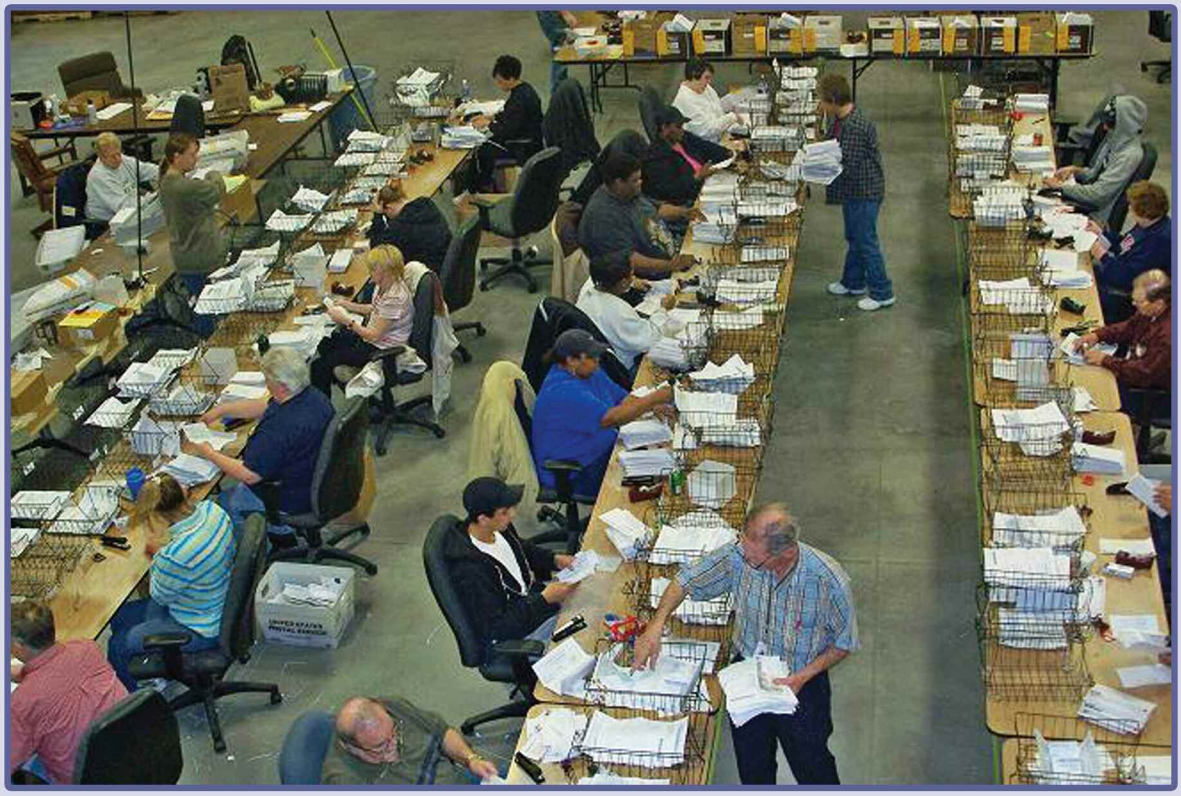
State of Illinois
Pat Quinn, Governor
Illinois Department of Central Management Services

State of Illinois
State Use Program



Annual Report
FY 2008

A win-win investment for the State and its citizens.

CMS Illinois Department of Central Management Services

CMS

ILLINOIS Pat Quinn, Governor
DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
James P. Sledge, Director

April 22, 2009

The Honorable Pat Quinn
Governor of the State of Illinois
207 State House
Springfield, IL 62706

Dear Governor Quinn:

I am pleased to present this report to you on the achievements of the State Use Program for Fiscal Year 2008 and its positive impact on the lives of our citizens with disabilities.

In Fiscal Year 2008, the State Use Program accounted for more than $29 million in contracts between Community Rehabilitation Facilities and State agencies for products and services. The program helped provide training, employment and greater independence for 2,544 disabled individuals and supplied them with 777,516 hours of work.

