

BECOMING A QUALIFIED STATE USE VENDOR

GUIDELINES FOR QUALIFYING NOT-FOR-PROFIT AGENCIES

The State of Illinois may procure supplies and services via the State Use Program (Program) without advertising or calling for bids, in accordance with Section 45-35 of the Illinois Procurement Code (30 ILCS 500/). However, a not-for-profit agency for persons with significant disabilities must meet Program qualifications before that not-for-profit agency may be considered for Program contracts. The purpose of this document is to provide qualification guidelines to not-for-profit agencies seeking contract opportunities through the Program.

NOTE: In accordance with Executive Order 2021-26 and P.A. 103-570, all contracts entered into by the State of Illinois with a not-for-profit agency that is qualified to participate in the State Use Program will provide for payment of no less than the applicable local or Illinois minimum wage (whichever is higher) for all employees performing work on the contract, notwithstanding any provision that would permit payment of a lower wage rate. This requirement applies to and includes employees of any subcontractors performing work on the contract.

Qualification requires four steps:

Step 1. Contact Central Management Services (CMS) Bureau of Strategic Sourcing (BOSS) to express interest in participating in the Program. Please refer to 'New Vendor Request' in the subject line if using e-mail.

Telephone: (217) 782-6143

Email: CMS.BOSS.StateUse@illinois.gov

Step 2. Apply online at <https://supplierdiversitymanagementportal.illinois.gov>

Step 3. In addition to the Application required in Step 2, the following documents and information must be submitted to CMS BOSS or attached online to complete qualification:

- Illinois Department of Human Rights (IDHR) eligibility number. Not-for-profit Agencies may register online or complete and submit a paper application from the IDHR website at:
https://www.illinois.gov/dhr/PublicContracts/Pages/First_Time_Employer_Report_Form.aspx
- Evidence of compliance with the Charitable Trust Act (760 ILCS 55/1). Information regarding compliance with this Act may be found on the Illinois Attorney General website at: <https://charitableviewer.ilag.gov/>; or by calling (312) 814-2595, TTY: 1-800-964-3013.

- Evidence of authority to conduct affairs in Illinois in accordance with the General Not For Profit Corporation Act of 1986 (805 ILCS 105/). For information on registering to conduct business in Illinois, please visit the Illinois Secretary of State's Department of Business Services website at: http://www.cyberdriveillinois.com/departments/business_services/home.html; or call (217) 782-6961, TTY (866) 322-7497.
- Evidence of licensure/accreditation from one of the following sources:
 - Licensure as a disability-serving organization by the Illinois Department of Human Services (DHS); or
 - Proof of status as a Center for Independent Living

Bureau of Accreditation, Licensure, and Certification
 Department of Human Services
 401 S. Clinton, 7th Floor
 Chicago, IL 60607

Telephone: (312) 814-1375
 FAX: (312) 814-4731

<http://www.dhs.state.il.us/page.aspx?item=31697>

- Accreditation from Commission on Accreditation of Rehabilitation Facilities (CARF) International

CARF International
 6951 East Southpoint Road
 Tucson, AZ 85756-9407

Voice (888) 281-6531; TTY (520) 495-7077;
 or Fax (520) 318-1129

www.carf.org/accreditation/

- Accreditation from Association for Education and Rehabilitation of the Blind and Visually Impaired (AER)

AER
 5680 King Centre Drive, Suite 600
 Alexandria, VA 22315

Voice (703) 671-4500
<https://www.aerbvi.org/>

- Accreditation from The Council on Quality and Leadership (CQL)

CQL
100 West Road, Suite 300
Towson, MD 21204

Voice (410) 275-0488
<https://c-q-l.org/accreditation>

- An accrediting organization that has been approved for incorporation into these guidelines by a majority vote of State Use Committee members.

Step 4 CMS BOSS staff will review the submitted documents. If the documents are complete and current, the not-for-profit agency will be notified of its qualification in writing.

Thank you for your interest in qualifying for participation in the State Use Program. Questions regarding this document should be directed to CMS BOSS at the contact information included in Step 1.