

AJJ 4/16/15

**ILLINOIS STATE POLICE
MATERIAL REQUEST FORM**

4/27-PSSSC

FY: 15

Date: 4/16/2015

Division Head, Division Lieutenant Colonel Matthew Davis	Supervisor's Approval Dawn Hanney	Requested By Bureau Chief Jamie Blakley
-------------------------------------------------------------	--------------------------------------	--------------------------------------------

**NOTE: Supplies/Services under \$50,000 OR within the 64 Small Business Set Aside (SBSA) Categories, must use a vendor registered as a Small Business, or obtain a waiver. Website to check registered vendors:
http://www.sell2.illinois.gov/bep/Small_and_Diverse_Businesses.htm**

Commodity Index # (CIN)	NAME OF ITEM INCLUDING size, color, and full description or description of services to be performed. Contract, lease, bid, or other documentation must be attached.	Quantity	Unit	Unit Price	Total Cost
	<p>Request to re-establish COD PBC52605 for access to all digitized drivers' license photographs and signatures.</p> <p>ISP is a party to the Secretary of State (SOS) contract for this service. SOS initially extended this contract to conclude on 6/30/15.</p> <p>PBC #: _____</p> <p>Account Code: 816-49302-1900-00-00</p> <p>Minor Object Code: 1289</p>				240,000.00

Summary of need and impact to other entities

Project Name: _____	Term of Services: _____
Was item budgeted? <input checked="" type="checkbox"/> Yes	No If no, please justify. _____
Specifications Attached? <input checked="" type="checkbox"/> Yes	Contract Attached? <input checked="" type="checkbox"/> Yes
SBSA Vendor Used? <input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No/NA If No, SBSA Waiver Attached? <input checked="" type="checkbox"/> Yes

SOURCE OF SUPPLY		SHIP TO/BILL TO AS FOLLOWS:	
<p>NAME: Morphotrust USA Inc.</p> <p>ADDRESS: 14438 Collection Center Drive</p> <p>CITY: Chicago, IL 60693-4438</p> <p>FEIN: 04-3320515</p> <p>NAME: _____</p> <p>ADDRESS: _____</p> <p>CITY: _____</p> <p>FEIN: _____</p>		<p>SHIP TO CODE: 49320-02</p> <p>BILL TO CODE: 49320-02</p> <p>LOCATION: ISB</p> <p>ATTENTION: Heather Kyle</p> <p>TELEPHONE: 217/524-1958</p> <p>COST CENTER CODE 550</p> <p>FOR FISCAL USE ONLY</p> <p>Checked SBSA Directory <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A</p> <p>Analyst Approval: <i>cjeist</i></p> <p>Date: <i>4/20/15</i></p>	

IL 493-0620

ISP 2-43 (Rev.12/06)

Procurement Justification Form

Date: 4/16/15

PBC: N/A

Please check the following criteria that apply to the procurement on the attached Material Request Form (MRF):

- 1. The procurement is critical to the life, health and/or safety of the citizens of the State of Illinois.
- 2. The procurement will cause the loss of federal funds if not completed.
- 3. The procurement fulfills a legal or contractual commitment of the State of Illinois to its unions or other third parties.
- 4. The procurement is time-sensitive and critical to the mission of the agency, and special consideration is required due to the best interests of the State.

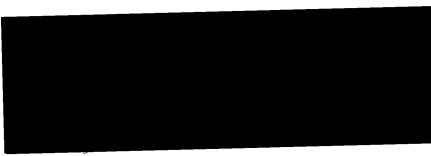
List the criteria # along with detailed justification below:

This procurement meets criteria #1 #4.

This procurement will provide the Illinois State Police (ISP) access to all digitized drivers' license photographs and signatures on file with the Secretary of State (SOS).

Please explain why this procurement can not be delayed until the next Fiscal Year:

The Illinois State Police is contractually obligated to this purchase through 6/30/15.



Division Approval



Director's Office Approval
(for purchases over the small
purchase threshold)

SERVICE PROCUREMENT AND CONTRACTING CHECKLIST

(October 2011 Revised)

Contracts that include services within the scope of bargaining unit work are allowed in certain circumstances. However, all such agreements shall be in accordance with Article XXIX, page 104; the Personal Service Contract Memorandum of Understanding (PSC MOU), page 287-268 of the 2008 AFSCME collective bargaining agreement; or the Mediated Resolution Memorandum when the work performed would arguably be performed by AFSCME represented employees if the work was performed by State Personnel.

In compliance with these agreement(s), agencies must identify and document the provisions under which the services are to be contracted. Please check the applicable paragraph below and maintain substantiating documentation:

Name: Image Query/Browser Software PBC/Contract #: 13-73714 Term: 07/01/2013-06/30/2016 Amount: \$480,000

Work Location: ISP/Division of Operations Date of Vacancy (*if applicable*): _____

Scope of Services: This procurement will provide the Illinois State Police (ISP) access to all digitized drivers' license (DL) photos on file with Secretary of State (SOS).

The access to DL photos provides critical information that is critical to the performance of ISP work and services.

Assessment of Need (attempts to redistribute work or TA, LOA, nature of duties, EPAR #, etc.): _____

I. **AFSCME-Bargaining Unit Work**- Same or comparable work is arguably performed by bargaining unit employees. Any contract determined to be inconsistent with guidelines below must be terminated within 45 days.

1. **Time Limited Work** – Work based on one of the following exceptions:
 - a. **Emergency Work** – consistent with section 8b.8 of the Personnel Code (20 ILCS 415), may be acquired for a period not to exceed 90 days. With a minimum 14-day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.
 - b. **Temporary or Seasonal Work** – consistent with section 8b.9 of the Personnel Code, may be acquired for a period not to exceed 6 months out of any 12 month period. With a minimum 14 day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.
 - c. **No Appropriate Eligible List** – consistent with section 8b.10 of the Personnel Code, may be acquired for a period not to exceed 6 months out of any 12 month period. With a minimum 14 day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.
2. **Specialized Professional** – The work to be performed under this contract requires specialized, professional or technical services which cannot reasonably be provided by employees. Use of contractual resources to perform this work is not restricted. _____ Written notice to Council 31
(date)
3. **Time Limited Projects** - The work to be performed under this contract is for time limited projects required to meet certain agency mandates for which specific funds have been dedicated. These services may be acquired for up to 12 months, renewable for an additional 12 months. _____ Written notice to Council 31
(date)
4. **Sub-contracting**: Written notice provided to Council 31 Pursuant to Article XXIX on _____
(date)
5. **Written waiver obtained from Council 31 for exceeded time frames set forth in #1(i).** _____
(date)

II. **B Non-AFSCME Bargaining Unit Work** – Same or comparable work is not arguably performed by bargaining unit employees as determined by the agency's Bureau of Personnel or Division of Labor Relations.

