

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

MEETING MINUTES

Wednesday, August 26, 2020

The Procurement Policy and Compliance Monitoring Board met on Wednesday, August 26, 2020 via conference call.

*****Begin Recording*****

Karla Schreiber, Chairperson called the meeting to order at 2:03 pm

ROLL CALL

Board members present (3):

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

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

Other staff: Eileen Baumstark-Pratt, Acting SPO
Kathy Leiser

Review/Approval of Minutes

(see attached) meetings held on May 29, 2020, June 1, 2020, June 3, 2020, June 10, 2020 and June 17, 2020.

Old Business

No old business was brought before the board.

New Business

Recommendation for Deep Cleaning – Metro East Office

Eileen Baumstark-Pratt, Acting SPO, stated that the Chief Technology Officer submitted a request to purchase Business Objects and Crystal Reports Software and maintenance for Fiscal Year 2021. This software will be used by Information Technology staff to develop applications and reports for various uses throughout the office.

Office Services has gathered cost information from three (3) vendors, Insight Public Sector, SHI, and Carahsoft.

Office Services will prepare a contract with Insight Public Sector, the vendor that provided the lowest cost of \$64,399.00

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

Tad Huskey asked what apps would be used and what bureaus would benefit from this purchase. Eileen Baumstark-Pratt responded that IT will be the administrator of this software and would run reports as requested. No apps are used and all bureaus in the office will use/benefit from this purchase.

No other questions or comments were made.

FY21 Purchase of DOTCMS Content Management System for the OAG Websites

Eileen Baumstark-Pratt, Acting SPO, stated that the Chief Technology Officer submitted a request to purchase DOTCMS a Content Management System software to update and develop the OAG website. This product will be utilized by the IT staff and Western Illinois University who hosts the OAG website to develop and update the website. DOTCMS provides the infrastructure needed to update the site searches, layout and editing capabilities as well as other features for the website. This purchase is for the development only. Once the site has been updated and approved the office will secure the production licenses.

DOTCMS Services LLC is the sole provider of this product. It is manufactured, sold and distributed exclusively by DOTCMS SERVICES, LLC. This product incorporates all the tools required by staff to develop and update the OAG website.

Office Services will be securing a contract with DOTCMS SERVICES, LLC to secure the Content Management System for a total contract amount will be \$16,000.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

Public Comments

There were no public comments made at this meeting.

Adjournment:

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

The motion carried by the following voice vote.

Yeas: Pam Blackorby, Lisa Kaigh, and Karla Schreiber

The meeting adjourned at 2:14 pm

*****End Recording*****

**OFFICE OF THE ATTORNEY GENERAL
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MEETING MINUTES

Wednesday, September 23, 2020

The Procurement Policy and Compliance Monitoring Board met on **Wednesday, September 23, 2020 via conference call.**

*****Recording Began***

Karla Schreiber, Chairperson called the meeting to order at 2:04 p.m.

ROLL CALL

Board members present (3):

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

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

Other staff: Eileen Baumstark-Pratt, SPO, present
Kathy Leiser, present

Review/Approval of Minutes of Meetings:

Karla Schreiber, Chair of the PPCMB asked the Board to review and approve the June 25, 2020, July 6, 2020, July 17, 2020, July 22, 2020 and July 28, 2020, Procurement Policy Compliance and Monitoring Board (PPCMB) meeting minutes. Tad Huskey moved and Lisa Kaigh seconded the motion and by unanimous vote, the minutes for the above meetings held were approved.

The motion carried on the following voice vote:

Yeas: Karla Schreiber, Eileen Baumstark-Pratt and Tad Huskey

Old Business

No Old Business was brought before the board.

New Business

DevExpress Report and Dashboard Software

Eileen Baumstark-Pratt, Acting SPO, stated the Chief Technology Officer has submitted a request to purchase DevExpress Report and Dashboard server and licenses. This software will be utilized by the IT staff for development of new OAG reports and analysis for various applications.

Office Services contacted three vendors (3) Component Source, SHI, Zoom, SoftChoice.

A contract will be sure with Component Source, to sure the license and technical support in the amount of \$11,559.96

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

Quorum Software Maintenance and Support for Legislative/Public Affairs Tracking System

Eileen Baumstark-Pratt, Acting SPO, stated that the Chief Technology Officer and the Chief of Legislative Affairs have submitted a request to renew maintenance and support for the Quorum software platform. The Quorum software is used to track legislation and also allow staff to access public statements made by policy makers and legislative officials in the traditional media outlets, including all social media outlets.

Quorum Analytics continues to be the vendor that can meet our operational needs and provide us the full array of features we require.

A contract will be executed with Quorum Analytics to accommodate 10-20 end-users in the amount of \$47,088.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

SANE Clinical and On-Line Training

Eileen Baumstark-Pratt, Acting SPO, stated that the Sexual Assault Nurse Examiner (SANE) Coordinator has submitted a request to renew our intergovernmental agreements with Southern Illinois University (SIU) to support the SANE trainings in FY2021.

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

We will be renewing our intergovernmental agreement with SIU, in the amount of \$41,570.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

Public Comments

There were no Public Comments at this meeting.

Adjournment:

There being no further business to come before the PPCMB, Tad Huskey moved and Lisa Kaigh seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Lisa Kaigh, Tad Huskey, and Karla Schreiber

The meeting adjourned at 2:11 pm

*****Recording ended.***

**OFFICE OF THE ATTORNEY GENERAL
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SPECIAL MEETING MINUTES

Thursday, October 8, 2020

The Procurement Policy and Compliance Monitoring Board met in a special session On **October 8, 2020 via conference call**

Recording Began

Karla Schreiber, Chairperson called the meeting to order at 10:01 am.

ROLL CALL

Board members present (3):

Springfield:	Pam Blackorby, present Tad Huskey, absent Lisa Kaigh, absent
Chicago:	Karla Schreiber, present Jessica O'Leary, present
Other staff:	Eileen Baumstark-Pratt, SPO Kathy Leiser

Old Business

There was no old business at this meeting.

New Business

Team Viewer Software

Eileen Baumstark-Pratt, SPO, stated that The Crime Victim Services Division has submitted a request to purchase Amplifund/StreamLink software with cloud implementation services, data migration and annual subscriptions. The software will streamline and upgrade the process for managing the VCVA Grant Program and the Domestic Violence Grant Program.

Amplifund/StreamLink is an on-line, cloud-based grant management system (GMS). The Amplifund software provides a sophisticated scoring and evaluation tool to better assess each application. The software allows staff to create, receive, and approve quarterly reports. The software provides the ability to accept applications online as well as collect and aggregate

information from grantee reports.

A purchase order will be secured for the purchase of this software, implementation services and annual subscriptions from the CMS Master Contract# 19-510CPOGS-CPOGS-P-5085 (18CPOGS010) for a total cost of \$81,155.40.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

Public Comments

There were no public comments at this meeting.

Adjournment:

There being no further business to come before the PPCMB Board, Pam Blackorby moved and Jessica O'Leary seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Pam Blackorby and Karla Schreiber

The meeting adjourned at 10:03 am.

Recording ended.