

State Of Illinois
State Use Committee Meeting
Minutes
May 9, 2012

Video Conferencing sites:

SIU-C	CMS	CMS	IDOT
Morris Library 184-A Carbondale, IL	Room 500 ½ Springfield, IL	JRTC, Room 9-036 Chicago	Room 120 Springfield

I. Call to Order

Chairman Roberts welcomed everyone and called the meeting to order at 1:00 P.M.

II. Roll Call

Present at the meeting were the following members: (see attached)

Sharla Roberts
Richard W. Gloede
Curt Massie
Christine M. Dickey
Daniel A. Strick
Audrey McCrimon
Seymour Bryson in Carbondale
David Dailey at DOT

III. Approval of the Minutes of the March 21, 2012 Meeting

Jeremy Bliss, State Use Manager stated there was a quorum present. He called for a motion to approve the Minutes from the March 21, 2012 meeting

Motion to Approve: Member Gloede

Motion to second: Member Bryson

Jeremy Bliss announced that the minutes were approved as written.

IV. New Business

Scott McKinnery , SPO of the Small Business Program, was given an opportunity to speak.

Scott McKinnery stated that per the code, the Chief Procurement Office has the ability to set- aside and designate certain products and services as Small Business Set-Asides. Procurements with a value of \$50,000.00 or less are also set-aside, regardless of whether or not it's one of the 64 categories. There are 64 set- aside categories that regardless of dollar amount are to be set aside for small business. Janitorial Services is one of those categories. It has recently come to light that in some instances contracts are being awarded to Sheltered Workshops without going through the waiver process. A waiver must be obtained when a contract will be awarded to a vendor that isn't SBSA eligible and when the product or service is a set-aside category or less than \$50,000.00.

Margaret Van Dijk, Executive Ethics Commission, stated that going forward waivers for all the State Use contracts are to be funneled through Scott McKinney in accordance with the proper procedures. Jeremy and Scott are going to work getting those waivers filed properly on the backside for the contracts being considered today. We want to make sure our T's are crossed and our I's dotted making sure procurement is done with the proper waivers in the process. It is important that if anyone looks at the procurement file that the proper waivers are there.

Member Curt Massie: I thought the Sheltered Workshops with State Use was an exemption as opposed to an exception.

Van Dyke: Sheltered Workshops are listed as a preference under the code. They're not an exemption to the procurement code. Preference may be given to Sheltered Workshops. If you look at the language it says that the Chief Procurement Officer in consultation with the State Use Committee shall set forth categories or items that are preferences. There is a requirement in terms of Small Business Set- Aside for a waiver to be filed.

Ben Bagby, CPO for Higher Education, stated that the reason to the preference for the State Use Program is so that Agencies can buy from State Use vendors without having to bid. The fact that Agencies can buy, is the exception to the bidding process.

Jeremy Bliss, Manager State Use, offered follow up from the last meeting. Staff has been working on the Five Year Plan. One goal of the Five Year Plan is to identify products and services compatible with what workshops do. Staff has been searching the IPB for procurement opportunities that match workshop capabilities. This has led to bidding opportunities for our workshops. A second goal of the Five Year Plan was to identify Agencies and Universities that are using the program. We've identified Agencies and Universities that are using the program and plan to target those that are not using program.

Last meeting there was discussion about utilization to disabled workers on contracts. We did random sampling and found utilization on contracts ranged between 67 and 90 percent disabled workers on the contracts. This was a random sampling of about a dozen workshops that represented a varied range of type of contracts. This information will be incorporated in the quarterly reports in the future.

V. Review of and Vote on Proposed Contracts (see attachment for list of contracts)

All contracts for vote were read aloud by Corrie Smith
Member Gloede' abstained from vote.

Motion: To approve all contracts Member Massie
Motion: To second Member Dailey

Jeremy Bliss announced that all contracts were voted on and approved.

VI. Future Meeting Dates:
Tuesday, June 12, 2012 at 1 P.M.

VII. Adjournment

Chairman Roberts called for motion to adjourn

Motion: To adjourn was made by Member Gloede

Motion: To Second by Member Massie

Chairman Roberts announced the motion to adjourn was unanimously approved and adjourned the Meeting at 1:29 P.M.

Respectfully submitted,

Brynn Henderson
State Use Coordinator