LR Administrator Signature 

Date 9/25/12

State of Illinois
Contract - Obligation Document

FY14

Agency No. 493

440

Fiscal Year	Transaction Code	Contract/Obligation No.	Transaction Date	Taxpayer ID No.	Legal			
14	2813	PBC52605	7/19/2013	04-3320515	04			
Contract Action	Class Code	Governor's Release No.	Vendor's Name and Address					
1. New <input checked="" type="checkbox"/>	75		Morphotrust USA Inc 14438 Collection Center Drive Chicago, IL 60693-4438					
Appropriation Account Code	Obligation Amount							
001-49320-1200-00-00	\$240,000.00							
			Multiple Year Contract	Maximum Contract Amount				
			From 6/2/2010 To 6/30/2015	\$240,000.00				
Current Fiscal Year of Contract	Annual Contract Amount							
			From 7/1/2013 To 6/30/2014	\$240,000.00				
Multiple Year Contract Amounts - Year 2 - 7 (and over)								
		2	3	4				
		5	6	7				

Description Re-establish obligation for FY14:
Services to provide IL State Police access to all digitized driver's license photographs and signatures on file with the Secretary of State (SOS) per the contract amendment on file.
Original contract filed by SOS beginning 6/2/07 under Oblig #051 4201 050. ISP became party to contract w/amendment beginning 6/25/08.
SOS has extended this contract to conclude 6/30/15
PBC #13-73714 IPB #22028789

Eleanor Day

7/22/2013

State Police

Prepared By

Date

Contracting Agency/Division

Hiram Grau

By: Michael Yokley

7/23/2014

State Police/Administration

Authorized B

Chief Fiscal Officer

Qute

Fifteen-Teeney Division

Material Request Form (MRF) - CHECKLIST

Project Title: Morphotrust
 Division: DOA

PBC#: N/A
 IPB#: N/A

Please check the appropriate box as it relates to the Relevant Category on the PBC:

- | | | |
|------------------------------------------------|----------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Commodities/Equipment | <input type="checkbox"/> Facilities | <input type="checkbox"/> General Services |
| <input type="checkbox"/> Health/Medical | <input checked="" type="checkbox"/> IT | <input type="checkbox"/> Telecom |

Attach this Checklist and the following documents to the MRF:

YES N/A Initials

Copy of draft Procurement Business Case

MRF with:

YES N/A

- | | |
|-------------------------------------|------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> appropriate approvals (including Budget) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> master contract number |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> IPB posting # (for all P&A, & other purchases >\$9,999.99) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> PBC # |

Procurement Justification Form with appropriate Division approval

Sole Source Justification Form with approvals

OMB approval of IT hardware over \$5000 (attach to PBC)

Screen print from small business database or approved small business waiver

Copy of request for quote (includes Sell2Illinois email sent to SBSA vendors) (attach to PBC)

All vendor responses to request for quote (if over \$9,999.99) (attach to PBC)

Service Procurement and Contracting Checklist signed by authorized Labor Relations representative, if procurement includes services (attach to PBC)

Specifications (if CMS will be bidding, to be entered into IGPS)

ELFAR

Cost Justification form with signatures (for printing devices)

Surplus Property form (for printing devices)

Other documents _____

Re-establish

Contact Name: Dawn Flanney

Phone #: 75219

Date: 4-16-15

**ILLINOIS STATE POLICE
MATERIAL REQUEST FORM**

4/17-Budget

FY: 15

Date: 4/16/2015

Division Head, Division Lieutenant Colonel Matthew Davis	Supervisor's Approval Dawn Hanney	Requested By Bureau Chief Jamie Blakey
-------------------------------------------------------------	--------------------------------------	-------------------------------------------

**NOTE: Supplies/Services under \$50,000 OR within the 64 Small Business Set Aside (SBSA) Categories, must use a vendor registered as a Small Business, or obtain a waiver. Website to check registered vendors:
http://www.sell2.illinois.gov/bep/Small_and_Diverse_Businesses.htm**

Commodity Index # (CIN)	NAME OF ITEM INCLUDING size, color, and full description or description of services to be performed. Contract, lease, bid, or other documentation must be attached.	Quantity	Unit	Unit Price	Total Cost
	<p>Request to re-establish COD PBC52605 for access to all digitized drivers' license photographs and signatures.</p> <p>ISP is a party to the Secretary of State (SOS) contract for this service. SOS initially extended this contract to conclude on 6/30/15.</p> <p>PBC #: _____</p> <p>Account Code: <u>816-49302-1900-00-00</u></p> <p>Minor Object Code: <u>1289</u></p>				240,000.00

Summary of need and impact to other entities

Project Name: _____	Term of Services: _____
Was item budgeted? <input checked="" type="checkbox"/> Yes	No If no, please justify. _____
Specifications Attached? <input checked="" type="checkbox"/> Yes	Contract Attached? <input checked="" type="checkbox"/> Yes
SBSA Vendor Used? <input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No/NA If No, SBSA Waiver Attached? <input checked="" type="checkbox"/> Yes

SOURCE OF SUPPLY		SHIP TO/BILL TO AS FOLLOWS:	
NAME: Morphotrust USA Inc.	ADDRESS: 14438 Collection Center Drive	SHIP TO CODE: 49320-02	BILL TO CODE: 49320-02
CITY: Chicago, IL 60693-4438	FEIN: 04-3320515	LOCATION: ISB	ATTENTION: Heather Kyle
NAME: _____	ADDRESS: _____	TELEPHONE: 217/524-1958	COST CENTER CODE 550
CITY: _____	FEIN: _____	FOR FISCAL USE ONLY	
Analyst Approval:		Checked SBSA Directory <input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Date: _____			

IL 493-0620

ISP 2-43 (Rev.12/06)

Procurement Justification Form

Date: 4/16/15

PBC: N/A

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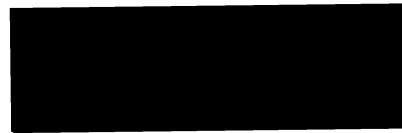
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Division Approval

Director's Office Approval
(for purchases over the small
purchase threshold)

ISP2-570(1/12)

SERVICE PROCUREMENT AND CONTRACTING CHECKLIST

(October 2011 Revised)

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(date)

II. **Non-AFSCME Bargaining Unit Work** – Same or comparable work is not arguably performed by bargaining unit employees as determined by the agency's Bureau of Personnel or Division of Labor Relations.

