

OFFICE OF THE ILLINOIS ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
Wednesday, November 29, 2017

The Procurement Policy and Compliance Monitoring Board met in public session on **Wednesday, November 29, 2017** in the James R. Thompson Center, 100 West Randolph Street, and in the Illinois Attorney General's main office, 500 South Second Street, Room 214, pursuant to notice.

Karla Schreiber, Chairperson called the meeting to order at 2:00 p.m.

ROLL CALL

Board members present (4):

Springfield: Pam Blackorby, present
Tad Huskey, present

Chicago: Karla Schreiber, present
Sam Dorger, present

Other staff: Rocco LaSalvia, State Purchasing Officer
Eileen Baumstark-Pratt, Board Secretary

Approval of minutes from the meeting held on October 25, 2017

Karla Schreiber, Chairperson asked the Board to review and approve the October 25, 2017, Procurement Policy Compliance and Monitoring Board (PPCMB) meeting minutes. Sam Dorger moved and Pam Blackorby seconded the motion and by unanimous vote the minutes from the meeting held on October 25, 2017, were approved.

The motion carried on the following voice vote:

Yeas: Karla Schreiber, Pam Blackorby, Sam Dorger and Tad Huskey

Old Business

Train the Trainer on Law Enforcement Response to Sexual Assault

Rocco LaSalvia, SPO, provided a follow-up regarding the Response to Sexual Assault Train the Trainer Event, being held December 4 through December 6, 2017, in Naperville, Illinois.

The office pursued the rental of sleeping rooms, training space, and audiovisual equipment to accommodate staff and presenters for the upcoming Train the Trainer event on Law Enforcement Response to Sexual Assault. This training is being conducted in conjunction with the Illinois Law Enforcement Training and Standards Board as part of a grant from the U.S. Department of Justice.

Previously, the Board reviewed the purchase packet to enter into contract with the Chicago Marriott Naperville, the facility that provided the lowest overall cost information of \$9,221.13. However, during the contract review and approval process, the management group from the Chicago Marriott, Naperville declined the OAG's direct bill request for this event.

Rocco, further explained, Tad Huskey, Deputy Chief Fiscal Officer and Kim Pulliam, Administrative Services / Grants Manager made several attempts to remedy the situation and work with the Chicago Marriott Naperville Accounts Receivable staff, including an attempt to certify Chicago Marriott Naperville with the Comptroller's Office so advance payment could be processed fourteen (14) days prior to the event date. Unfortunately, the Chicago Marriott Naperville was unable to provide the appropriate documentation to certify them and we were unable to agree on a payment method.

In an effort to find a solution, the office contacted the Illinois Law Enforcement Training and Standards Board and Western Illinois Executive Institute (our partners); to brief them on the problems encountered securing approval for direct bill payment. After some discussions, the office learned the Board of Trustees, Western Illinois University has the ability to secure a direct bill and enter into contract with Chicago Marriott Naperville for this event.

As a result, the office must enter into an intergovernmental agreement with Western Illinois Executive Institute, so the office can reimburse them for the costs associated with the event. Additionally, in response to interest in the training, the office requested the Board of Trustees, Western Illinois University slightly modify the sleeping rooms and meeting room arrangements. The office will be reducing the sleeping rooms from thirty (30) to twenty (20) between December 3rd through December 5th; and will be requesting additional meeting space to accommodate 150 participants; the audiovisual equipment needs remain unchanged. The revised cost under this intergovernmental agreement shall not exceed \$9,800.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

New Business

Designation of PPCMB Board Member to take Open Meetings Act training annually

Karla Schreiber, Chairperson provide information that one Board member is required to annually take the Open Meetings Act training. Tad Huskey indicated that he was willing to be the Boards' designee to complete the training.

