

SUBCONTRACTS AND THE STATE USE PROGRAM
GUIDELINES FOR QUALIFIED NOT-FOR-PROFIT AGENCIES

P.A. 100-0203 amended the Illinois Procurement Code pertaining to State purchases from not-for-profit agencies for persons with significant disabilities (see 30 ILCS 500/45-35). Specifically, P.A. 100-0203 permits subcontracts for State Use contracts, provided certain guidelines are followed by qualified not-for-profit agencies when seeking and establishing subcontracts with other persons or not-for-profit agencies.

(1) The State Use Committee must approve all subcontracts and substantive amendments to subcontracts prior to execution or amendment of the subcontract.

(2) A qualified not-for-profit agency shall not enter into a subcontract, or any combination of subcontracts, to fulfill an entire requirement, contract, or order without written State Use Committee approval.

- Written notice must be given at time agency signs Certificate of Assurance to be submitted to State Use Committee.

(3) A qualified not-for-profit agency shall make reasonable efforts to utilize subcontracts with other not-for-profit agencies for persons with significant disabilities.

- Not-for-profit agencies for persons with significant disabilities must qualify with the State Use Program prior to subcontracting.
- The qualification process is outlined in the document *Becoming a Qualified State Use Vendor: Guidelines for Qualifying Not-for-Profit Agencies*.
- State Use Committee may approve subcontractors with written request explaining why certification with the program was not obtained.
- Contact Central Management Services (CMS) Bureau of Strategic Sourcing (BOSS) to inquire whether a not-for-profit agency for persons with significant disabilities is qualified with the State Use Program.

Telephone: (217) 782-6143

Email: <mailto:CMS.BOSS.StateUse@illinois.gov>

(4) For any subcontract that is not being performed by a qualified not-for-profit agency on contracts executed after January 2020, the primary qualified not-for-profit agency must provide to the State Use Committee the following:

- A written explanation as to why the subcontract is not performed by a qualified not-for-profit agency; and
- Detailed explanation of goods or services subcontractor is providing on contract with annual estimation of cost to subcontractor.
- A written plan to transfer the subcontract to a qualified not-for-profit agency, as reasonable.

Thank you for your interest in participating in the State Use Program. Questions regarding this document should be directed to CMS BOSS.