State Of Illinois
State Use Committee Meeting
Minutes
May 14, 2014

Video Conferencing sites:

SIU-C	Stratton Bldg.	JRTC	Hanley Bldg.
Lawson Hall, Room 180	Room 601	Room 9-035	Room 120
Carbondale	Springfield	Chicago	Springfield

Call to Order

Chairman Loftus called the meeting to order at 10:30 A.M.

II. Roll Call

Corrie Smith conducted roll call.
The following members were present: (Attachment #1 sign in sheet)

Mitzi Loftus: Stratton Springfield
Kacy Bassett: Stratton Springfield
Seymour Bryson: SIU-E Carbondale
David Dailey: Hanley Springfield
Richard W. Gloede: Stratton Springfield
Dan Strick: JRTC Chicago

Chairman Loftus announced that there was a quorum present.

III. Approval of the February 7, 2014 Meeting Minutes

Chairman Loftus confirmed the members had reviewed the Minutes and that there were no proposed corrections. Chairman Loftus called for a motion to approve the Minutes.

Motion to Approve: Member Gloede
Second: Member Bryson
Tally of Votes: Members unanimously approved the Minutes.

Chairman Loftus said that there was some discussion about changing the voting process at the February 7th meeting. Chairman Loftus said the Committee needs to continue the discussion because some members had questions. Chairman Loftus said that for the current meeting, the Committee would vote using the process it has historically used.

IV. Review of and Vote on Proposed Contracts (Attachment #2 vote sheet)

Chairman Loftus called for a motion to approve the list of contracts read aloud by Brynn Henderson and Corrie Smith.

Motion to approve: Member Strick
To second: Member Bryson
Tally of Votes: Members unanimously approved the contracts.

Chairman Loftus said that some entities are still sending in request letters that are not strong enough in their argument about pricing, and Chairman Loftus wanted the Committee to have as much information as possible to have a comfortable vote. Staff will monitor future request letters for more complete price analysis.

Chairman Loftus said that at the February 7th meeting the committee needed to follow up on conversations with the two CPO's offices, General Services and Higher Education, regarding preferences. State Use contracts and preference draft lists from CPO, General Services and CPO, Higher Education were sent out for the committee to review.

V. New Business

Ben Bagby, CPO of Higher Education spoke on the status of the preferences for State Use contracting. CPO Bagby said procedures are being targeted to find items that would be a start for the University system. CPO Bagby stated that he is working with procurement staff from all the Universities to come up with supplies and services that would fit into their purchasing efforts. CPO Bagby stated he it is in the best interest that there is a cooperative effort for a successful program. The University purchasing people haven't had their meetings yet to get something on paper. CPO Bagby stated the State Use statute says the CPO decides preferences. There are a number of items on the list that are good for discussion, starting out with types of items commonly used by the Universities. CPO Bagby stated there are a couple of steps that need to be done next: 1) Meet with University staff and get more detailed information; 2) Workshop capabilities need to be assessed; and 3) Universities need to express what they want to see on the preferred list.

Member Bryson asked who CPO Bagby Ben is working with on this matter. Dr. Bryson stated he knows each campus works differently, and information should be taken back to the Presidents and Boards. Dr. Bryson suggested moving forward to get trustees involved. For example, the Department of Transportation many years ago made a decided effort to get involved with State Use and initiated contact with the workshops to provide services at the interstate rest areas which turned out to be very successful.

CPO Bagby said that is one of the things Universities have referenced with regard to State Use and also to go back to the Presidents, chancellors, and Board of Trustees on these types of suggestions. CPO Bagby stated he does not know if that is necessary, but was glad Universities came up with some type of consensus to get together as there are 13 different ways of doing it. CPO Bagby stated he thinks it is better that there is a bit of cooperation going on and not dictatorship. CPO Bagby stated that it is, to some

degree, the Universities' responsibility, but CPO Bagby does have procurement authority. It may be that the Vice Presidents are the ones on the IPHAC (Illinois Public Higher Education Cooperative) Board.

Sharla Roberts, University of Illinois Chicago, Diversity, stated that there is a Higher Education Diversity Committee which is part of the IPHEC (Illinois Public Higher Education Cooperative) that works with the 9 Universities. Ms. Roberts stated one of the things the Diversity Committee is working on is reviewing the list CPO Bagby provided. Ms. Roberts stated that the Diversity Committee looks at current and future procurements and investigate those categories. Ms. Roberts stated that the Diversity Committee has had two meetings, and discussing CPO Bagby's list was a high priority. Ms. Roberts stated the Diversity Committee takes State Use very seriously and stated UIC had two contracts approved by the State Use Committee today. The Diversity Committee's next meeting is May 28th and again State Use preferences will be discussed.

Member Bryson asked Sharla Roberts to send him information on the Diversity Committee and he hopes other Universities take similar lead.