With continued support of this program, the number of disabled individuals with long-term employment and increased economic stability will grow, minimizing their need for public assistance and entitlement benefits.

The State Use Program is truly a win-win investment for the State of Illinois - providing job opportunities and greater independence for its disabled citizens while benefiting State agencies with quality goods and services at fair market prices.

Sincerely,

James P. Sledge
Director

100 W. Randolph, Suite 4-500, Chicago, IL 60601-3274
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The State Use Program

The State Use Program began in 1983 when the Illinois Purchasing Act was amended to allow the State to contract with qualified Community Rehabilitation Facilities (CRFs) without going through a competitive bidding process.

Community Rehabilitation Facilities, sometimes referred to as sheltered workshops, provide employment opportunities for severely disabled individuals, allowing them the opportunity to find meaningful employment and job training.

Through CMS, State agency procurement needs are matched to the capabilities of a CRF, providing long-term employment opportunities for those unable to engage in normal competitive employment.

All State of Illinois agencies participating in this program are assured of high quality products and services, on-time delivery, payment of fair market price and a central point of contact for assistance. All contracts are independently reviewed, evaluated and approved by the State Use Committee to ensure the best quality and pricing available.

The State Use Regional coordinators, along with the procurement experts in the Bureau of Strategic Sourcing and Procurement (BOSSAP), have worked directly with the CRFs to provide business opportunities for the disabled citizens of Illinois.

Today, the CRFs offer services ranging from janitorial, document shredding, microfilming, printing and data entry to rest area maintenance, carpet cleaning and laundry services. They also produce needed commodities such as soap, pillows, desk pad calendars, trash can liners, license plates and laser printer cartridges.

Bridgeway Training Services has a contract with the Department of Revenue opening and sorting the IL-1040 tax returns for the State of Illinois. This contract provided approximately 35 jobs for people with disabilities in FY 08.

Benefits of the Program

First and foremost, individuals with disabilities benefit from this program. They are afforded meaningful long-term employment opportunities, marketable job skills, and a greater chance for economic independence. In expanding their scope of experience and enhancing their abilities, some disabled employees are able to take on new assignments at increasingly higher levels of difficulty, which prepares them for a wider variety of jobs either within or outside of the Rehabilitation Facility. In Fiscal Year 2008, 61 Community Rehabilitation Facilities were awarded contracts with State agencies through the State Use Program, employing 2,544 disabled individuals.

The State of Illinois benefits by receiving high-quality goods and services for fair market prices in long-term contracts. With no competitive bidding process required for State Use contracts with qualified CRFs, the State experiences reduced administrative costs as well. In Fiscal Year 2008, the State awarded 265 such contracts.

Providing disabled citizens with opportunities for economic independence enables them to become taxpayers and reduces their need for public assistance and entitlements benefits.

The paper plate contract, through Shelby County Community Services, provides vocational training for persons with disabilities and helps them gain confidence while earning a wage. The paper plates are distributed to various agencies throughout Illinois.

The Chicago Lighthouse provides educational, clinical and vocational services to people who are blind or visually impaired. Through adaptive technology, which enables visually disabled persons to function effectively, The Chicago Lighthouse secured a web-based contract with The Department of Human Services processing Recipient Identification Numbers.

Community Rehabilitation Facilities (CRFs)

To qualify to participate in the State Use Program, a CRF must meet the following guidelines:

- Comply with Illinois law governing private not-for-profit organizations.
- Be certified as a sheltered workshop by the Wage and House Division of the U.S. Government.
- Meet the Illinois Department of Rehabilitation Services Just Standards for a rehabilitation facility.
- Have a completed Bidders Application on file with the Department of Central Management Services.
- Meet the bid specifications or the needs of the purchasing agency.
- Set a fair market price.
- Report quarterly of any contracts with State agencies.

In Fiscal Year 2008, there were 103 registered Community Rehabilitation Facilities in Illinois.