Sam Dorger moved and Pam Blackorby seconded the motion and by unanimous vote Tad Huskey was approved as the Board's designated person to annually take the Open Meetings Act training.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

The motion carried on the following voice vote:

Yeas: Karla Schreiber, Pam Blackorby and Sam Dorger

AVN Offender Watch Software Maintenance/Support

Rocco LaSalvia, SPO, explained that the Division Chief of Crime Victims Services submitted a request to secure maintenance / support services for Offender Watch software, through Watch Systems, LLC, the sole source provider of these services for a portion of FY2018.

Rocco further explained, in 2009 the office received a grant from the Department of Justice (DOJ) to enhance the Automated Victims Notification (AVN) system by developing a mechanism to notify victims when sex offenders change residence. The OAG authorized Apriss, the sole source provider of the AVN system, to take steps to expand their notification features. Apriss partnered with Watch Systems, LLC to integrate and customize their Offender Watch software. The original DOJ grant covered the cost for maintenance / support until 2012; then the Sheriff's Association stepped in to cover maintenance costs. Unfortunately, the Sheriff's Association was unable to continue covering maintenance costs beyond October 31, 2016. That is when the office entered into contract with Watch Systems, LLC to cover the remaining maintenance schedule for FY2017.

This current request is to secure maintenance and support from January 1, 2018 through April 30, 2018. Office Services posted a sole source notice on the Illinois Procurement Bulletin outlining the intent to enter into contract with Watch Systems, LLC; the posting period will conclude on November 30, 2017. If no protests are received, Office Services will pursue a contract with Watch Systems, LLC. The amount payable under this contract term is \$100,000.00. We will use the Attorney General's Sex Offender Awareness Training and Education Fund for the expenditure.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members

Temporary Support Staff for General Law

Rocco LaSalvia, SPO, explained that the Bureau Chief of General Law submitted a request to secure temporary staffing support to help manage the workload.

Office Services searched the master contracts registered on the Illinois Procurement Bulletin to determine whether the existing temporary staffing contracts for Region 1, which encompasses Cook County can provide legal secretarial support. Office Services determined that the existing contracts do not include legal secretarial positions. Office Services then reached out to Robert Half Legal Services and determined that they could provide a temporary legal secretary.

Office Services will process a purchase order that will reflect these temporary staffing needs for a period of up to 6 weeks. The estimated cost is \$7,875.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members

Presenter for Sexual Assault Response Train the Trainer Events

Rocco LaSalvia, SPO, explained, The Office of the Illinois Attorney General (OAG) received Grant monies from the U.S. Department of Justice to host three (3); Law Enforcement Response to Sexual Assault “Train the Trainer” events throughout the state. These trainings are being conducted in conjunction with the Illinois Law Enforcement Training and Standards Board (ILETSB) and will be held in Naperville on December 4, 5, 6, 2017; in Fairview Heights on February 6, 7, 8, 2018; and in Bloomington – Normal on March 13, 14, 15, 2018.

Cordelia Coppleson, our Project Coordinator for the Law Enforcement Response Grant reached out to Lorinda Lamken to determine her availability to present / train at all three (3) Law Enforcement Response to Sexual Assault Train the Trainer events.

Lorinda Lamken is highly regarded within the law enforcement training field. She has conducted multiple Law Enforcement trainings for the Illinois Law Enforcement Training and Standards Board, receiving positive learner evaluations. She is considered an Illinois expert in the field of trauma-informed, victim-centered law enforcement training in Illinois.

Lorinda is available to present at all three training events at an hourly rate of \$81.25 per hour. It is anticipated that the office will need Lorinda for a total of 105 hours; 60 hours for paid attendance at all three events, 25 hours maximum preparation time for first training, 10 hours maximum preparation time for second training, and 10 hours maximum preparation for third training. The office will also have to pay for related travel expenses. The overall not to exceed cost for these services is \$9,500.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members

Sleeping and Meeting Rooms for Train the Trainer on Law Enforcement Response to Sexual Assault (February)

Rocco LaSalvia, SPO, explained that the Office of the Illinois Attorney in conjunction with the Illinois Law Enforcement Training and Standards Board is hosting a 3-day train the trainer on Law Enforcement Response to Sexual Assault. This training will help Illinois law enforcement agencies implement new state mandated training to improve the response to sexual assault victims in Illinois. The Director, Special Events, requested that the office secure sleeping rooms, training space, and audiovisual equipment for this training event on February 6-8, 2018, in the Fairview Heights area.