LR Administrator Signature _____ Date 9/25/12

State of Illinois
Contract - Obligation Document

FY14

Agency No. 493

440

<i>Fiscal Year</i> 14	<i>Transaction Code</i> 2813	<i>Contract/Obligation No.</i> PBC52605	<i>Transaction Date</i> 7/19/2013	<i>Taxpayer ID No.</i> 04-3320515	<i>Legal</i> 04
<i>Contract Action</i>	<i>Class Code</i>	<i>Governor's Release No.</i>	<i>Vendor's Name and Address</i>		
1. New <input checked="" type="checkbox"/> 2. Change <input type="checkbox"/> 3. Delete <input type="checkbox"/>	75		Morphotrust USA Inc 14438 Collection Center Drive Chicago, IL 60693-4438		
<i>Appropriation Account Code</i> 001-49320-1200-00-00		<i>Obligation Amount</i> \$240,000.00			
			<i>Multiple Year Contract</i>		<i>Maximum Contract Amount</i> \$240,000.00
			<i>From</i> 6/2/2010	<i>To</i> 6/30/2015	
			<i>Current Fiscal Year of Contract</i>		<i>Annual Contract Amount</i> \$240,000.00
			<i>From</i> 7/1/2013	<i>To</i> 6/30/2014	
<i>Multiple Year Contract Amounts - Year 2 - 7 (and over)</i>					
		2	3	4	
		5	6	7	

Description Re-establish obligation for FY14:

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ISP became party to contract w/amendment beginning 6/25/08.

SOS has extended this contract to conclude 6/30/15

PBC #13-73714 IPB #22028789

Eleanor Day

7/22/2013

State Police

Prepared By

Date

Contracting Agency/Division

Hiram Grau

By: Michael Yokley

7/7/2023

State Police/Administration

Authorized By

Chief Fiscal Officer

Date

Finance Agency Division

Material Request Form (MRF) - CHECKLIST

Project Title: Morphotrust
 Division: DOA

PBC#: N/A
 IPB#: N/A

Please check the appropriate box as it relates to the Relevant Category on the PBC:

- | | | |
|------------------------------------------------|----------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Commodities/Equipment | <input type="checkbox"/> Facilities | <input type="checkbox"/> General Services |
| <input type="checkbox"/> Health/Medical | <input checked="" type="checkbox"/> IT | <input type="checkbox"/> Telecom |

Attach this Checklist and the following documents to the MRF:

YES N/A Initials

Copy of draft Procurement Business Case

MRF with:

YES N/A

- | | |
|-------------------------------------|------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> appropriate approvals (including Budget) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> master contract number |
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Procurement Justification Form with appropriate Division approval

Sole Source Justification Form with approvals

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Specifications (if CMS will be bidding, to be entered into IGPS)

ELFAR

Cost Justification form with signatures (for printing devices)

Surplus Property form (for printing devices)

Other documents _____

Re-establish

Contact Name: Dawn Flanney

Phone #: 75219

Date: 4-16-15

Re: Fw: ISP MorphoTrust Invoice 
Matthew Davis to Dawn Hanney

04/15/2015 05:12 PM

Budget and the DO is aware. Thanks.

approp code 816-49302-1900-00-00, cc 550.

Lieutenant Colonel Matt Davis
Illinois State Police
Division of Administration
cell: 217-433-6824

Dawn Hanney What funding source will utilized? We will have... 04/15/2015 05:02:37 PM

From: Dawn Hanney/IISPolice
To: Matthew Davis/IISPolice@IISPolice,
Date: 04/15/2015 05:02 PM
Subject: Re: Fw: ISP MorphoTrust Invoice

What funding source will utilized? We will have to process paperwork to re-establish the obligation first.

Thank you,

Dawn Hanney
Illinois State Police
Division of Administration
217/557-5219

Matthew Davis Please voucher the MorphoTrust invoice. Any qu... 04/15/2015 04:56:34 PM

Matthew Davis Are you available to discuss this issue Monday?... 04/12/2015 11:26:22 AM



FW: MorphoTrust

Matthew Davis to: Dawn Hanney

03/27/2015 06:12 PM

We will pay Morphotrust from this. Its looking like we're going to have to pay it. I have one more meeting on this next week.

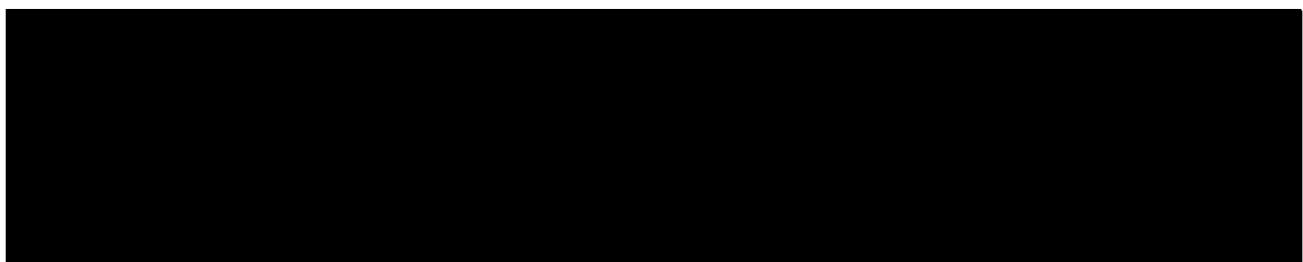
Sent from my Windows Phone

From: Carol Rakers

Sent: 3/27/2015 4:52 PM

To: Matthew Davis

Subject: Re: MorphoTrust



This e-mail transmission (and/or documents accompanying such) contains information sent to or from the ISP Budget Office and may include confidential information. Such information is intended only for the use of the individual or entity to whom it was addressed. Further dissemination of or reliance upon such information without proper authorization is prohibited. If you have received this transmission in error, please notify the sender by telephone to arrange for its secure return.

