside was rejected.

The Secretary shall be provided assistance from the Department of Economic and Community Development in specifying procedures for paragraphs (c) (1) and (2).

(d) The Secretary may designate purchase requests for specified [materials,] supplies[, equipment,] or services, which have been requested through or with the approval of the Secretary, as small business set-asides. The invitation to bid shall indicate purchases that have been designated small business set-asides.