The State is divided in half into a Northern Region and a Southern Region. A regional coordinator represents each of the regions, providing assistance necessary to facilitate success of the program.

State Use Program Staff

Terri Jurkanin
Division Manager

Corrie Smith
Northern Region Coordinator

Brynn Henderson
Southern Region Coordinator

Duties and Responsibilities of Staff Members:

- Act as liaison between participating not-for-profit organizations and the Committee by collecting information, responding to inquiries, or resolving issues.
- Act as liaison between not-for-profit organizations and State agencies by collecting information, responding to inquiries, or resolving issues.
- Provide technical assistance and training to participating not-for-profit organizations.
- Monitor the quality of products and services.

Community Rehabilitation Facilities

Northern Region

Abilities Center	Rockford
Abilities Plus	Kewanee
Achievement Industries	Monmouth
Ada S. McKinley	Chicago
ARC Industries	Rock Island
Aspire of Illinois	Bellwood
Assn. for Individual Development	Aurora
Avenues to Independence	Wheeling
Bridgeway Training Services	Galesburg
Cass County Mental Health Center	Beardstown
Chicago Assn. for Retarded Citizens	Chicago
Chicago Lighthouse for the Blind	Chicago
Clearbrook	Rolling Meadows
Community Workshop & Training Center	Peoria
Cornerstone Services	Joliet
Countryside Association	Palatine
CRC Industries	Quincy
Developmental Services Center	Champaign
DeWitt County Human Resource Center	Clinton
Easter Seals Reaching for Adulthood	Oak Park
El Valor	Chicago
Fulton County Rehabilitation Center	Canton
Futures Unlimited	Pontiac
Gateway Services	Princeton
Glenkirk Vocational Training Center	Northbrook
Goodwill Industries of Central Illinois	Peoria
Goodwill Industries	Chicago
Habilitative Systems	Chicago
Hancock County Industries	Carthage
Helping Hand and Rehabilitation Center	LaGrange
Hope Industries	Rockford
Horizon Industries	Peru
Illinois Growth Enterprises	Rockford
Illinois Valley Industries	Morris
Jan Tech	Chicago
Jewish Vocational Service	Chicago
Kankakee County Training Center	Bradley
Knox Co. Council for Dev. Disabilities	Galesburg
Kreider Services	Dixon
Lambs Farm	Libertyville
Lester and Rosalie Anixter Center	Chicago
Logan-Mason Rehabilitation Center	Lincoln
Malcolm Eaton Enterprises	Freeport
Northpointe Resources	Zion
NTSW	Skokie
O.H. Industries	Sycamore
Oak/Leyden Developmental Services	Oak Park
Occupational Development Center	Normal
Opportunities, Inc.	Highland Park
PARC	Chicago
Pioneer Center of McHenry County	McHenry
Ray Graham Association	Elmhurst

Sequin Services	Cicero
Sertoma Centre	Alsip
SHORE Training Center	Morton Grove
Skills, Inc.	Moline
Southstar Services	Chicago Heights
Southwest Community Services	Tinley Park
Spectrum Vocational Services	Downers Grove
St. Colletta's of Illinois	Tinley Park
Streator Unlimited	Streator
TCRC	Tremont
The Workshop	Galena
Thresholds Rehabilitation Industries	Chicago
Thresholds Rehabilitation Industries	St. Anne
Transitions NFP	Rock Island
Trilogy, Inc.	Chicago
Trinity Services	Joliet
Victor C. Neumann Assn.	Chicago
Village of Progress	Oregon
WorkSource	Danville

