

**OFFICE OF THE ATTORNEY GENERAL**  
**Procurement Policy Compliance and Monitoring Board**  
MEETING MINUTES

**Wednesday, August 28, 2019**

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, August 28, 2019** 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 2:02 p.m.

**ROLL CALL**

**Board members present (4):**

Springfield: Pam Blackorby, present  
Tad Huskey, present  
Lisa Kaigh, present

Chicago: Karla Schreiber, present  
Jessica O'Leary, absent

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

**Approval of minutes from the meeting held on Wednesday, July 24<sup>th</sup>, 2019**

Karla Schreiber, Chairperson asked the Board to review and approve the Wednesday, July 24<sup>th</sup>, 2019 Procurement Policy Compliance and Monitoring Board (PPCMB) meeting minutes. The Board requested that Lisa Kaigh's attendance be verified as to if she attended the meeting before approving the minutes.

**Old Business**

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

**New Business**

**Metro East Regional Office Expansion**

Rocco LaSalvia, explained the office is looking to expand the amount of office space and extend the term of the existing Metro-East Regional Office lease. The current lease consists of 6,100 square feet for which the office pays \$7,691.08 monthly or \$92,292.96 annually. This lease is set to expire on October 31, 2019.

Rocco further explained, that over the last 2 years, the office has increased staffing levels in General Law and Worker's Compensation to keep up with the downstate caseload. There is a need to increase the

staffing levels further to meet ever-increasing demands. Office Services contacted the property owner and he is able to provide an additional 1,452 square feet of office space at an additional cost of \$21,968 during the first year of the extension. The combined total during the first year of the extension will be approximately \$114,261.72.

Since the current Lease will expire in October 2019, the office will be pursuing the additional square footage and a lease extension pursuant to 30 ILCS 500/40-15 (b), (5) as outlined in the table below:

<b>Extended Lease Years</b>	<b>Monthly Rent</b>	<b>Annual Rent</b>
11/1/2019 – 10/31/2020	\$9,521.81	\$114,261.72
11/1/2020 - 10/31/2021	\$9,710.61	\$116,527.32
11/1/2021 – 10/31/2022	\$9,904.83	\$118,857.96
11/1/2022 – 10/31/2023	\$10,127.69	\$121,532.28
11/1/2023 – 10/31/2024	\$10,380.88	\$124,570.56

The Attorney General’s Chief Procurement Officer hereby determines that amending the lease to increase the amount of rentable square footage and extending the term of the lease is in the best interest of the State.

The Office has maintained a long-term presence at this location and it is an ideal headquarter location for the staff members and is ideal for staff to travel to the various counties that their casework requires. There is an urgent need to expand the staff and there is adequate space readily available at the current location.

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

**Metro East Furniture Purchase for Expansion**

Rocco LaSalvia, explained the office is in the process of amending the Metro East Regional Office lease to increase the amount of square footage to accommodate the expanding operation. The office will be adding five offices and two to three support staff workstations.

Office Services secured three (3) quotes from Staples, Garvey’s and Atlas Stationers. Office Services will secure the equipment itemized on the purchase order from Staples, the vendor that provided the lowest overall cost of \$9,312.49.

Rocco further explained, the order will be placed once the lease amendment is executed.

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

**SANE Clinical an On-Line Training FY 2020**

Rocco LaSalvia, explained the Sexual Assault Nurse Examiner (SANE) Coordinator submitted a request to renew the intergovernmental agreement with Southern Illinois University (SIU) to support the SANE trainings in FY2020. 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. The services requested include an on-line training platform, clinical training, and continuing education units (CEUs), space for standardized patient clinical

training and standardized patients.

Office Services will renew the intergovernmental agreement with SIU; the combined cost to cover these trainings and support services is \$41,570.00.

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

### **SANE TRAINING Resources – eLearning Module Licenses for the PSANE Workbook**

Rocco LaSalvia, explained the Division Chief Crime Victim Services and the SANE Coordinator submitted a request to purchase 100 new PSANE Workbook licenses. This workbook is an on-line learning platform that for each health care provider that attends the 40-hour Pediatric / Adolescent SANE didactic training for a term of 1 year. The office has made similar purchases the last two years. This platform is designed to train providers how to perform medical forensic exams on victims of sexual assault by providing each with case scenarios and photos to practice identifying injuries on the victims anatomy and techniques for appropriate evidence collection for each patient scenario presented. This workbook will augment the 40-hour Pediatric / Adolescent SANE didactic training health care providers will receive. The SANE Coordinator has received feedback to indicate the workbook improves the learning experience of the health care providers and increases their confidence in properly handling pediatric sexual assault cases.

Office Services will secure these 100 new PSANE Workbook licenses through Evidentia Learning LLC, the sole provider of this resource. The total cost is \$9,000.00.

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

### **ICAC Sleeping room – Champaign Urbana**

Rocco LaSalvia, explained the ICAC Commander is requesting sleeping rooms for members of the Illinois Internet Crimes Against Children Task Force so they can attend the ICAC training held on September 17-19, 2019, in Champaign-Urbana. This is a federal grant funded event. Trainings and conference staff contacted six (6) hotels for pricing and availability, only three (3) hotels responded; however, only one hotel, the Comfort Suites could provide the required number of sleeping rooms at the current state rate of \$85, plus tax for each room. Based on the cost information received, Office Services secure the rooms with the Comfort Suites at a total cost of \$8,644.50.

The Comfort Suites will provide 30 sleeping rooms on the evening of September 16, September 17 and September 18, 2019. This hotel is close to the training facility, our office will be direct-billed and this hotel is certified as a vendor with the state by the Illinois Comptroller's Office.

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

### **Law Bulletin Publishing Company Subscription(s) Renewal**

Rocco LaSalvia, explained Office Services received a request from Library Services to renew the various subscriptions with Law Bulletin Publishing Company. The office will be subscribing to Lawyer Port, a web-based service that will allow all Chicago staff members access to Law Bulletin Publishing news sources and directories, including lawyer port case research; appellate case summaries for designated users. In addition, the office will secure six printed copies of the daily law newspaper, two Lawyers Handbooks, one Chicago Law Journal and one Chicago Lawyer Magazine.

Office services will secure a contract with Law Bulletin Publishing Company to secure these proprietary products and services for a total cost of \$13,920.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. 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 Tad Huskey seconded that the meeting adjourn.

The motion carried by the following voice vote.

**Yeas:** Karla Schreiber, Pam Blackorby, Lisa Kaigh and Tad Huskey

The meeting adjourned at 2:13 p.m.