



STATE OF ILLINOIS PROCUREMENT POLICY BOARD

Terrence Healy, Chairman

Members: Michael Bass, Ed Bedore, Ricardo Morales, Carmen Triche-Colvin

Minutes – July 23, 2008 Meeting

Room 2-201 at the James R. Thompson Center in Chicago
Connected via video to
Room 349C at Stratton Building in Springfield

Present in Chicago: Terry Healy
Mike Bass
Rick Morales
Carmen Triche-Colvin

Present in Springfield: Ed Bedore

The Board started the meeting by confirming attendance at 11:36 a.m.

Approval of the minutes of the June 13, 2008 meeting was moved, by Member Triche-Colvin and seconded by Member Morales. The minutes were unanimously approved.

Next on the agenda was IDOT Relocation of Traffic Safety to Harrisburg – Director Matt Brown responded that at the last meeting it was requested by the Board to extend an invitation for IDOT to attend this meeting to discuss the relocation of their Traffic Safety Division to Harrisburg. In response to that request IDOT declined the invitation to attend, but responded in writing to three questions that the Board had forwarded with the invitation. The questions were: 1) How many jobs are a part of the plan to move to Harrisburg? Response – A publicly discussed number of 140. 2) Will CMS manage the facility? Response – Please contact CMS on this question. 3) How will the build-out process be procured? Response – A new facility is being purchased, which consists of 32,000 sq. ft. and will require some interior build-out/remodeling which will mainly consist of interior finishes including ceilings, partitions and floor coverings. There will also be some mechanical/electrical modifications required. As the process proceeds, the Capital Development Board will engage design firms selected through CDB's normal procurement procedures. The administration and supervision of design and construction will also be done by the Capital Development Board. IDOT and CDB together will make the selected design firm aware that they will be required to work with CMS to assure compliance with CMS space utilization guidelines. IDOT has reached out to CMS to begin discussions on using the template used by CMS for the State Police build-out in the AIG building.

Member Bedore stated that this letter requires response. Member Bedore commented on the article in the State Journal Register this morning that clearly stated that the person in charge of CMS, Maureen O'Donnell, and Milt Sees the head of IDOT will be appearing before COGFA and to him this lack of participation is utter contempt of this Board. Yet, for this other committee they are sending all the big guns. Member Bedore restated from the letter that "we will be in compliance with CMS established space guidelines". Previously Member Triche-Colvin and Member Morales have asked for the space requirements and evidently IDOT has them from

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CMS. Member Bedore asked if Member Triche-Colvin or Member Morales has received copies of any such requirements. Both responded that they have not. Member Bedore stated that it all ties together and as an example, the Harvey lease is up for discussion again today. The Harvey lease has 395 sq. ft. per employee and Member Bedore stated that he knew this is DCFS and they deal with the public and have needs for conference rooms and things of that nature. But at the last Board meeting DHS had a lease in Rockford and the Board saw all the space for conference rooms and waiting rooms for all of their clients and they have 278 sq. ft. per employee. Member Bedore then stated that CMS had nothing to do with this and that IDOT handled the whole transaction in Harrisburg following CMS guidelines. IDOT came up with...228 sq. ft. per employee in Harrisburg and in Harvey it is 395 and Rockford 278 sq. ft. per employee. Member Bedore continued that if CMS was to reduce accordingly the \$26.13 for the Harvey lease cost per sq. ft., the State would be saving \$500,000 a year over this 10 year lease - that is \$5 million and we could build our own building for that amount in Harvey. This lease is atrocious no matter how you look at it. The cost, the square footage...it can't be. The Board asked at the last meeting CMS to go back and look at it six weeks ago and neither he nor the Board has seen anything that has been renegotiated, looked at square footage, move someone else in or renegotiated the lease. Chairman Healy asked Member Bedore if he would like to talk about the Harvey lease now. The lease is on the agenda later on and CMS would like to make a presentation on the Harvey lease. Member Bedore stated that it would be fine to hold off until later to discuss the lease, but it still does not answer the question why no one from IDOT is here. Member Bedore stated he would like to make a resolution to go to the General Assembly and at any place that says CMS we should strike that and put IDOT. Anything regarding purchase of land or lease it should be IDOT. CMS should be out of this business because IDOT negotiated this deal. IDOT got 228 sq. ft. per employee. IDOT turned this around in 10 days. The purchase, the rehab and the drawings to see what the cost is. They did everything in 10 days. CMS cannot do leases in five years. There are leases that have been in holdover for 3, 4, 5 years. So Member Bedore made a motion that the Board ask the General Assembly to change the State statute that any place that says CMS regarding leasing or purchasing of property be stricken and the words IDOT put in. Member Morales stated that he does not think it is a good idea. Member Bedore stated that he will retract his motion.