Matthew Davis

What CC will the 248K come from? Looks like w...

03/27/2015 04:14:32 PM

From: Matthew Davis/IISPolice
To: Carol Rakers/IISPolice@ilspolice,
Date: 03/27/2015 04:14 PM
Subject: MorphoTrust

What CC will the 248K come from?

Looks like we are not going to be able to terminate the contract signed in FY13.

This will be the last one because we did not renew for FY16.

Sent from my Windows Phone

Fw: INV16749

Matthew Davis to: Dawn Hanney

03/25/2015 09:57 AM

History

This message has been forwarded.

FYI - I just received this yesterday. Please hold off processing until I am able to meet with Legal.

Lieutenant Colonel Matt Davis
Illinois State Police
Division of Administration
cell: 217-433-6824

----- Forwarded by Matthew Davis/IStPolice on 03/25/2015 09:57 AM -----

From: "Carter, Natisha" <ncarter@morphotrust.com>
To: "matthew_davis@isp.state.il.us" <matthew_davis@isp.state.il.us>,
Cc: "Grochmal, Diane" <DGrochmal@morphotrust.com>
Date: 03/24/2015 02:32 PM
Subject: INV16749

Hi Matthew,

Attached is INV16749. Please let me know if you have any questions.

Thanks,
Natisha Carter
Project Accountant

Phone: 978-215-2471
Fax: 978-215-2500
296 Concord Road
Billerica, MA 01821 USA
ncarter@morphotrust.com
www.MorphoTrust.com



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and [Identogo](#) on LinkedIn.
Like [Identogo](#) on Facebook.

This message is only for the use of the intended recipient and may contain information that is CONFIDENTIAL and PROPRIETARY to MorphoTrust USA, Inc. If you are not the intended recipient, please erase all copies of the message and its attachments and



notify the sender immediately **INV16749.pdf**

RE: ISP MorphoTrust Invoice

Matthew Davis to: Hamilton, Mark

03/02/2015 12:23 PM

Mr. Hamilton,

I wanted to follow up on our below communication to alleviate some potential confusion. As you are likely aware, on Oct. 1, 2014 the Illinois State Police (ISP) elected not to renew the contract for FY16.

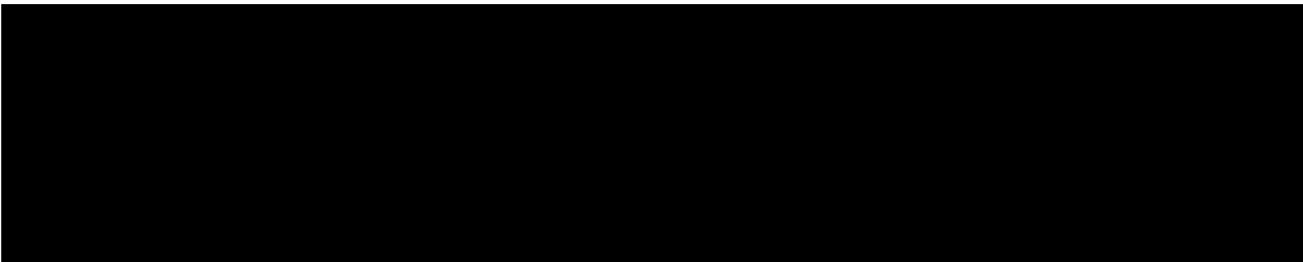
Leading up to that time, we were in the process of reviewing all software expenditures. It was determined we could not afford to maintain our MorphoTrust licenses. We would be unable to make payment via funds provided by the Illinois General Assembly or federal grant source and therefore wish to terminate our FY15 agreement.

By January 22, 2015 all ISP users had their access to the MorphoTrust software removed. I believe all prior invoices have been paid. Please feel free to contact me if you have any questions or concerns. Thank you.

Lieutenant Colonel Matt Davis
Illinois State Police
Division of Administration
cell: 217-433-6824

"Hamilton, Mark" Col. Davis, I will get this to you right away. 02/10/2015 01:21:05 PM

From: "Hamilton, Mark" <mhamilton@morphotrust.com>
To: "Matthew_Davis@isp.state.il.us" <Matthew_Davis@isp.state.il.us>,
Date: 02/10/2015 01:21 PM
Subject: RE: ISP MorphoTrust Invoice



This message is only for the use of the intended recipient and may contain information that is CONFIDENTIAL and PROPRIETARY to MorphoTrust USA, Inc. If you are not the intended recipient, please erase all copies of the message and its attachments and notify the sender immediately.

-----Original Message-----

From: Matthew_Davis@isp.state.il.us [mailto:Matthew_Davis@isp.state.il.us]
Sent: Tuesday, February 10, 2015 1:55 PM
To: Hamilton, Mark
Subject: ISP MorphoTrust Invoice

Mr. Hamilton,

I was informed today that the ISP invoices are likely being sent to an old address. You can forward an electronic copy of any outstanding invoices to me or send via USPS to:

Dawn Hanney
Illinois State Police
Division of Administration
801 South 7th Street, Suite 300S
Springfield, Illinois 62703

Thank you.

Lieutenant Colonel Matt Davis
Illinois State Police
Division of Administration
cell: 217-433-6824



Fw: Morphotrust

James Rosanova to: Matthew Davis
Cc: Jennifer Grady-Paswater, Suzanne Bond

02/18/2015 12:42 PM

LTC Davis,

Pursuant to our conversation.....

[REDACTED]

CONFIDENTIALITY NOTICE: This electronic mail message, including any attachments, contains information to and/or from the Illinois State Police Legal Office and is for the intended recipient(s) only. Its content may be exempt from disclosure as privileged attorney-client communication and/or attorney work product, or as otherwise privileged. If you are not the intended recipient, please be aware that any copying, distribution, dissemination, disclosure or other use of this e-mail and any attachments is unauthorized and prohibited.