Southern Region

ARC Community Support Systems	Teutopolis
Career Development Center	Fairfield
CCAR Industries	Charleston
Challenge Unlimited	Alton
Charleston Transitional Facility	Charleston
Christian County Mental Health Assn.	Taylorville
Clay County Rehabilitation Center	Flora
Coleman Tri-County Services	Shawneetown
Community Link	Breese
Elm City Rehabilitation Center	Jacksonville
FAYCO Enterprises	Vandalia
Five Star Industries	DuQuoin
Franklin-Williamson Human Services	West Frankfort
Human Resources Ctr. Edgar/Clark Cos.	Paris
Human Support Services	Waterloo
Human Service Ctr. Southern Metro East	Red Bud
Illinois Valley Rehabilitation Center	Gillespie
Kaskaskia Workshop, Inc.	Centralia
Land of Lincoln Goodwill	Springfield
Lawrence Crawford Assn. Exceptional Citizens	Robinson
Macon Resources	Decatur
M.A.P. Training Center	Karnak
Moultrie County Beacon	Sullivan
New Opportunities	Madison
R.A.V.E. Inc.	Anna
S.A.V.E. Inc.	Belleville
Shelby County Community Services	Shelbyville
SPARC Vocational Services	Springfield
START, Inc.	Murphysboro
TRADE Industries	McLeansboro
UCP of Land of Lincoln	Springfield
Wabash Area Vocational Enterprises	Mt. Carmel

The State Use Committee

The State Use Committee was created to monitor the purchase of products and services from the Community Rehabilitation Facilities. The Committee consists of the Director of the Department of Central Management Services, the Secretary of the Department of Human Services, two representatives from private business, and two public members. The public and private members are appointed by the Governor and must be knowledgeable in the needs and concerns of rehabilitation facilities in Illinois.

The Committee meets at least quarterly to review proposed contracts, develop guidelines to be followed by qualified CRFs, and assist the State Use staff in the development of policy. Upon Committee approval, State agencies are given the authority to proceed with contracts that are exempt from the bidding process.

The Committee has the following responsibilities to ensure that it meets its annual objectives:

- Request information from State agencies regarding product specifications and service requirements necessary to meet their needs;
- Meet quarterly or more often, as necessary, to carry out the Committee's purpose;
- Request a quarterly report from each participating CRF, which describes the volume of sales of each product or service sold;
- Prepare a publication listing all the supplies and services available from qualified CRFs and distribute the list to all State Purchasing Officers; and
- Review all bids submitted under the provisions of the Act and reject any such bids for any purchase that is determined to be substantially more than the purchase would have cost had it been competitively bid.

The Committee's objective for the future is to encourage more State agencies to participate in the program and to match up more contracts for supplies and services with qualified workshops not currently doing business with the State.

The ultimate goal is to continue to increase the opportunities for gainful employment and economic independence for Illinois' disabled citizens.

State Use Committee Members

James P. Sledge, Chairman
John Donato, Designee
Department of Central Management Services

Carol L. Adams, Ph.D., Secretary
Curt Massie, Designee
Department of Human Services

Dr. Seymour Bryson
Associate Chancellor, Diversity
Southern Illinois University at Carbondale
Public Member

David B. Dailey
Policy Assistant,
Bureau Employee Services
Department of Transportation
Public Member

Vacant
Private Member

Vacant
Private Member

Procurement Procedure

Any State agency wishing to establish a contract with a qualified Community Rehabilitation Facility must submit a request for approval to the Manager of the State Use Program. The request must include the name of the CRF, type of contract desired, duration of the contract, and the dollar amount. A Procurement Business Case (PBC) must be attached to the request. The PBC is a document that is established at the initial phase of all procurements. It outlines the details of the procurement and must be approved by the State Purchasing Officer at each respective agency. PBCs are instrumental in tracking the history and detail of procurements.

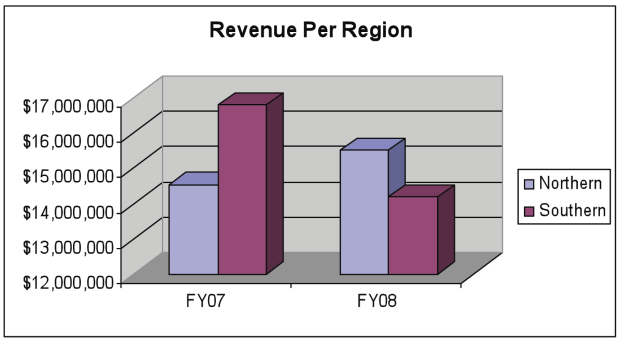
The CRF must provide a Certificate of Assurance that details how many clients will be working as a result of the contract. A narrative must also be included that outlines the specifics of the contract. These documents are then presented to the State Use Committee. Once the Committee has approved the contract, the agency is given the authority to proceed. All State Use contracts are exempt from the bidding process.