Member Morales commented that he is not happy with the response from IDOT whether CMS will manage the facility. Chairman Healy asked if anyone from CMS wanted to comment on this issue. Member Bedore believes that the Board should be asking someone from IDOT. Chairman Healy stated he would, but no one from IDOT is here to reply. Member Bedore asked isn't this utter contempt of this committee? Chairman Healy replied yes it is. Member Bedore stated that the Board sent a letter asking them to be here and he believes that is utter contempt and does not know how else you can interpret that. Chairman Healy stated that the Board thought that IDOT should be here and thought that it was wrong for them to not show up for the request and send a memo instead. Chairman Healy asked if Member Bedore was going to be in the COGFA meeting the following week. Member Bedore replied that it was going to be a circus, but stated that per COGFA's request Director Matt Brown is going to testify for the Board. Member Bedore stated that he was not invited to formally attend the COGFA. Chairman Healy stated that they asked for the Procurement Policy Board to attend and wanted to know if he would want to attend as one of the Board's representatives. Member Bedore replied that he will say everything he has to say today and get it on the record. Chairman Healy asked if there were any other comments on this letter. Member Bedore stated that the Board should send a strong letter back. This letter did not even come from the Secretary of IDOT. Chairman Healy stated that the Board will respond to IDOT. No further comments were made.

Next on the agenda was CMS – In attendance was Chief Operations Officer Marcia Armstrong. Chairman Healy wanted to know if CMS wanted to respond to the question if CMS was going to manage the IDOT facility. Ms. Armstrong stated that CMS has not been specifically asked to manage the facility, but in most cases CMS manages office buildings. Primarily CMS manages office buildings and the facilities they do not manage are those that are associated with the mission of the agency such as prisons, mental health units and veterans hospitals. Ms. Armstrong stated that IDOT has not asked them to manage the facility. Chairman Healy wanted to know who makes those decisions to manage these facilities CMS or IDOT. Ms. Armstrong stated that for the most part CMS made the decisions before. Sometimes the Governors Office will ask CMS to manage a facility due to budgetary issues. Although CMS would have to make sure they have the money in their revolving fund and might have to work through some logistics, but could definitely manage the building and believes it would be appropriate. CMS would have to look at their resources down there whether CMS would need a new headcount, out-source business vendors, those types of issues. Member Bedore wanted to know how the discussion with the owners of this building went. Ms. Armstrong replied that CMS has not been involved at all and that this is all being done under IDOT authority. Member Bedore stated that under the State's statutes it is very clear that all leases and purchase of property should be done under CMS. So in other word you just said IDOT violated the State statutes and that is what he suspected all along that CMS had nothing to do with this purchase. It was Milt Sees and the Governor's Office. It was a pay off to take care of downstate Senators, that is all this is and CMS had nothing to do with this.

