

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
Wednesday, February 22, 2017

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, February 22, 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 2:01 p.m.

ROLL CALL

Board members present (4):

Springfield:

Joe Small, present
Pam Blackorby, present
Dave Boots, present

Chicago:

Karla Schreiber, absent
Sam Dorger, present

Other staff:

Rocco LaSalvia, State Purchasing Officer
Eileen Baumstark-Pratt, Board Secretary
Emily Vivian, Land Acquisition

Approval of minutes from the meeting held on October 26, 2016

Eileen Baumstark Pratt, Board Secretary asked the Board to review and approve the December 21, 2017 and January 25, 2018, Procurement Policy Compliance and Monitoring Board (PPCMB) meeting minutes. Dave Boots moved and Pam Blackorby seconded the motion and by unanimous vote, the minutes from the meetings held on December 21, 2017 and January 25, 2018, were approved.

The motion carried on the following voice vote:

Yeas: Sam Dorger, Joe Small, Pam Blackorby, and Dave Boots

Old Business

None

New Business

Temporary Support for Information Technology Application Development

Rocco LaSalvia, SPO explained the Chief Technology Officer submitted a request to secure temporary programmer services to assist the Information Technology Bureau (IT) staff in the development of an application that will track all pertinent data involving tobacco settlement claims handled by the OAG.

Office Services prepared and posted an IFB on the Illinois Procurement Bulletin seeking cost information from qualified vendors with an initial term through December 31, 2017, with renewal options of up to two additional years. The office was seeking three (3) programmers that are proficient with specific technologies used by the office. Office Services received responses from twenty (20) vendors, each providing hourly rates. The Chief Technology Officer reviewed the qualifications outlined in each response and is recommending that the office enter into contract with Synapsis, Inc., the vendor that provided the lowest hourly rate. The estimated cost during the initial term of the contract is \$227,040.00.

Office Services will be pursuing a contract with Synapsis, Inc., in the amount of \$227,040.00.

Eileen Baumstark Pratt, Board Secretary asked if there were any comments pertaining to the purchase. No comments were received by the Board members

Evidence Tracking and Asset Management Software Maintenance Contract

Rocco LaSalvia, SPO explained the Chief Technology Officer submitted a request to renew annual maintenance for FileOnQ Evidence Tracking/Asset Management Systems. The maintenance period is from May 1, 2017 through April 30, 2018.

Rocco further explained File OnQ software provides a strong evidence tracking solution that allows customizations to fit existing workflows, adapt existing forms, images, files and provide a strong chain of custody record. File OnQ also provides the software necessary to track the office equipment/property movement. The software that drives these systems is proprietary, only File OnQ can provide software maintenance and support.

Office Services will be pursuing a contract with File OnQ in the amount of \$10,230.00 for software maintenance and support.

Eileen Baumstark Pratt, Board Secretary asked if there were any comments pertaining to the purchase. No comments were received by the Board members

Mitratech TeamConnect Software Application Upgrade Services

Rocco LaSalvia, SPO explained, the Chief Technology Officer has submitted a request to secure support services from Mitratch to perform a TeamConnect software application system upgrade from version 3.4 to version 5.0.

Rocco further explained, TeamConnect case management application allows staff to docket and track both investigations and litigation files. The OAG IT staff members require technical support from Mitratch to upgrade the application and take the necessary steps to ensure all the customizations that have implemented for each bureau to continue to perform properly after the upgrade is complete.

Office Services prepared and posted a Sole Source Notice on the Illinois Procurement Bulletin indicating the offices intent to enter into contract with Mitratch for these services. The Notice was scheduled to conclude on February 21, 2017. If no protects are received, Office Services will submit a recommendation to secure these services through Mitratch at a total cost of \$114,895.00.