Special Events staff contacted four hotels to secure cost and date availability information; only two properties responded, they are: The Doubletree by Hilton Collinsville/St. Louis and The Four Points by Sheraton Fairview Heights.

Based on availability and the cost information received, Office Services will secure a contract with the Doubletree by Hilton Collinsville/St. Louis for up to 6 sleeping rooms on the evening of February 5th, up to 6 sleeping rooms on the evening of February 6th, up to 6 sleeping rooms on the evening of February 7th, and meeting room space with audiovisual equipment for February 6-8, 2018. The total overall cost is \$5,092.93

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members

Sleeping and Meeting Rooms Train for Trainer on Law Enforcement Response to Sexual Assault Purchase (March)

Rocco LaSalvia, SPO, explained that the Office of the Illinois Attorney in conjunction with the Illinois Law Enforcement Training and Standards Board is hosting a 3-day train the trainer on Law Enforcement Response to Sexual Assault. This training will help Illinois law enforcement agencies implement new state mandated training to improve the response to sexual assault victims in Illinois. The Director, Special Events, requested that Office Services secure sleeping rooms, training space, and audiovisual equipment for a training we will be hosting on March 13-15, 2018, in the Bloomington-Normal area.

Special Events staff contacted five hotels to secure cost and date availability information; only two properties responded, they are: the Bloomington Normal Marriott Hotel and Conference Center and the Radisson Hotel.

Based on availability and the cost information received, Office Services will secure a contract with the Radisson Hotel for up to 5 sleeping rooms on the evening of March 12th, up to 5 sleeping rooms on the evening of March 13th, up to 5 sleeping rooms on the evening of March 14th, and meeting room space with audiovisual equipment for March 13-15, 2018. The total overall cost is \$5,123.40.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members

Illinois Victim Assistance Sleeping and Meeting Rooms (February/March)

Rocco LaSalvia, SPO, explained, The Office of the Illinois Attorney General is hosting a three-day Illinois Victim Assistance Academy (IVAA) training. The Crime Victims Services Division Chief requested that the office secure sleeping rooms, for staff, students, and presenters; training space; and audiovisual equipment for this training event to be held on February 27, through March 1, 2018.

Special Events staff contacted fifteen hotels to secure cost and date availability information, only nine properties responded, these are: The Chateau Hotel and Conference Center, Parke Regency Hotel and Conference Center, Radisson Hotel, Doubletree by Hilton, Hyatt Place, Marriott Normal, Holiday Inn and Suites, Country Inn and Suites Airport, and Eastland Suites Hotel and Conference Center. Of the nine properties that responded, only two could meet our requirements these are: The Radisson Hotel and Doubletree by Hilton.

Based on the cost information received, Office Services secure a contract with the Radisson Hotel, the facility that provided the lowest overall cost. The office will secure up to 50 sleeping rooms on February 26th, up to 50 sleeping rooms on February 27th, and up to 50 sleeping rooms on February 28, 2018. Office Services will secure a meeting room with audiovisual equipment for February 27th, February 28th, and March 1, 2018. The total overall cost is \$14,330.40.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members

Public Comment:

Karla Schreiber, Chairperson asked if there were any public comments. No public comment.

Adjournment:

There being no further business to come before the PPCMB Board, Sam Dorger moved and Pam Blackorby seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Karla Schreiber, Sam Dorger, Pam Blackorby and Tad Huskey

The meeting adjourned at 2:14 p.m.