Ms. Armstrong proceeded by formally introducing their new Assistant Director Matt Beaudet who wanted to say a few words about the IDOT purchase. Mr. Beaudet just wanted to clarify that it is not CMS's position that IDOT violated the statute. They are proceeding, we were told under their own statutory authority to purchase land. In general, CMS does not purchase land authorized under their statutes, which allows departments such as IDOT and Department of Natural Resources to purchase and lease land on their own. Member Bedore stated that this is not land it is a building. Mr. Beaudet replied that it is for land, building and properties. Mr. Beaudet just wanted to clarify the record on that. Member Bedore stated that he did not clarify it very well because we are talking about an office building and the IDOT and DNR can purchase land. He thought it clearly stated that CMS has that authority for purchasing office buildings, equipment and things of that nature. Mr. Beaudet replied that CMS does delegate out authority to State agencies to purchase under their own initiative. Chairman Healy asked if it allows them to purchase building on the record-you are saying that it allows them to purchase buildings. Mr. Beaudet replied it is land, property and other necessary items for highway purposes. Chairman Healy asked if he was saying that this facility falls under that. Mr. Beaudet replied that is it their understanding from IDOT, that IDOT has the authority to purchase outside CMS. Member Morales asked if CMS knows this and believes in it. Member Morales stated that he is still confused on the whole thing. They can go out and buy property, broad-term "real estate", they are moving people, moving a facility for a set purpose and they do not know who is going to manage it, but yet not assigning anyone to manage. Chairman Healy asked if CMS had been asked to do anything with this purchase/transaction to this point. Ms. Armstrong stated that CMS is willing to look at the report and assist IDOT with any data that they can, but have not been asked to do anything for the transaction. Member Morales asked if they have inquired into it and did they want to know anything about it and how it will affect CMS. Ms. Armstrong stated that it has already affected CMS. They are definitely concerned, but not about the management aspect. They have no problem managing it, but CMS definitely wants to know about anything that integrates with their space planning. Member Bedore wanted to know where the funding is coming from. Ms. Armstrong stated that the appropriation is from the road fund. Member Bedore

asked if this is being built with road money. Ms. Armstrong replied that she believes they are purchasing it with road money and then working through the Capitol Development Board for the improvements side of it. Member Bedore stated that there is now \$2 million coming out of the road fund that could be used for building roads and is going to be put into this building so we can pay off the State Reps and State Senators in downstate Illinois, because they didn't vote to impeach the Governor. Member Bedore restated that CMS has not been involved, IDOT handled it all, Milt Sees is from that area and they took care of it all. Member Bedore stated he believes they violated the State's statutes.

Chairman Healy asked if CMS have established space standards. Ms. Armstrong replied they do. Their State guidelines are in Rule, but they have not been updated and one of the things going to be presented today was CMS revised space request template that has been developed. Their goal is to update their Rules and any associated standards for the next session. Ms. Armstrong stated she had handouts of the new version and old version of space requirements for the Board to review. Chairman Healy asked if Ms. Armstrong would provide a brief presentation and that it be put on the agenda for the next meeting. Ms. Armstrong stated that there are two things she wants to talk about first being the annual plan template and second being the revised space requests. The plan template is information from all agencies due at the end of July. CMS is looking at their strategies for publication and consolidation in light of budget developments. The plan is to re-evaluate DNR vacant space, the EPA vacant space, and targeting some of their buildings with vacant space, but also taking into consideration consolidation issues that the agencies have due to operating budget issues. Member Morales asked if the agencies are easy to work with. Ms. Armstrong replied that they have had some that were not cooperative in the past, but are now. Also CMS did not ask detailed questions and did not follow up at the time when they did not report fully to CMS and they now realize they need to drill down and get more comprehensive data and follow up.