----- Forwarded by James Rosanova/IISPolice on 02/18/2015 11:51 AM -----

From: Matthew Davis/IISPolice
To: Jennifer Grady-Paswater/IISPolice@ILSTPOLICE,

Cc: James Rosanova/IISPolice@IISPolice
Date: 02/18/2015 09:10 AM
Subject: Fw: Morphotrust

Just following up on our conversation last week and whether the Article 7 argument for termination is viable.

If you need anything from me, just let me know. Thanks.

Lieutenant Colonel Matt Davis
Illinois State Police
Division of Administration
cell: 217-433-6824

----- Forwarded by Matthew Davis/IISPolice on 02/18/2015 09:08 AM -----

From: Matthew Davis/IISPolice
To: Jennifer Grady-Paswater/IISPolice@ILSTPOLICE,
Date: 02/13/2015 03:54 PM
Subject: Morphotrust

Per our conversation, here's the final copy of that memo. Thanks again.

Lieutenant Colonel Matt Davis
Illinois State Police
Division of Administration
cell: 217-433-6824

----- Forwarded by Matthew Davis/IISPolice on 02/13/2015 03:53 PM -----

From: "ISP Div of Admin, Ste 300-S, CHQ" <S03P05@isp.state.il.us>
To: "davimat@isp.state.il.us" <davimat@isp.state.il.us>,
Date: 02/13/2015 03:44 PM
Subject: Scan from a Xerox WorkCentre

Please open the attached document. It was scanned and sent to you using a Xerox WorkCentre.

Attachment File Type: PDF

WorkCentre Location: 3-South DOA
Device Name: S03P05



DOC.PDF

ILLINOIS STATE POLICE
MATERIAL REQUEST FORM

PK
10/3/2012

FY14
FY13

Date: 9/25/2012

Division Head, Division Colonel Patrick E. Keen	Supervisor's Approval Lieutenant Colonel Kimberly A. Cochran	Requested By Bureau Chief Alan Burgard
----------------------------------------------------	-----------------------------------------------------------------	-------------------------------------------

**NOTE: Supplies/Services under \$50,000 OR within the 64 Small Business Set Aside (SBSA) Categories, must use a vendor registered as a Small Business, or obtain a waiver. Website to check registered vendors:
http://www.sell2.illinois.gov/bep/Small_and_Diverse_Businesses.htm**

Commodity Index # (CIN)	NAME OF ITEM INCLUDING size, color, and full description or description of services to be performed. Contract, lease, bid, or other documentation must be attached.	Quantity	Unit	Unit Price	Total Cost
	<p>Request to renew the contract for access to all digitized drivers' license photographs and signatures for the time period of 7/1/13-6/30/15.</p> <p>ISP is a party to the Secretary of State (SOS) contract for this service. SOS initially extended this contract to conclude on 6/30/13.</p> <p>FY14 - \$240,000 → <i>cgg 10/11/12</i> FY15 - \$240,000</p> <p><u>FY13 Obligation: PBC52605</u></p> <p>IPB: 22028789 PBC #: 13-73714 Account Code: 001-49320-1200-00-00 Minor Object Code: 1289</p>	10/24	To Eleanor		0.00

Summary of need and impact to other entities

Project Name: ISP IMAGE QUERY / I-BRASSR Term of Services:

Was item budgeted? Yes No If no, please justify. _____
 Specifications Attached: Yes No Contract Attached: Yes No
 SBSA Vendor Used? Yes N/A No/NA If No, SBSA Waiver Attached: Yes No

<p>SOURCE OF SUPPLY</p> <p>NAME: Morphotrust USA Inc. ADDRESS: 14438 Collection Center Drive CITY: Chicago, IL 60693-4438 FEIN: 04-3320515</p> <p>NAME: ADDRESS: CITY: FEIN:</p>	<p>SHIP TO/BILL TO AS FOLLOWS:</p> <p>SHIP TO CODE: 49320-02 BILL TO CODE: 49320-02 LOCATION: ISB ATTENTION: Pat Weems TELEPHONE: 217/524-1958 COST CENTER CODE 440</p> <p>FOR FISCAL USE ONLY</p> <p>Checked SBSA Directory <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A</p> <p>Analyst Approval:</p> <p>Date:</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

IL 493-0620

TO DO 10/2 CR

ISP 2-43 (Rev. 12/06)

Procurement Justification Form

Date: 10/01/2012
PBC: 13-73714

Please check the following criteria that apply to the procurement on the attached Material Request Form (MRF):

- 1. The procurement is critical to the life, health and/or safety of the citizens of the State of Illinois.
- 2. The procurement will cause the loss of federal funds if not completed.
- 3. The procurement fulfills a legal or contractual commitment of the State of Illinois to its unions or other third parties.
- 4. The procurement is time-sensitive and critical to the mission of the agency, and special consideration is required due to the best interests of the State.

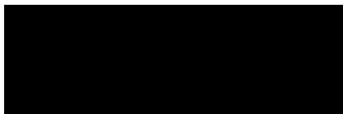
List the criteria # along with detailed justification below:

This procurement meets criteria #1 #4.

This procurement will provide the Illinois State Police (ISP) access to all digitized drivers' license photographs and signatures on file with the Secretary of State (SOS). The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification (FOID) card application process and for ISP investigative purposes. If this procurement is not approved, ISP could lose access to information that is critical to performance of ISP work and services which are mandated by law. The current contract is being renewed by SOS for a two-year period.

Please explain why this procurement can not be delayed until the next Fiscal Year:

This procurement will begin in Fiscal Year 2014. The ISP is in the process of executing an amendment with the Secretary of State for access to the drivers' license photographs through June 30, 2015.



Division Approval



Director's Office Approval
(for purchases over the small
purchase threshold)

ISP2-570(1/12)

SERVICE PROCUREMENT AND CONTRACTING CHECKLIST
(October 2011 Revised)

Contracts that include services within the scope of bargaining unit work are allowed in certain circumstances. However, all such agreements shall be in accordance with Article XXIX, page 104; the Personal Service Contract Memorandum of Understanding (PSC MOU), page 267-268 of the 2008 AFSCME collective bargaining agreement; or the Mediated Resolution Memorandum when the work performed would arguably be performed by AFSCME represented employees if the work was performed by State Personnel.