Sharla Roberts stated the Diversity Committee has a representative from each University, not just the U of I. The Diversity Committee has only had one meeting. The Executive Director of IPHAC, Rosey Murton, wants to ensure the Committee that the 9 Universities are discussing all diversity issues. Ms. Murton has had conversations with Chairman Loftus and CPO Bagby to ensure them the Universities are working on these issues.

Chairman Lotus said that having CPO Bagby and CPO Brown speak was to update the Committee only, and there would not be a resolution at this meeting

Matt Brown, CPO General Services, told the Committee that there are considerable differences between the CPO's offices of Higher Education and General Services. The Universities have a campus or city-type environment and General Service's portfolio has a tighter level of consideration or different considerations for the State Agencies. CPO Brown stated that General Services' status State Use opportunities are as follows: 1) The current list of State Use products, services, and vendors is an acceptable list from which to work. CPO Brown wants the list to grow and wants to see more services from State Use Vendors; and 2) From that list CPO Brown wants to create a go-to environment that has a more singular consideration. CPO Brown wants to sit down with representatives of the State Use Committee to complete this go-to list. Once the go to list is complete, CPO Brown will send out the list to State Agencies requiring Agencies to call State Use vendors before calling any other procurement service. If a State Use Vendor will not fit then other methods of procurement may be used.

CPO Brown stated there will also be a much smaller list of services, for example, call centers, construction modeling, data processing and things that are more complex. CPO Brown stated that by having that go-to list there will be a comfort level for all. CPO Brown stated he will be working that into his procurement methodology to streamline the process greatly. CPO Brown stated he has met with Chairman Loftus to outline criteria of how the CPO will ask questions to make sure the process is

working properly. CPO Brown stated this will then show an increase in State Use contracts and will help grow the types of services State Use vendors can provide.

Member Strick thanked CPO Brown and CPO Bagby for taking this matter seriously. Member Strick stated that there has been more progress on this in the past 6 months than the last six years. Member Strick had one question on the documents. Member Strick stated there was a paragraph about preference that basically states sheltered workshops will be contacted to provide a product/service at a reasonable price then it may be put out to bid. Member Strick asked what timeframe the SPO would consider reasonable to allow a sheltered workshop to respond. Member Strick stated the SPO has a need to move quickly but the workshops should be given adequate time to respond and develop a fair price.

CPO Brown said no set timeframe has been developed but a reasonable timeframe is expected.

Member Bryson asked at what time the Committee can expect to have a meeting that it is not talking about process issues? Member Bryson stated he understands that leadership changes within the program. Member Bryson stated the issue is not coming from the Committee, but it is coming down from leadership in Springfield.

CPO Brown stated that we should be through process affairs and on to business affairs in the next couple of months.

Chairman Loftus suggested the Committee focus on the voting issue at this time while member Gloede was present. Chairman Loftus stated the issue was discussed at the February 7th meeting but not implemented. Chairman Loftus noted there have been a couple members who understood and appreciated the recommendation that the Committee vote individually on each of the contracts. Chairman Loftus stated she thinks it would be a more appropriate way to vote. Chairman Loftus stated that if one member had an issue or conflict with a particular contract, that member could abstain from the one contract and not all of them.

Chairman Loftus said that changes in procurement are an ongoing process, and Chairman Loftus wants the Committee to be aware of such changes and appreciates the Committee's opinion and feedback.

Chairman Loftus noted CMS Legal Counsel Elizabeth Kee was going to do a presentation on the Open Meetings Act, but time did not permit at this meeting. CPO Loftus stated she will try and put it on the June 18th agenda.

VI. Future Meeting Date

Chairman Loftus stated that the next meeting is scheduled for June 18th at 1:30.

VII. Adjournment

Chairman Loftus called for motion to adjourn.

Motion to Approve: Member Bryson
Second: Member Bassett
Tally of Votes: Members unanimously approved the motion to adjourn.

Chairman Loftus announced the motion to adjourn was approved and adjourned the meeting at 11:45 A.M.

KBH

STATE USE COMMITTEE
Sign In Sheet
May 14, 2014
10:30

Name	Agency/Company Name	Time
Connie Smith	Staff	10:25
Kim Black	DHS	10:30
Bryan Hedrick	BOS Staff	10:30
Mitzi Lotus	CMS	10:30
Ben Bagby	EEC	10:30
Richard Sylvia	PUBLIC	10:30
Hurella Williams	CMS	10:30
Michelle Tallman	CMS	10:30
Nagat	CMS	10:30
Pam Hinds	Public	10:30
Sharla Roberts	~~EEC~~ UofL	10:30
Sue Hartman	CMS	10:30
Elizabeth Lee	CMS	10:35
Matt Brown	EEC	10:45
Dale Morrison	UofL	10:30