Ms. Armstrong stated that with this template they took out any automatic calculations of space. That was getting them into too much trouble. CMS was letting the agencies pick the size of their conference room and the size of their office. Then all of a sudden there were eight agency executive level people because they knew their office would be a reduced 200-250 sq. ft. CMS has taken that out of their space request and is now just asking for the details like itemized headcount lists. CMS is looking at their title from pay codes and asking how many meetings they have, how many times they train a year and will take all that data and put together a recommendation for that space on all the detailed data received from that agency. Chairman Healy asked when this would go into effect. Ms. Armstrong replied that CMS would like to get the Board's feedback before they finalize it and once finalized they would like to do some training soon. Member Bedore asked if CMS has set any standards as far as number of square feet per employee. Ms. Armstrong replied that she knows that their space standards are too high, but they want to set space standards to the type of building it is. They are also looking into other States' space standards. CMS did not set this in Administrative Code and since the Code has been in existence for a long time she believes the ranges they had in the past of 200-250, were applied on a split the difference so instead of a range of 200-250 it was 225. So they have not set an overall standard they have been loosely using as a rule of thumb 300, but are working to push that number down. When they do formalize it in Code it will not be 300; it will be less. Chairman Healy stated that there is a lease coming up for review today that is over 300, why would this one be well over 300 that is open for review right now. Ms. Armstrong stated that the Harvey lease has special circumstances they she would like to talk about today. When the building was originally built, Cook County was supposed to be in there as a partner and CMS just found out recently that they never moved into the building. So there is 19,000 sq. ft. of space

vacated by Cook County and CMS is looking at consolidation opportunities there. Chairman Healy asked if there is 19,000 sq. ft. that no one is using. Ms. Armstrong replied that DCFS has spread out into the space. Member Bedore stated that he just does not understand this circumstance. If this Board did not bring this up and fight it; the lease would have gone through three months ago. This Board can take credit for the savings that will come out of this because CMS does not even know what is going on. This is ridiculous. 395 sq. ft. per employee that is almost 400 and yet IDOT just showed us the way. This Board has to bring it up, a savings of \$5 million over the life of this lease. You realize that you can build your own building in Harvey for \$5 million. The only reason there are standards is because the Board has been beating you up for the last couple of years. Ms. Armstrong replied that they did know the space was there, but when the agencies give data at the end of every July is to identify vacant space and have now identified it as an opportunity for co-location. They are now asking for headcount information, which was not requested before and will have the data to show where they are over on standards. Chairman Healy wanted to know when the County was supposed to move in. Ms. Armstrong stated that it was built back in 2000 and was not sure if they were ever there or at what point they moved out. CMS is still gathering details on that.

Chairman Healy would like to know if the County was ever in the building and if the County was supposed to cover a part of the build-out. Ms. Armstrong replied she would see what she could find out. Member Morales wanted to know what the original amortization was on this lease. Ms. Armstrong replied that there are two years left on their amortization. There is still \$640,000 left, Member Morales inquired. Ms. Armstrong replied that starting out at \$2,447,000, the original principle, and also there was improvement cost added into the bundle when the Agency updated their APR, but the rule now is that this no longer happens and improvements don't get bundled into a rate, they are amortized. Chairman Healy stated that he realizes that she was not here at the time, but these rules just came into play now and we have \$600,000 that we don't know whether CMS is on the line for; or whether the County is on the line for that. Ms. Armstrong replied that it was in error that CMS did not take into account that the amortization had been bundled into the rate and has taken that into account for the negotiations and CMS has improved their review process that in the future this will not happen again. It was a mistake that was not caught the first time they went through the lease. Chairman Healy stated that is was a large mistake. Chairman Healy wanted to know how long the current Harvey lease is. Ms. Armstrong replied it is a five year lease with a five year renewal option. Chairman Healy wanted to know if they were off the hook for the \$600 thousand in two years. Ms. Armstrong replied affirmative. The amortized rate would be done at \$7.36 and will be done in May 31, 2010 and then the rate would drop down to \$12.19. Member Bedore wanted to know why, if the Board members look at the old lease on this that in the year 2010 it is \$19.48 a sq. ft., this is before janitorial and everything else, and then in 2011 it is \$19.48 and the 2013 it is \$19.87 where is this reduction of \$7. After your 10 years is up in 2010 the rate should go down, you just said it would go down. Then why it's in our lease still up there? Ms. Armstrong replied that she has a new rent schedule that needs to be negotiated with the landlord and CMS has not done this yet. It will be re-posted and re-published and back on the agenda after it is re-negotiated. Member Bedore stated that if this Board did not bring this up this lease would have gone through at the higher rate, the illegal rate, because it should have come down \$7 so someone really messed up at CMS allowing the higher rate to continue on even after we paid off the building and then on top of it we didn't know that Cook County was not in there. 19,000 sq. ft at \$26.13 a sq. ft. that is \$520,000 a year and over 10 years it is \$5 million, which could have built another new building. Member Bedore states he does not understand this; that this is a fraud. Is it because of who the owner is and the owner contributed to certain campaigns, is this pay to play? Also CMS is now going to do site investigations. He wanted to know why this wasn't apart of your normal procedures to go out and look at these