In compliance with these agreement(s), agencies must identify and document the provisions under which the services are to be contracted. Please check the applicable paragraph below and maintain substantiating documentation:

Name: Image Query/IBrowser Software PBC/Contract #: 13-73714 Term: 07/01/2013-06/30/2015 Amount: \$480,000

Work Location: ISP/Division of Operations Date of Vacancy (*if applicable*): _____

Scope of Services: _____ This procurement will provide the Illinois State Police (ISP) access to all digitized drivers' license (DL) photos on file with Secretary of State (SOS).

The access to DL photos provides critical information that is critical to the performance of ISP work and services.

Assessment of Need (attempts to redistribute work or TA, LOA, nature of duties, EPAR #, etc.): _____

- I. **AFSCME-Bargaining Unit Work**- Same or comparable work is arguably performed by bargaining unit employees. Any contract determined to be inconsistent with guidelines below must be terminated within 45 days.

1. **Time Limited Work** – Work based on one of the following exceptions:

a. **Emergency Work** – consistent with section 8b.8 of the Personnel Code (20 ILCS 415), may be acquired for a period not to exceed 90 days. With a minimum 14-day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.

b. **Temporary or Seasonal Work** – consistent with section 8b.9 of the Personnel Code, may be acquired for a period not to exceed 6 months out of any 12 month period. With a minimum 14 day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.

c. **No Appropriate Eligible List** – consistent with section 8b.10 of the Personnel Code, may be acquired for a period not to exceed 6 months out of any 12 month period. With a minimum 14 day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.

2. **Specialized Professional** – The work to be performed under this contract requires specialized, professional or technical services which cannot reasonably be provided by employees. Use of contractual resources to perform this work is not restricted. _____ Written notice to Council 31

(date)

3. **Time Limited Projects** - The work to be performed under this contract is for time limited projects required to meet certain agency mandates for which specific funds have been dedicated. These services may be acquired for up to 12 months, renewable for an additional 12 months. _____ Written notice to Council 31

(date)

4. **Sub-contracting:** Written notice provided to Council 31 Pursuant to Article XXIX on _____ (date)

5. **Written waiver obtained from Council 31 for exceeded time frames set forth in #(I)1.** _____ (date)

- II. **Non-AFSCME Bargaining Unit Work** – Same or comparable work is not arguably performed by bargaining unit employees as determined by the agency's Bureau of Personnel or Division of Labor Relations.

LR Administrator Signature _____

Date

9/25/12

Procurement Business Case Print Report

Request ID 13-000000073714

Project Title ISP Image Query/IBrowser

Status Under Review - Award

sub Released by OMB

Requesting Agency ISP-Illinois State Police

Agency Reference Number

Creator Name Aaron Schroeder

Procurement End User

APO Name John Power

APO Phone (217) 558-3880

APO Email John_Power@isp.state.il.us

Relevant Category IT

Detail Object Code 1289 Contractual Services Not Elsewhere Classified

Will a Solicitation/Bid No
be posted to IPB?

Will a Notice be Posted Yes
to IPB?

In which fiscal year is 2014
procurement to begin?

Is this a multi-year Yes
(exceeds 12 months)
contract?

Contract for legal No
related services (CPO
#33)

Nature of Request IT

Enter the Original PBC52605
Contract Number

Procurement Approach Renewal

Special Condition None

Potential Small No

Business Set Aside?

Potential BEP Yes

Participation Goal?

Code S400

Class Miscellaneous Services

ARRA Federal No

Recovery Funded

CFDA #

Federal Project Title

SPO Name Marty Lane

SPO Phone (217) 557-4781

SPO Email marty_lane@isp.state.il.us

Work Log BMARTIN3 10/24/12 10:04:00 AM

Button Pressed Approve BMARTIN3 10/24/2012 10:04:00 AM

DHANNEY 10/24/12 10:02:39 AM

Button Pressed Vendor Selected DHANNEY for \$480,000.00 Total (Vendor Award = Yes)
10/24/2012 10:02:37 AM

Remedy Application Service 10/24/12 9:56:06 AM

Approved by PM.

TPOWER 10/24/12 9:56:04 AM

Button Pressed Approve TPOWER 10/24/2012 9:56:06 AM

JELLENBE 10/19/12 2:49:17 PM

routed to boss lead

Remedy Application Service 10/19/12 12:45:49 PM

Approved by IT/Telecom.

DBREEN 10/18/12 8:18:16 AM

Button Pressed Approve DBREEN 10/18/2012 8:18:16 AM

JCUNNIN1 10/18/12 8:13:31 AM

Button Pressed Approve JCUNNIN1 10/18/2012 8:13:31 AM

JCUNNIN1 10/18/12 8:13:27 AM

No alignment issues.

Remedy Application Service 10/17/12 5:20:19 PM

Approved: APO approval level.

JPOWER2 10/17/12 5:20:17 PM

Button Pressed Approve JPOWER2 10/17/2012 5:20:16 PM

DHANNEY 10/17/12 5:10:04 PM

Button Pressed Start Approval DHANNEY 10/17/2012 5:10:02 PM

DHANNEY 10/17/12 5:09:25 PM

This procurement meets criteria #1 #4. This procurement will provide the Illinois State Police (ISP) access to all digitized drivers' license photographs and signatures on file with the Secretary of State (SOS). The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification (FOID) card application process and for ISP investigative purposes. If this procurement is not approved, ISP could lose access to information that is critical to performance of ISP work and services which are mandated by law. The current contract is being renewed by SOS for a two-year period.

Please explain why this procurement can not be delayed until the next Fiscal Year: This procurement will begin in Fiscal Year 2014. The ISP is in the process of executing an amendment with the Secretary of State for access to the drivers' license photographs through June 30, 2015.

AR_ESCALATOR 10/11/12 5:35:44 PM

The Requesting Agency data have changed and the APO info, SPO info, Deputy Chief of Staff, or CC on OMB Approvals fields have been updated on this open or canceled PBC.

ASCHROED 9/24/12 9:29:39 AM

Information Services Bureau Chief Alan Burgard has reviewed and approved this PBC.

Type of Contract Agency-Specific Contract

Expected Start Date 7/1/13

Expected End Date 6/30/15

Is the Expected Start Yes

Date Firm?

