

## **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.

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 ‘State Use’ in the subject line if using e-mail, so the e-mail will be routed correctly.

Telephone: (217) 782-6143

Email: [CMS.BOSS.StateUse@illinois.gov](mailto:CMS.BOSS.StateUse@illinois.gov)

**Step 2.** Apply online at <https://cms.diversitycompliance.com/> (Click “Apply for SWS Certification”)

**Step 3.** In addition to the Application required in Step 2, the following documents and information must be submitted to CMS BOSS 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](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: <http://www.illinoisattorneygeneral.gov/charities/>; 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](http://www.cyberdriveillinois.com/departments/business_services/home.html); or call (217) 782-6961, TTY (866) 322-7497.

- Evidence of compliance with one of the following certification or accreditation requirements:
  - Certification as a work center (i.e. sheltered workshop) by the Wage and Hour Division of the U.S. Department of Labor (USDOL).
    1. See Chapter 64, Section 64d of the USDOL Field Operations Handbook, available online at:  
<http://www.dol.gov/whd/FOH/ch64/64d00.htm>
    2. Certification may be obtained by submitting a completed WH-226 and WH-226A to the USDOL Wage and Hour Division. Please visit the USDOL website for more information at  
[https://www.dol.gov/whd/forms/fts\\_wh226.htm](https://www.dol.gov/whd/forms/fts_wh226.htm)
  - Accreditation as a vocational program providing transition and residential services to youth between the ages of 14 ½ and 22 in accordance with individualized education plans under Section 14-8.03 of the School Code (105 ILCS 5).
- Evidence of certification/accreditation from one of the following sources:
  - Certification as a Developmental Training Provider by the Illinois Department of Human Services (DHS)  
Bureau of Accreditation, Licensure, and Certification  
Department of Human Services  
401 S. Clinton, 7<sup>th</sup> 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  
  
Voice (888) 281-6531; TTY (520) 495-7077;  
or Fax (520) 318-1129  
[www.carf.org/accreditation/](http://www.carf.org/accreditation/)  
  
CARF International, 6951 East Southpoint Road, Tucson, AZ  
85756-9407

- Accreditation from National Accreditation Council (NAC) for Blind and Low Vision Services

Voice (571) 982-4018

<http://www.nacblvs.org>

NAC for Blind and Low Vision Services, 1703 N Beauregard Street Suite 400, Alexandria, VA 22311

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

Voice (410) 583-0060

<https://c-q-l.org/accreditation>

CQL 100 West Road Suite 300, Towson, MD 21204

- 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.**