buildings. This should not be something new. Member Bedore stated that he goes out and looks at buildings. This should not be anything new, it should have been ongoing and if they would have gone out to this building at Harvey they would have seen the abuse of the space and yet CMS came here two months ago and wanted the Board's approval of the lease and if we didn't stop it the State would be paying \$5.2 million more that it should have. And you could have built a new building or gone out in these hard times, as the Governor says, cutting the budget. How many employees could DCFS have for that \$5.2 million? Ms. Armstrong wanted to state for the record that CMS has always done site evaluations. They do site evaluations quarterly where they are now proactively identifying space as they go out and have always done site evaluations as part of a renewal of a lease. Chairman Healy wanted to clarify that every facility has had a site evaluation done. Ms. Armstrong replied affirmatively. Chairman Healy wanted to know who did the site evaluation on the Harvey lease. Ms. Armstrong said she would find out. In many cases these offices are set up and field people use them and sometimes it is difficult to go into a building and say yes that is a vacant office and DCFS has had more of a headcount in this facility at one time and had to take a reduction. Chairman Healy ask how much of a reduction. Ms. Armstrong replied that she did not have all the details and would provide that to the Board. Chairman Healy wanted to know does the agency have to get approval or does CMS have to approve when another agency or government body is going to take up part of the facility. Who makes that decision? DCFS signed the lease based on the another government organization or entity saying that they are going to be in there, so CMS was the one who approved it. Ms. Armstrong replied that if it was a part of their build-out requirement there were special considerations they would have known about. In a case like this DCFS could do an inter-governmental agreement with the County as another entity and it does not even need to be filed through the Comptrollers Office. And CMS would not necessarily know about something like this.

Chairman Healy asked if Ms. Armstrong would continue with her presentation and then follow with the leases. Ms. Armstrong stated that in a nutshell CMS is gathering much more specific data and reporting more fully on their moves with BCCS and making sure that they have controls that are being notified by the moves and some agencies are still doing things internally that they are not fully aware of. So, between the new data, everything becoming automated, the new database and also collecting headcount by location in the long term the goal is to tie that into the time keeping system. No further questions were asked.

Next on the agenda was lease #3551 2875 N. Dirksen Pkwy in Springfield – This lease is primarily a warehouse/print shop operation but there is 1,065 of office space. They have four actual headcount. The rate is \$3.58 with a 2% increase every other year. This operation works well for them because the print shop is located right next to the warehouse so they can get the paper when needed from the warehouse. DPH has been at this location since 1980 and have not been able to identify any other vacant space that is operation should move into. The range that is in their market analysis in Springfield range from \$4.50 - \$6.00 a sq. ft. Member Triche-Colvin made a motion to approve this lease and was seconded by Member Bass. Member Bedore wanted to be noted as abstaining. The lease was unanimously approved.