Eileen Baumstark Pratt, Board Secretary asked if there were any comments pertaining to the purchase. No comments were received by the Board members

Sleeping Rooms Purchase for ICAC Training Event in June 2017

Rocco LaSalvia, SPO explained, the ICAC Commander submitted a requested to secure sleeping rooms for staff, and members of the Illinois Internet Crimes Against Children Task Force to attend the 2017 National Law Enforcement Training on Child Exploitation that will be held in Atlanta Georgia on June 6-8, 2017. A total of 48 sleeping rooms are required to accommodate staff and non-employees, 16 rooms for each of the following dates, June 5th, June 6th and June 7th, 2017.

Our Policy and Special Events staff contacted three hotels within walking distance of the conference that is being held at the Sheraton Atlanta Hotel. Based on the cost information received from the Sheraton Atlanta Hotel, the Atlanta Marriott Marquis and the Ritz-Carlton, Atlanta, Office Services will secure the rooms through the Sheraton Atlanta Hotel, the facility that provided the lowest overall rate of \$8,035.20.

Eileen Baumstark Pratt, Board Secretary asked if there were any comments pertaining to the purchase. No comments were received by the Board members

Clinical and Online Training Services for the SANE Program

Rocco LaSalvia, SPO explained, the Sexual Assault Nurse Examiner (SANE) Coordinator submitted a request to secure an intergovernmental agreement with SIU to secure services to support SANE Trainings in 2017. Rocco further explained, the training categories are: 40-hour Adult/Adolescent (AA) SANE didactic training; 40-hour Pediatric/Adolescent (PA) SANE didactic training; and 16-hour Clinical SANE training.

Services being requested include: an on-line training platform, continuing education units (CEUs), space for standardized patient clinical training and standardized patients.

Rocco further explained that over the last several years, the SANE Program utilized the Illinois Law Enforcement Training and Standards Board Executive Institute, hosted by Western Illinois University which provided an on-line training platform consisting of 16 modules. These on-line modules allowed participants to complete a portion of both the 40-hour AA SANE didactic training and the 40-hour PA SANE didactic training, concluding with three day “in-person” classroom training.

The on-line training platform must be in a secure location with restricted access to program participants only and available at any time that is convenient to the participants. The training must be interactive and engaging, that includes a pre-test and post-test mechanism to evaluate the participant’s knowledge improvement. The on-line platform must provide reporting features accessible by the system administrators and allow for content updates based on legislative and field practice changes that occur within the State of Illinois.

The SANE Program has utilized the Ohio Nurses Association and the Southern Illinois University (SIU) School of Medicine, Office of Continuing Professional Development to provide continuing education units (CEUs). The International Association of Forensic Nurses (IAFN) requires a minimum of 40 hours CEU for both the AA SANE didactic training and the PA SANE didactic training. While the IAFN does not require the 16 hour CEUs Clinical Training, it does assist those participants when they take the National Certification Exam offered by the IAFN.

The SANE Program has utilized Advocate Christ Medical Center, Carol Malmgren Inc. and the SIU School of Medicine Office of Continuing Professional Development during the past year to provide services related to the 16-hour Clinical SANE Training which included space to host the training, CEUs, specialized equipment and supplies, standardized patients and simulation oversight. These trainings were extremely detailed, held in a private space where up to 6 participants conduct thorough simulated female and male examination assessments that were observed by the SANE Coordinator and Simulation Oversight Coordinator. Specialized equipment and supplies are utilized to conduct these trainings imparting the latest specialized examination techniques.

Based on the SANE Coordinators assessment of the overall training program, we believe that we would achieve a great benefit by consolidating these various training components under one resource and attain an overall cost benefit. Therefore, I will be recommending that we enter into intergovernmental agreements with Southern Illinois University, School of Medicine to provide these various services at an estimated cost of \$23,670.00.

Eileen Baumstark Pratt, Board Secretary asked if there were any comments pertaining to the purchase. No comments were received by the Board members

Public Comment:

Eileen Baumstark-Pratt, Board Secretary 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 Joe Small seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Sam Dorger, Joe Small, Pam Blackorby, and Dave Boots

The meeting adjourned at 2:16 p.m.