CMS

ILLINOIS Pat Quinn, Governor
DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
Malcolm Weems, Director

7 December 2011

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 2010 and its positive impact on the lives of our citizens with disabilities.

In Fiscal Year 2010, the State Use Program accounted for more than $31 million in contracts between Community Rehabilitation Facilities and State agencies for products and services. The program helped provide training, employment and greater independence for 2,434 disabled individuals and supplied them with 731,251 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,

Malcolm Weems
Acting Director

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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.

This section of the Procurement Code was amended during FY2010 to change the composition of the committee from six members to eight and to add the directive to develop "a five-year plan for increasing the number of products and services purchased from qualified not-for-profit agencies for persons with severe disabilities, including the feasibility of developing mandatory set-aside contracts."

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

Through Central Management Services (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 (BOSS), 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.

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 2010, 59 Community Rehabilitation Facilities were awarded contracts with State agencies through the State Use Program, employing 2,434 (see page 10) 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 2010, the State awarded 259 (see page 12) 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.

Staff works on the verification contract for Illinois Toll Highway Authority at Bridgeway Training Services in Galesburg.

Community Rehabilitation Facilities

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 Hour Division of the U.S. Department of Labor under section 14(c) of the Fair Labor Standards Act.
- Meet the Illinois Department of Rehabilitation Minimum Standards for Certification of Developmental Training Programs.
- 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 2010, there were 101 registered Community Rehabilitation Facilities in Illinois. A complete list can be found starting on the following page.

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

Jeremy Bliss
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
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
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:

- Director of the Department of Central Management Services
- Secretary of the Department of Human Services
- One public member representing private business who is knowledgeable of the employment needs and concerns of persons with developmental disabilities
- One public member representing private business who is knowledgeable of the needs and concerns of rehabilitation facilities
- One public member who is knowledgeable of the employment needs and concerns of persons with developmental disabilities
- One public member who is knowledgeable of the needs and concerns of rehabilitation facilities and
- Two public members from a statewide association that represents community –based rehabilitation facilities

The six public members are appointed by the Governor.

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

State Use Committee Members

Malcolm Weems, Chairman
Sharla Roberts, Designee
Department of Central Management Services

Michelle R. B. Saddler, Secretary
Curt Massie, Designee
Department of Human Services

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

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

Chris Dickey
Community Development Director
Clay County Rehabilitation Center

Richard W. Gloede
CEO
Shelby County Community Services

Daniel Strick
President/CEO
Southstar Services

Audrey McCrimon
President
McCrimon Group

Procurement Procedure

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

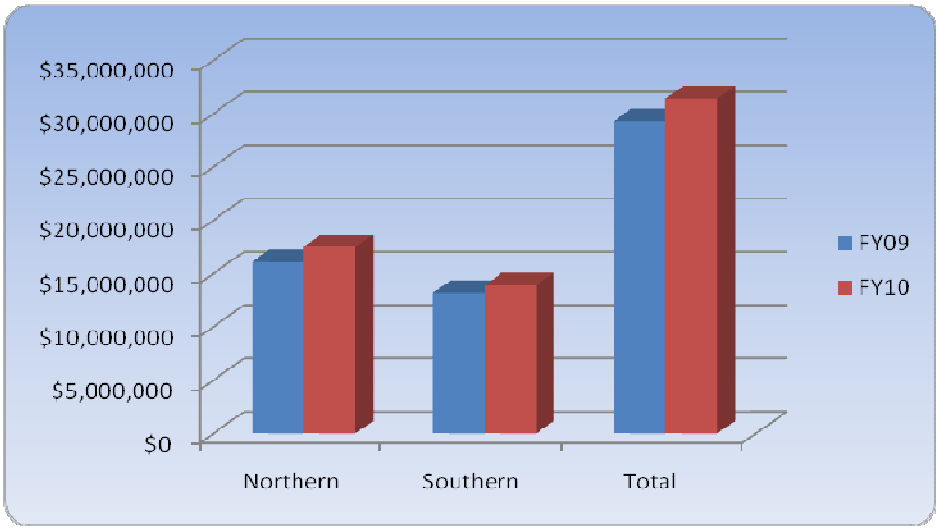
Additionally, the contracting CRF must provide a Certificate of Assurance that details how many clients will be working as a result of the contract. A narrative must also be included in the Certificate of Assurance that outlines the specifics of the contract. The Certificate of Assurance is then presented to the State Use Committee for its approval with the draft contract or SCR. After State Use Committee approval of the draft contract or SCR , the agency has authority to proceed with the procurement. All State Use contracts are exempt from the solicitation process.