Number of Renewals 1

Total Term (in Months) 24

Total Value for 480,000.00

Maximum Length of Contract

Total Value Funding 480,000.00
Sources

These Values are: Estimated

Is Third Party No

Financing Required?

Programmatic Objective This procurement will provide the Illinois State Police (ISP) access to all digitized drivers' license photographs and signatures on file with the Secretary of State (SOS). The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification (FOID) card application process and for ISP investigative purposes. If this procurement is not approved, ISP could lose access to information that is critical to performance of ISP work and services which are mandated by law. The current contract is being renewed by SOS for a two-year period.

Economic Justification The Illinois State Police (ISP) has been party to a multiple year contract executed between the Illinois Secretary of State's (SOS) Office and the vendor. As such, this procurement approach provides the most economically beneficial option available. Another procurement approach would result in a separate contract being necessary between the ISP and the vendor. This situation can be avoided by the ISP being a party in the two year renewal between SOS and the vendor. The cost of this service is \$240,000 per year.

History/Background Access to the aforementioned information currently is being addressed through the same agreement between SOS, the vendor, and ISP. The renewal of the contract allows the ISP access to the photos and signatures through June 30, 2015. The previous PBC for this purchase was #10-52605. This procurement is not subject to the Small Business Set Aside or Business Enterprise Program (BEP).

Brand Name

Emergency

Emergency Rationale

Sole Source

Sole Source Question 1

Sole Source Question 2

Sole Source Question 3

Sole Source Question 4

Sole Source Question 5

Sole Source Question 6

Sole Source Question 7

State Use

Governance Required? No

Account Charge

Comments BOSS lead Tyrone Forte

Charter Required? No

Charter Approved? No

Was this Approved No
with Conditions?

Conditions

ARB Approval
Required?

IPB Reference Number

DateSolicitation Posted
to IPB

Bid Opening Date

Bid Opening Time

Bid Opening Location

Project Contact Person

Project Contact Phone

Project Contact Fax

Project Contact Email

Date Award Posted

Notice Expiration Date

Conference Date

Conference Time

Conference Location

Conference Mandatory

Award Justification Contract renewal

Project Title: ISP Image Query/1-Browser PBC#: 13-73714
Division: DOA IPB#: 22028789

Please check the appropriate box as it relates to the Relevant Category on the PBC:

- Commodities/Equipment Facilities General Services
 Health/Medical IT Telecom

Attach this Checklist and the following documents to the MRF:

YES N/A Initials DH

Copy of draft Procurement Business Case

MRF with:

YES N/A

- appropriate approvals (including Budget)
 master contract number
 IPB posting # (for all P&A, & other purchases >\$9,999.99)
 PBC #

DH Procurement Justification Form with appropriate Division approval

DH Sole Source Justification Form with approvals

DH OMB approval of IT hardware over \$5000 (attach to PBC)

DH Screen print from small business database or approved small business waiver

DH Copy of request for quote (includes Sell2Illinois email sent to SBSA vendors) (attach to PBC)

DH All vendor responses to request for quote (if over \$9,999.99) (attach to PBC)

DH Service Procurement and Contracting Checklist signed by authorized Labor Relations representative, if procurement includes services (attach to PBC) ✓

DH Specifications (if CMS will be bidding, to be entered into IGPS)

DH ELFAR

DH Cost Justification form with signatures (for printing devices)

DH Surplus Property form (for printing devices)

Other documents _____

Contact Name: Dawn Hanney

Phone #: 7-5219

Date: 10-1-12

PBC 13-73714 ISP Image Query/IBrowser

John Power (to: Dawn Hanney
Cc: Aaron Schroeder

10/17/2012 04:58 PM

Dawn,

The MRF associated with PBC 73714 (ISP Image Query/IBrowser) has been initiated by ISP Budget and ISP SPO.

Please add the PJF statement to the Work Log of the PBC and start the PBC in the Remedy System approval process.

I will be returning to you the initialed MRF.

Thanks

John A. Power
Agency Procurement Officer - Illinois State Police
801 South 7th Street, Suite 700-S
Springfield, IL 62703
Phone:217-558-3880
Fax:217-785-4374

*Started approval
10/17/12*

ILLINOIS STATE POLICE
MATERIAL REQUEST FORM

PK
10/10/12

10/25/2012

Division Head, Division
Colonel Patrick E. Keen

Supervisor's Approval
Lieutenant Colonel Kimberly A. Cochran

NOTE: Supplies/Services under \$50,000 OR within the 64 Small Business Set Aside registered as a Small Business, or obtain a waiver. Website to click http://www.sell2.illinois.gov/bep/Small_and_Diverse_B

orig to
Fiscal
10-12-12

H/Burgard
Vendor

Commodity Index # (CIN)	NAME OF ITEM INCLUDING size, color, and full description or description of services to be performed. Contract, lease, bid, or other documentation must be attached.	Quantity	Unit	Unit Price	Total Cost
	<p>Request to renew the contract for access to all digitized drivers' license photographs and signatures for the time period of 7/1/13-6/30/15.</p> <p>ISP is a party to the Secretary of State (SOS) contract for this service. SOS initially extended this contract to conclude on 6/30/13.</p> <p>FY14 - \$240,000 → <i>cjg 10/11/12</i> FY15 - \$240,000</p> <p>FY13 Obligation: PBC52605</p> <p>IPB: 22028789</p> <p>PBC #: 13-73714 Account Code: 001-49320-1200-00-00 Minor Object Code: 1289</p>				0.00

Summary of need and impact to other entities

Project Name: <u>ISP Im65 Query / I-Browser</u>	Term of Services:
Was item budgeted: <input checked="" type="checkbox"/> Yes	No If no, please justify: _____
Specifications Attached: <input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No Contract Attached: _____ Yes <input checked="" type="checkbox"/> No
SBSA Vendor Used? <input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A No/NA If No, SBSA Waiver Attached: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SOURCE OF SUPPLY <p>NAME: Morphotrust USA Inc. ADDRESS: 14438 Collection Center Drive CITY: Chicago, IL 60693-4438 FEIN: 04-3320515</p> <p>NAME: ADDRESS: CITY: FEIN:</p>	SHIP TO/BILL TO AS FOLLOWS: <p>SHIP TO CODE: 49320-02 BILL TO CODE: 49320-02 LOCATION: ISB ATTENTION: Pat Weems TELEPHONE: 217/524-1958 COST CENTER CODE 440</p> <p>FOR FISCAL USE ONLY</p> <p>Checked SBSA Directory <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A</p> <p>Analyst Approval: _____</p> <p>Date: _____</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

IL 493-0620

To DD 10/12 CR

ISP 2-43 (Rev.12/06)

SERVICE PROCUREMENT AND CONTRACTING CHECKLIST

(October 2011 Revised)

Contracts that include services within the scope of bargaining unit work are allowed in certain circumstances. However, all such agreements shall be in accordance with Article XXIX, page 104; the Personal Service Contract Memorandum of Understanding (PSC MOU), page 267-268 of the 2008 AFSCME collective bargaining agreement; or the Mediated Resolution Memorandum when the work performed would arguably be performed by AFSCME represented employees if the work was performed by State Personnel.