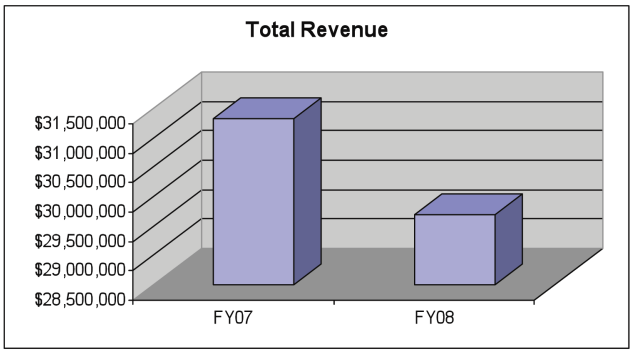
High-Dollar State Use Contracts for FY08

Contract	Vendor	Value
License Plates	Macon Resources	$4,678,967
Toilet Tissue	Malcolm Eaton Enterprises	$1,647,442
Trash Can Liners	Shelby Co. Community Services	$1,453,053
Data Entry	Bridgeway Training Services	$1,268,284
Laser Cartridges	Thresholds Industries	$1,280,384
Baking Mixes	Human Resources Center	$960,274
License Stickers	SAVE Inc.	$691,258

State Use Revenue Summary

State agencies spent $29,693,823 in State Use contracts in Fiscal Year 2008.



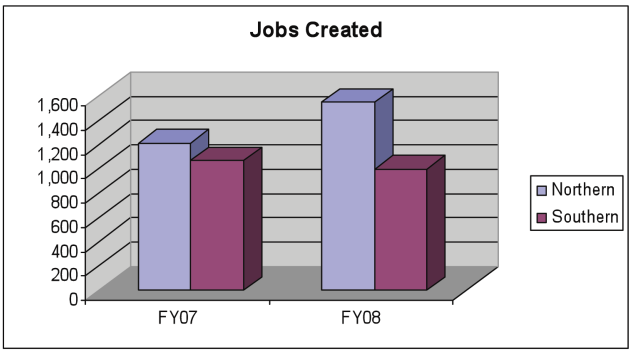


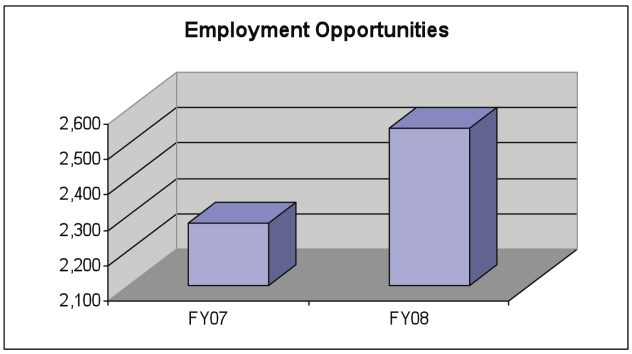
	Northern	Southern
FY07	$14,538,218	$16,784,482
FY08	$15,503,298	$14,190,525

FY07	$31,322,700
FY08	$29,693,823

Employment Opportunities

The primary objective of the CMS State Use Program is to develop employment opportunities for citizens with disabilities by establishing contracts with CRPs for goods and services. There were 2,544 jobs created for citizens with disabilities through these State contracts during Fiscal Year 2008. An average of more than 2,400 jobs has been created in the past two fiscal years.