Next on the agenda was lease #5636 2317 E. Lincolnway in Sterling – This is a DNR lease with 15,800 sq. ft. of which 8,000 is office space, 7,000 is storage and 800 is secure storage for conservation police items. The rate for office space is \$8.72, for storage is \$2.91 and for secure storage it is \$1.91. This lease has had no rental increases since April of 2000, but was able to negotiate a reduction of about 3.25% for the first year and then bounce back the 3.25% year two and the years 3-5 with increases of about ¾%. This lease is in a good location and the total cost

of ownership is very low. A motion to accept this lease was made by Member Bedore and was seconded by Member Bass. The motion was unanimously approved.

Next on the agenda was the continued discussion on the Harvey lease. Chairman Healy asked Ms. Armstrong if CMS will be ready at the next meeting to come back with further details on the Harvey lease. Ms. Armstrong replied yes. Member Bedore still had some comments about Harvey. He believes it still should be on record that the State is over-paying on this lease and should not wait on this issue. When the lease was presented two months ago and if the Board approved the lease it would be costing the State \$2 million going out the window and believes this lease needs to stop as soon as possible. Whether CMS moves someone in there or whether you move the employees back to where they belong and let 19,000 sq. ft. go vacant. He does not even care, but this lease has to stop. This has been going on for the past two months and now they want to wait another month for CMS to gather more information. We are overpaying, we have to stop this as soon as possible. This has to be brought up at the next meeting and CMS has got to do something here. If this Board would have followed their recommendation we would have cost the State \$5.2 million, CMS would have cost the State \$5.2 million. Member Bedore stated he is all for terminating this lease as quickly as possible. Chairman Healy replied that he would not agree with terminating the lease, but does think that this is outrageous that this was initially done with the assumption that the County was going to be in there. He also believes that the state is on the hook right now for \$600,000 that we have to be careful as to what we do with that \$600,000 and don't believe that the State should be giving the owner of this facility \$600,000 for improvements. Member Bedore stated that the State would be giving the owners \$520,000 every year. Every year the owner is getting \$520,000 that he should not be receiving. Let's answer that one. Chairman Healy stated that it is not for the Board to answer that one, but for CMS and the County to answer who made the agreement initially for the \$2.4 million. Member Bedore wanted it on the record that this committee saved the State \$5.2 million over the life of this lease if it was approved the way CMS recommended. It is wrong, no matter how you explain it, it is wrong, it is a fraud. How could anyone present this lease to us in the way it was presented. Member Bedore wanted to recommend that this lease appear in the August meeting agenda. If this administration can turn around and purchase property, do the design, figure out the costs and everything in 10 days in Harrisburg for IDOT then this administration should be able to straighten out this Harvey lease in 10 or 30 days. This administration can do it if it wants to. Member Morales wanted to know where CMS was with the current negotiation process. Ms. Armstrong replied that CMS has not re-negotiated anything yet. They wanted to put together all their options and figure out some of the historical information and make the best recommendation and not identified a partner to move into the vacant space. Chairman Healy asked how long it will take to get this done. Ms. Armstrong replied that they could have a good recommendation in about a week. Member Morales wanted CMS to give the Board the information in advance before the next meeting and not on the day of the meeting. Member Bedore stated that whether you move another partner or not CMS will have to move those employees back to their original space. That could be done in a matter of days. He doesn't understand why CMS is worrying about filling that space for the owner. This owner has been on the gravy train for eight years. Let's get those employees back out of the 19,000 sq. ft. space and back where they belong and if we can get someone in there fine, if not terminate that 19,000 sq. ft off that lease. No further comments were made.

Next on the agenda was Northeastern Illinois University – Debt Collection Services. Director Brown gave an update to the Board. This transaction for NEIU was put under review approximately 20 days ago and Board staff began discussions with NEIU about some decisions they made during the solicitation to request a scholarship to their business school be included in

part of the bid, which was for debt collection services. In discussion with Board staff NEIU determined that it was inappropriate to make such a request and has since decided to cancel that solicitation and go back in and re-bid. In light of that solution the PPB alerted the University that their attendance would not be required today. No further questions were asked.

