

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
Friday, August 3, 2018

The Procurement Policy and Compliance Monitoring Board met in public session On **Friday, August 3, 2018** 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 (3):

Springfield: Pam Blackorby, present
Tad Huskey, present

Chicago: Karla Schreiber, present
Sam Dorger, absent

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

Approval of minutes from the meeting held on June 27th and July 12, 2018

Karla Schreiber, Chairperson asked the Board to review and approve the **June 27th and July 12, 2018**, Procurement Policy Compliance and Monitoring Board (PPCMB) meeting minutes. Pam Blackorby moved and Tad Huskey seconded the motion and by unanimous vote, the minutes from the meeting held **June 27th and July 12, 2018** were approved.

The motion carried on the following voice vote:

Yeas: Karla Schreiber, Pam Blackorby and Tad Huskey

Old Business

Karla Schreiber, Chairperson asked if there was any old business to report.
No comments were received

New Business

Temporary Support Staff for Charitable Trust

Rocco LaSalvia, SPO, explained, the Bureau Chief of Charitable Trust submitted a request to secure temporary staffing support to deal with a scanning and data entering backlog related to registered charitable organizations. Office Services searched the master contracts registered on the Illinois Procurement Bulletin and learned that CMS has established a temporary staffing contract for Region 1, which encompasses Cook County. The master contract was awarded to Premier Staffing Solutions and the term began September 29, 2017 and will conclude on September 30, 2022.

The Office determined that five (5) temporary staff positions will help address the backlog. Office Services will process a purchase order that will reflect these temporary staffing needs for a period of up to 60 work-days. The estimated cost is \$81,900.00.

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

ADV IVAA Presenter for Bloomington-Normal and Chicagoland Area (Sept 11-14)

Rocco LaSalvia, SPO, explained, The Office is hosting two Advanced Illinois Victim Assistance Academy (IVAA) trainings. The Crime Victims Services Division Chief requested a presenter on neurobiology of trauma for the trainings to be held September 11-12, 2018, in Bloomington-Normal and September 13-14, 2018, in Chicagoland. The Advanced IVAA trainings must be completed by September 30, 2018.

Rocco further explained, three presenters were identified who present on neurobiology of trauma for victim advocates and met the experience and training material content requirements. These three presenters were contacted regarding their pricing and availability. Two presenters are not available the month of September. Based on the availability and cost information received, the office will utilize Dr. Christopher Wilson to provide presentation services at these two trainings for an overall cost of \$9,500. Dr. Wilson is available in September 11-14, 2018, to conduct these two trainings, meets the experience and training material content requirements and has the required experience to train victim service providers on neurobiology of trauma.

Office Services will process a purchase order for \$9,500.

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

ADV IVAA Meeting Rooms and Sleeping Rooms –Bloomington-Normal (Sept 11 & 12)

Rocco LaSalvia, SPO, explained, the Office is hosting an Advanced Illinois Victim Assistance Academy (IVAA) training. The Crime Victims Services Division Chief requested the purchase of sleeping rooms for staff, students, and presenters, training space, and audiovisual equipment for the training to be hosted September 11-12, 2018. Thirteen hotels were contacted for pricing and availability. Four properties responded they are: Radisson Hotel, Hyatt Place Bloomington/Normal, Eastland Suites Hotel and Conference Center, and Comfort Suites.

Rocco further explained, of the four properties that responded two properties were unable to meet the specifications. Two properties did meet the specifications, they are: The Radisson Hotel and Hyatt Place Bloomington/Normal. Based on the cost information received, Office Services will secure a purchase order with the Radisson Hotel for up to 50 sleeping rooms on the evening of September 10, up to 50 sleeping rooms on the evening of September 11, 2018, meeting room rental for September 11 and September 12, 2018, and audiovisual equipment rental, a total overall cost of \$9,553.60.

The Radisson Hotel presented the state rate for sleeping rooms, agrees to accept a government purchase order, is certified as a vendor with the Illinois Comptroller's Office, agrees to direct bill the rooms, and is providing the lowest cost for the training.

Office Services will process a purchase order for \$9,553.60

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

ADV IVAA Meeting Rooms and Sleeping Rooms –Chicagoland Area (Sept 13 & 14)

Rocco LaSalvia, SPO, explained, the Office is hosting an Advanced Illinois Victim Assistance Academy (IVAA) training. The Crime Victims Services Division Chief requested the purchase of sleeping rooms for staff, students, and presenters, training space, and audiovisual equipment for the training to be hosted September 13-14, 2018. Twelve hotels were contacted for pricing and availability and several hotels responded that they were unavailable due to a large citywide conference. Three properties responded they are: Wyndham Chicago, Holiday Inn Chicago O'Hare, and the Hyatt Place Chicago/O'Hare. Of the three properties that responded, one property was unable to meet our specifications. Two properties met our specifications, they are: Wyndham Chicago and the Holiday Inn Chicago O'Hare.

Based on the cost information received, Office Services will contract with the Wyndham Chicago contingent on the approval of the direct bill application, for up to 20 sleeping rooms on the evening of September 12, up to 20 sleeping rooms on the evening of September 13, 2018, meeting room rental for September 13 and September 14, 2018, and audiovisual equipment rental, a total overall cost of \$13,394.30.

The Wyndham Chicago presented the lowest overall cost for the training, presented the state rate for sleeping rooms and is certified as a vendor with the Illinois Comptroller's Office. If direct billing is not approved, Office Services will secure the second lowest overall cost bid, the

Holiday Inn Chicago O'Hare. Rocco explained that the Board will be advised if the Wyndham fails to approve direct billing, and the Office moves forward to contract with the Holiday Inn Chicago O'Hare.

Office Services will process a purchase order and secure a contract for \$13,394.30

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, Pam Blackorby moved and Tad Huskey seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Karla Schreiber, Pam Blackorby, and Tad Huskey

The meeting adjourned at 2:05 p.m.