

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
Wednesday, October 17, 2018

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, October 17, 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 2:01 p.m.

ROLL CALL

Board members present (3):

Springfield: Pam Blackorby, present
Tad Huskey, absent
Lisa Kaigh, 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 Wednesday, September 26, 2018

Karla Schreiber, Chairperson asked the Board to review and approve the **Wednesday, September 26, 2018**, Procurement Policy Compliance and Monitoring Board (PPCMB) meeting minutes Pam Blackorby moved and Lisa Kaigh seconded the motion and by unanimous vote, the minutes from the meeting held **Wednesday, September 26, 2018**, were approved.

The motion carried on the following voice vote:

Yeas: Karla Schreiber, Lisa Kaigh and Pam Blackorby

Old Business

None

New Business

Spanish Translation Services for CPD Consent Decree Public Forum

Rocco LaSalvia, SPO, explained the Public Interest Division Chief submitted a request to secure real-time Spanish language translation services during the upcoming Chicago Police Consent Decree public forum on November 3, 2018. The office reached out to three vendors to secure pricing and confirm availability for the event. Only two vendors could provide the required services; Atlas Language Services, Inc. and InterpreNet, the third vendor could not respond with price information because they would have to outsource the required services.

Based on the cost information received, Office Services will execute a purchase order with Atlas Language Services, Inc., the vendor that presented the lowest cost of \$5,278.76.

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

Audiovisual and Sound Equipment for Chicago Police Consent Decree Public Forums

Rocco LaSalvia, SPO, explained The Office of the Illinois Attorney General is hosting two Public Forums on the Chicago Police Consent Decree on Saturday, November 3, 2018. The Public Interest Division Chief requested the purchase of audiovisual and sound equipment for this event. These forums will provide members of the public the opportunity to hear from and ask questions of potential independent monitors for the Chicago Police Consent Decree. Rocco further explained audiovisual and sound equipment includes microphones, cables and sound system for the Auditorium at the Thompson Center and an LCD projector for the power point presentations. In addition, the office is requesting an on-site technician for the event and setup the evening before.

The Office contacted three vendors for pricing and availability. One vendor responded with pricing information, they are: Finch and Associates. The one vendor is unable to provide the necessary equipment and the third did not respond to our request for a quote. Based on the cost information received, Office Services will contract with Finch and Associates for audiovisual and sound equipment on Saturday, November 3, 2018, as well as setup and sound check on Friday, November 2nd, and on-site technician for November 3, 2018, a total overall cost of \$5,100.

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

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 Lisa Kaigh seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Karla Schreiber, Pam Blackorby and Lisa Kaigh

The meeting adjourned at 2:04 p.m.