Next on the agenda was the legislative update. Director Brown said the only update the Board had continued interest in were the Bills for single prime contracting for Capital Development Board and clarification of contract terms that exists in the Code. Both are still on the Governor's desk awaiting his signature. Member Bedore wanted to make a motion to the General Assembly that the PPB re-introduces a statute regarding limitations on holdovers. We have heard it from several bureau chiefs and nothing seems to bring those numbers down. There are several due every month and we only have two leases on the agenda and he doesn't believe that holdover numbers will be off-set by the few the Board gets every month. Member Bedore recommends that they pass a resolution to the General Assembly to reconsider changing the State statutes. A few years back CMS begged us not to put this in and stated that they will turn this around. Member Bedore would like the piece of legislation to read: Holdovers, no lease may continue on a month to month basis or other holdover basis for a total of more than six months. We had this once before CMS begged us to work with them four years ago and are still roughly at 150-160 leases. Member Bedore stated he was tired of talking and listening to promises and wants to strongly urge the General Assembly to approve this paragraph and put that in the form of a motion. Chairman Healy would like to leave this until next month and would like to go back over the motion on the Agenda. The Board agreed.

Member Bedore wanted to discuss a letter from Senator Schoenberg regarding the lease at 59th and Ashland on whether it was terminated or not and wanted to know if there was any response. Acting Director Maureen O'Donnell replied that no it has not been terminated as of yet. Ms. O'Donnell stated that she does owe Senator Schoenberg a response and hopes to have that shortly. There are a number of different issues involved in this. As soon as she has a response to Senator Schoenberg she would be happy to answer any questions the Board might have.

Bureau of Strategic Sourcing was passed over on the Agenda and was recognized and Acting Deputy Director of Procurement Rick Hughes made a brief presentation. Since some of the handouts didn't make it to Springfield Chairman Healy wanted to have Mr. Hughes give a brief update and have this on the agenda again next meeting. Mr. Hughes stated that there have been some staff changes and vacancies filled and people in new roles. The good part of that is that new ideas came forward on some of those things that they have been working on the past six months. They have incorporated the use of multiple vendors to expand coverage and improve efficiency on some of the Statewide service contracts. Within CMS they focused a person on small procurements. They have discovered within their own agency many people are confused about small procurement/small purchases and now have one person to focus on that. They are developing standards and procedures and processing of documentation that will become universal to the agency and start looking forward to distributing that to other agencies. They also have been promoting certifications and professional training and development of procurement staff. They also plan to match new SPOs to SPOs who are veterans of that position as well as portfolio managers and sourcing managers from CMS. They will have a dual mentor program with the SPOs. In addition the legal procurement staff has done a great job developing training development materials. Some of the other training courses scheduled for this year include: Tools and Technologies, SPO Foundations, Ethics in Procurement and Real Estate Resale and Remodeling. No further questions were asked.

Member Bass wanted to know where the CPO's were on the small threshold. Mr. Hughes replied that as of July 1 the CPI adjustment took effect. Member Bass wanted to know where they were on the Rule making. Ms. Lynn Carter, Legal counsel for CMS, replied that they have a full draft ready to file but are waiting for IDOT to finalize them Rules are trying to coordinate the filing with them so they don't go to JCAR sequentially. Member Bass asked if they were working with Higher Ed on that as well. Ms. Carter replied that she believes they have a separate Rule and will have to take a look at that.

Marcia Rotunda, legal counsel for Higher Education stated that the CPO for Higher Education rule was published in the Illinois Register on June 24 so they are in the first 45 day notice period.

Due to attendance issues the next meeting will be schedule at a later date.

As no other items of business were to be considered, a motion was made to adjourn at 1:00 p.m. by Member Triche-Colvin and was seconded by Member Morales. The motion was unanimously approved.