



# **FY2020 State of Illinois Annual Reports Summary**

**July 1, 2019 – June 30, 2020**

This report summarizes the number of annual reports printed by State Agencies. This report further details the number of copies printed, the total cost of publication, cost per copy and cost per page of the annual reports printed.

In accordance with 30 ILCS 500/25-55, the Illinois Department of Central Management Services submits the following report to The Honorable Members of the Illinois General Assembly.

Janel L. Forde  
Director

## **State of Illinois Annual Reports Summary for FY2020**

### **Overview of the Act**

Pursuant to 30 ILCS 500/25-55, the Department of Central Management Services (CMS) shall prepare a report summarizing if State agencies printed their annual report by the State of Illinois or through a contract from outside printers. The act requires that the number of copies printed, the total cost of the publication, cost per copy, and cost per page of the annual report be provided by State agency.

### **FY2020 Annual Reports Summary**

CMS works closely with State agencies that place orders through its Bureau of Strategic Sourcing. CMS first reviews the justification for using an outside vendor and if the request is approved, looks for cost reduction methods. CMS strongly recommends the use of recycled paper whenever practicable and all printing for the State of Illinois is done using soybean oil-based ink.

CMS did not receive any requests to procure printing services for purposes of publicizing annual reports in FY2020.

The number of agencies having their reports printed through an outside printer has dramatically decreased over the years primarily due to on-line publication methods becoming the primary mechanism for report dissemination.

CMS surveyed State agencies and requested specific information related to the printing of annual reports. The data collected from responding agencies indicates a total number of copies printed as 1,587 with a total spend of \$4,465.14 in FY2020.

## State of Illinois Annual Reports for 2020

State Agency	Agency Created Annual Report (yes) or (no)	Printed Annual Report (yes) or (no)	Published Annual Report Online (yes) or (no)	Printed By State of Illinois or by Contract	Number of Copies Printed	Cost / Copy	Number of Pages	Cost / Page	Total
Aging	yes	yes	yes	State	25	\$2.50	24	\$0.10	\$62.50
Arts Council	no	no	no						
Board of Elections	yes	no	yes						
Central Management Services (BEP)	yes	no	yes						
Children & Family Services	yes	no	yes						
Civil Service Commission	yes	yes	yes	State	45	\$1.52	10	\$0.15	\$68.40
Commerce Commission	yes	yes	yes	State	207	\$1.17	588	\$0.02	\$242.19
Commerce and Economic Opportunity	no	no	no						
Council on Developmental Disabilities	yes	yes	yes	State	250	\$7.96	21	\$0.40	\$1,990.00
Criminal Justice Information Authority	yes	no	yes						
Deaf & Hard of Hearing Commission	yes	no	yes						
Educational Labor Relations Board	no	no	no						
Emergency Management Agency	no	no	no						
Environmental Protection Agency	no	no	no						
Gaming Board	yes	no	yes						
Governor's Office of Management and Budget	yes	no	yes						
Healthcare & Family Services	yes	no	yes						
Human Rights Commission	yes	no	yes						
Human Services	yes	yes	yes	State	999	\$1.88	295	\$0.01	\$1,878.12
Insurance	yes	no	yes						
Labor Relations Board	yes	yes	yes	State	1	\$0.73	61	\$0.01	\$0.73
Law Enforcement Training & Standards Board	no	no	no						
Liquor Control Commission	no	no	no						
Lottery	no	no	no						
Natural Resources	no	no	no						
Pollution Control Board	yes	no	yes						
Property Tax Appeal Board	yes	no	yes						
Racing Board	yes	yes	yes	State (DHS)	60	\$3.72	16	\$0.23	\$223.20
Revenue	yes	no	yes						
State Fire Marshal	yes	no	yes						
State Police	yes	no	yes						
State University Civil Service System	no	no	no						
Transportation	yes	no	yes						
Veterans Affairs	no	no	no						
<b>Total</b>					<b>1,587</b>				<b>\$4,465.14</b>