High-Dollar State Use Contracts for FY10

Contract	Vendor	Value
License Plates	Macon Resources	$4,396,175
Laser Cartridges	Thresholds Industries	$2,654,545
Data Entry	Bridgeway Training Services	$2,121,845
Toilet Tissue	Malcolm Eaton Enterprises	$1,691,119
Baking Mixes	Human Resources Center	$1,612,762
Trash Can Liners	Shelby Co. Community Services	$1,508,340

State Use Revenue Summary

State agencies spent $31,412,128 in State Use contracts in Fiscal Year 2010.

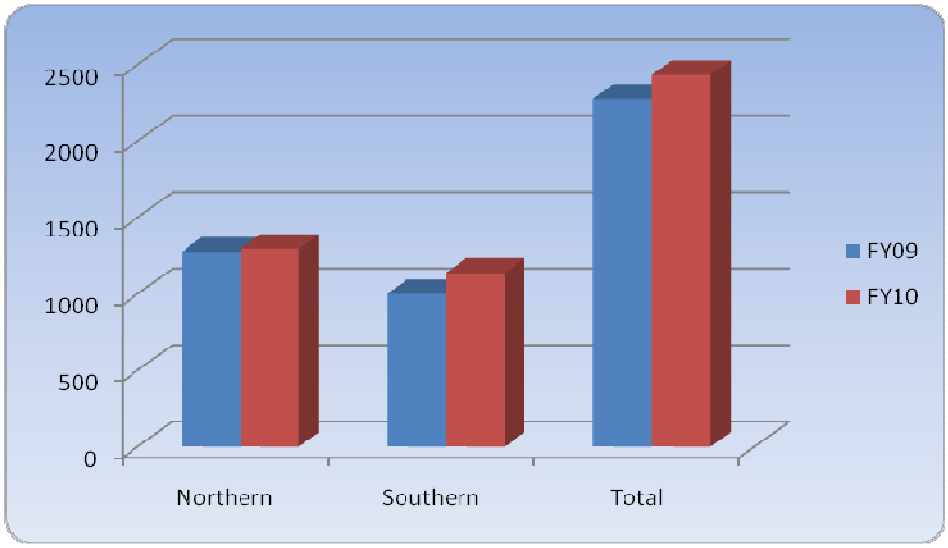


	Northern	Southern	Total
FY09	$16,093,962	$13,210,152	$29,304,114
FY10	$17,492,530	$13,919,597	$31,412,127

A greenhouse filled with lush plants can be found at Shelby County Community Services in Shelbyville

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 2,434 jobs created for citizens with disabilities through these State contracts during Fiscal Year 2010.

