



**SUSANA A. MENDOZA**  
ILLINOIS STATE COMPTROLLER

**PROCUREMENT POLICY BOARD MINUTES**  
**December 29, 2021**  
**Springfield, Illinois 62704**

A meeting of the Illinois Office of Comptroller Procurement Policy Board was held at 9:30a.m. on December 29, 2021; in the Executive Conference Room at the Illinois Office of Comptroller Building on Adams Street in Springfield. Due to COVID-19 protocols, two board members participated in separate offices using the call-in number.

**Agenda Item #1:**

The meeting was called to order by Ms. Andres, at 9:35 a.m. Policy Board members present: Ellen Andres, Assistant Comptroller (Chair) and Cortez Gillespie, Director Administrative Services (Member). Due to COVID protocols both members were on the phone. Illinois Office of Comptroller staff members present: Megan Seitzinger, Chief Procurement Officer. No members of the public were in attendance.

**Agenda Item #2:**

Mr. Gillespie made a motion to approve the minutes from the August 4<sup>th</sup> meeting. The motion carried unanimously.

**Agenda Item #3:**

Megan Seitzinger discussed the Organizational Change Management RFP. The proposals were opened on December 17 and a team of four staff are evaluating proposals. There is an eight percent BEP goal associated with the RFP. After the evaluations are complete, the pricing will be opened, and the award should be ready to finalize in a couple weeks.

**Agenda Item #4:**

Megan Seitzinger discussed the upcoming FY22 Procurements. An Invitation for Bid is being prepared to convert the office microfiche to electronic storage. It is expected to be posted to BidBuy by the end of January.

**Agenda Item #5:**

There were no Board member comments.

**Agenda Item #6:**

There were no public comments.

**Agenda Item #7**

Mr. Gillespie made a motion to adjourn Procurement Policy Board meeting. Motion carried unanimously. Meeting adjourned at 9:40 a.m.