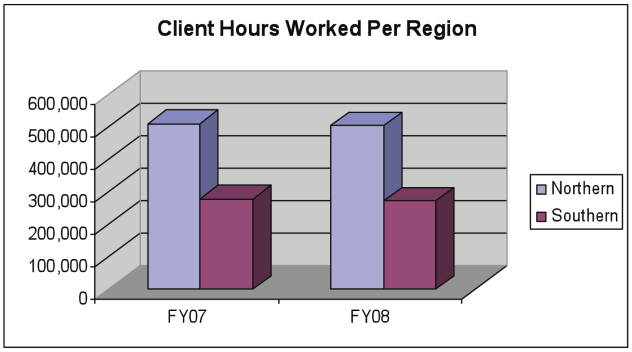


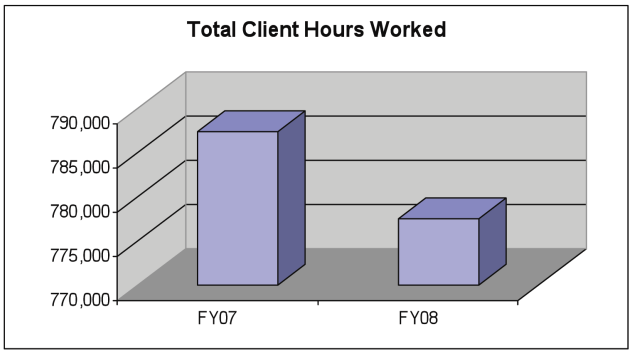
	Northern	Southern
FY07	1,210	1,067
FY08	1,545	999

FY07	2,277
FY08	2,544

Client Hours Worked

Many disabled Illinoisans have been afforded the opportunity to gain meaningful employment through the State Use Program. In the past two fiscal years, Community Rehabilitation Facilities have provided 1,564,937 hours of work for these individuals. The graphs below show the client hours worked per region and by totals for the two-year period.



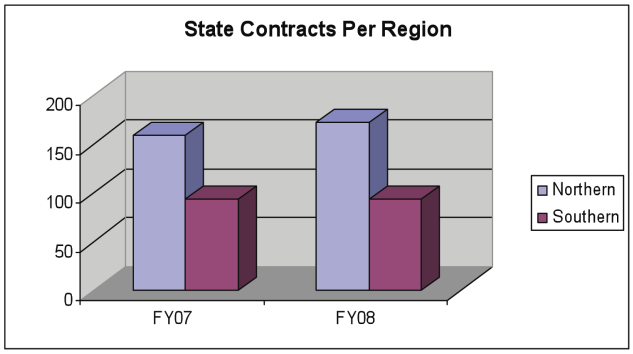


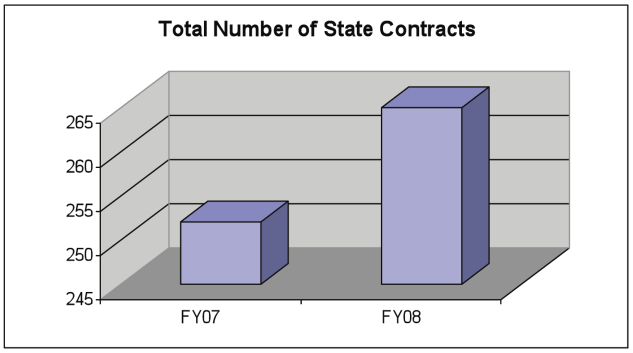
	Northern	Southern
FY07	509,376	278,045
FY08	504,918	272,598

FY07	787,421
FY08	777,516

State Use Contracts Awarded

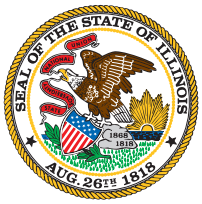
In Fiscal Year 2008, State agencies awarded 265 contracts to Community Rehabilitation Facilities. In the past two fiscal years, there have been 517 such contracts awarded. The graphs below summarize the number of contracts per region and by totals for the two years.





	Northern	Southern
FY07	159	93
FY08	172	93

FY07	252
FY08	265



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