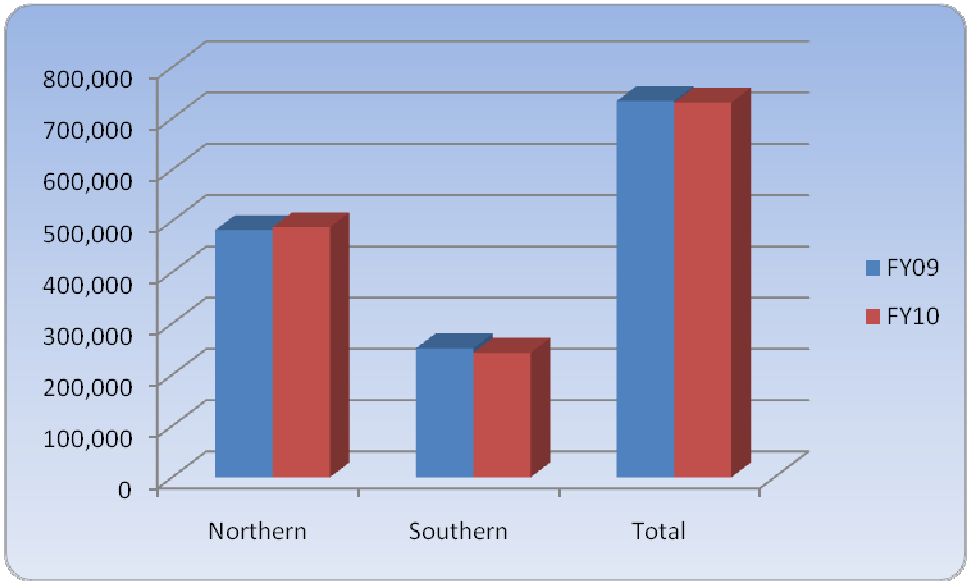


	Northern	Southern	Total
FY09	1276	1002	2278
FY10	1296	1138	2434

Citizens package baking mix for shipping at Human Service Center in Red Bud.

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 1,465,472 hours of work for these individuals. The graphs below show the client hours worked per region and by totals for the two-year period.

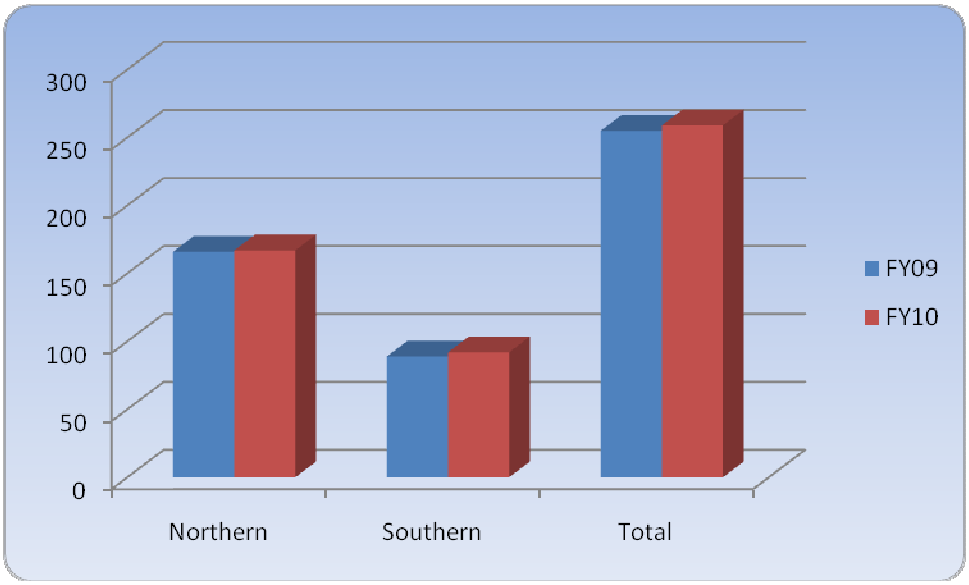


	Northern	Southern	Total
FY09	482,419	251,802	734,221
FY10	488,050	243,201	731,251

A disabled citizen dismantles electronics while obsolete computer monitors await recycling at Clay County Rehabilitation Services/Secure Processors in Flora

State Use Contracts Awarded

In Fiscal Year 2010, State agencies awarded 265 contracts to Community Rehabilitation Facilities. In the past two fiscal years, there have been 514 such contracts awarded. The graphs below summarize the number of contracts per region and by totals for the two years.



	Northern	Southern	Total
FY09	166	89	255
FY10	167	92	259

Making license plates at Macon Resources in Decatur.