SU FY15 VOTE 2

Monday, May 12, 2014
10:03:50 AM

Vendor	Region	Renewal/ New	Renewal Options	PBC #	Type of Service	Jobs	Agency	Address	Begin Term	End Term	Annual Contract Value	Total Contract Value
Chicago Lighthouse	Northern	New	No	14-84687	Clocks	17	CMS-Clocks	1850 W Roosevelt Rd	07/01/14	06/30/18	$14,804.17	$29,608.34
Envisions Inc	Northern	New	No	14-84467	Pillows	41	CMS	8 S Michigan Ave	06/01/14	05/31/18	$23,023.25	$46,046.50
EPIC	Northern	New*	No	14-84696	Janitorial	3	CMS/IDES	406-410 Elm St	07/01/14	06/30/19	$31,450.00	$157,250.00
Northpointe	Northern	New	No	14-84696	Janitorial	4	DHFS - Regions 2	227A N Genesee	06/01/14	06/30/19	$10,640.20	$53,201.25
Northpointe	Northern	New	No	14-84696	Janitorial	4	DCFS	500 Green Bay Rd	06/01/14	06/30/19	$18,218.90	$91,094.50
Northpointe	Northern	New	No	14-84696	Janitorial	4	DCFS	113 Newell St	07/01/14	06/30/19	$16,532.20	$82,661.00
Northpointe	Northern	New	No	14-84696	Janitorial	4	DES - CLC	800 Lancer Lane	07/01/14	06/30/19	$15,415.79	$77,078.95
RAVE Inc	Southern	New	No	14-86727	Janitorial	3	DHS	Choate Campus	07/01/14	06/30/15	$19,390.00	
SCCS (Shelby Cnty)	Southern	New*	No	14-84467	Food Grade Film 13"	8	CMS/ICI	ICI	06/01/14	05/31/18	$87,600.00	$175,200.00
Sertoma Centre	Northern	Renewal	Yes	14-86708	Janitorial	4	DHS	Kane/Elgin Family Comm Resource Ctr	07/01/14	06/30/15	$44,088.00	
Sertoma Centre	Northern	New	No	14-84696	Janitorial	2	CMS/DHS	11203 S Ellis	05/01/14	06/30/19	$75,965.76	$379,828.80
Sertoma Centre	Northern	New	No	N/A	Janitorial	3	SOS	Naperville Driver Services	07/01/14	06/30/15	$31,296.00	
Southstar Services	Northern	New*			Electronic recycling	16	CMS	1005 W End Ave	07/01/14	06/30/15	$0.00	
SPARC	Southern	New	No	N/A	Janitorial	5	DHS	901 Southwind Drive	07/01/14	06/30/15	$8,107.92	
TCRC	Northern	New	No	14-84696	Janitorial	5	CMS/DHS	211 Fulton	07/01/14	06/30/19	$32,106.20	$160,531.00
TCRC	Northern	New	No	14-84696	Janitorial	5	CMS/DRS	211 Fulton	07/01/14	06/30/19	$12,191.80	$60,959.00
Thresholds Inc	Northern	New	No	N/A	Janitorial	3	UIC	1601 W Taylor	07/01/14	06/30/15	$61,415.33	
Thresholds Inc	Northern	New	No	N/A	Janitorial	8	UIC	1640 W Roosevelt Rd	07/01/14	06/30/15	$160,762.53	

Vendor	Region	Renewal/ New	Renewal Options	PBC #	Type of Service	Jobs	Agency	Address	Begin Term	End Term	Annual Contract Value	Total Contract Value
Transitions of W. IL	Northern	New	No	14-84696	Janitorial	3	ISP	1600 N LaFayette	06/01/14	06/30/19	$20,599.92	$102,999.60
Transitions of W. IL	Northern	New	No	14-84696	Janitorial	4	DHS	300 Maine St, 1st Floor	06/01/14	06/30/19	$43,139.63	$215,698.15
Transitions of W. IL	Northern	New	No	14-84696	Janitorial	3	ISP	480 Deer Rd	06/01/14	06/30/19	$13,109.04	$65,545.20
										TOTAL	$739,856.64	

Fair Market Price -- The Illinois Procurement Code requires that qualified sheltered workshops offer a fair market price to state agencies in order to meet specific needs for supplies and services. As not-for-profit organizations, pricing offers developed by workshops are designed to cover costs. In turn, state agencies ensure prices offered by sheltered workshops (often through negotiation) are acceptable (from a budgetary perspective) and are comparable to those paid historically or those paid for similar contracts. When considering contract proposals, the State Use Committee not only takes into account the development process of the pricing offer, but also considers the intent of the State Use program -- to promote employment opportunities for persons with disabilities. Further, under a total cost of ownership model, the Committee considers the fact that if these individuals were not given this opportunity, they would be forced to be supported by other social service programs, thus costing the State additional monies.

On May 14, 2014 the State Use Committee met and reviewed the above contract proposals. As a member of the Committee, I have reviewed these proposals and have determined, based on the facts presented, both above and in discussion with the other Committee members and with the State Use staff, that the prices offered are reasonable and would not be substantially more if this procurement were to be competitively bid. FAX to Corrie Smith at 217-782-5187

Signature of Member _____

Date _____