In compliance with these agreement(s), agencies must identify and document the provisions under which the services are to be contracted. Please check the applicable paragraph below and maintain substantiating documentation:

Name: Image Query/Browser Software PBC/Contract #: 13-73714 Term: 07/01/2013-06/30/2015 Amount: \$480,000

Work Location: ISP/Division of Operations Date of Vacancy (if applicable) _____

Scope of Services: This procurement will provide the Illinois State Police (ISP) access to all digitized drivers' license (DL) photos on file with Secretary of State (SOS).

The access to DL photos provides critical information that is critical to the performance of ISP work and services.

Assessment of Need (attempts to redistribute work or TA, LOA, nature of duties, EPAR #, etc.): _____

I. **AFSCME-Bargaining Unit Work**- Same or comparable work is arguably performed by bargaining unit employees. Any contract determined to be inconsistent with guidelines below must be terminated within 45 days.

1. **Time Limited Work** – Work based on one of the following exceptions:

a. **Emergency Work** – consistent with section 8b.8 of the Personnel Code (20 ILCS 415), may be acquired for a period not to exceed 90 days. With a minimum 14-day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.

b. **Temporary or Seasonal Work** – consistent with section 8b.9 of the Personnel Code, may be acquired for a period not to exceed 6 months out of any 12 month period. With a minimum 14 day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.

c. **No Appropriate Eligible List** – consistent with section 8b.10 of the Personnel Code, may be acquired for a period not to exceed 6 months out of any 12 month period. With a minimum 14 day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.

2. **Specialized Professional** – The work to be performed under this contract requires specialized, professional or technical services which cannot reasonably be provided by employees. Use of contractual resources to perform this work is not restricted. _____ Written notice to Council 31

(date)

3. **Time Limited Projects** - The work to be performed under this contract is for time limited projects required to meet certain agency mandates for which specific funds have been dedicated. These services may be acquired for up to 12 months, renewable for an additional 12 months. _____ Written notice to Council 31

(date)

4. **Sub-contracting: Written notice provided to Council 31 Pursuant to Article XXIX on** _____
(date)

5. **Written waiver obtained from Council 31 for exceeded time frames set forth in #(I)1.** _____
(date)

II. **Non-AFSCME Bargaining Unit Work** – Same or comparable work is not arguably performed by bargaining unit employees as determined by the agency's Bureau of Personnel or Division of Labor Relations.

LR Administrator Signature _____

Date 9/25/12

SPO Email marty_lane@isp.state.il.us

Work Log ASCHROED 9/24/12 9:29:39 AM

Information Services Bureau Chief Alan Burgard has reviewed and approved this PBC.

Type of Contract Agency-Specific Contract

Expected Start Date 7/1/13

Expected End Date 6/30/15

Is the Expected Start Date Firm? Yes

Number of Renewals 1

Total Term (in Months) 24

Total Value for 480,000.00

Maximum Length of Contract

Total Value Funding Sources 480,000.00

These Values are: Estimated

Is Third Party No

Financing Required?

Programmatic This procurement will provide the Illinois State Police (ISP) access to all digitized drivers'

Objective license photographs and signatures on file with the Secretary of State (SOS). The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification (FOID) card application process and for ISP investigative purposes. If this procurement is not approved, ISP could lose access to information that is critical to performance of ISP work and services which are mandated by law. The current contract is being renewed by SOS for a two-year period.

Economic Justification The Illinois State Police (ISP) has been party to a multiple year contract executed between the Illinois Secretary of State's (SOS) Office and the vendor. As such, this procurement approach provides the most economically beneficial option available. Another procurement approach would result in a separate contract being necessary between the ISP and the vendor. This situation can be avoided by the ISP being a party in the two year renewal between SOS and the vendor. The cost of this service is \$240,000 per year.

History/Background Access to the aforementioned information currently is being addressed through the same agreement between SOS, the vendor, and ISP. The renewal of the contract allows the ISP access to the photos and signatures through June 30, 2015. The previous PBC for this purchase was #10-52605. This procurement is not subject to the Small Business Set Aside or Business Enterprise Program (BEP).

Brand Name

Emergency

Emergency Rationale

Sole Source

Sole Source Question 1

Sole Source Question 2

Sole Source Question 3

Sole Source Question 4

Sole Source Question 5

Sole Source Question 6

Sole Source Question 7

Project Title: ISP Image Query/11-Browser PBC#: 13-73714
 Division: DOA IPB#: 22028789

Please check the appropriate box as it relates to the Relevant Category on the PBC:

- | | | |
|------------------------------------------------|----------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Commodities/Equipment | <input type="checkbox"/> Facilities | <input type="checkbox"/> General Services |
| <input type="checkbox"/> Health/Medical | <input checked="" type="checkbox"/> IT | <input type="checkbox"/> Telecom |

Attach this Checklist and the following documents to the MRF:

YES N/A Initials

DH Copy of draft Procurement Business Case

DH MRF with:

YES N/A

- | | | |
|--------------------------|-------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | appropriate approvals (including Budget) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | master contract number |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | IPB posting # (for all P&A, & other purchases >\$9,999.99) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | PBC # |

DH Procurement Justification Form with appropriate Division approval

DH Sole Source Justification Form with approvals

DH OMB approval of IT hardware over \$5000 (attach to PBC)

DH Screen print from small business database or approved small business waiver

DH Copy of request for quote (includes Sell2Illinois email sent to SBSA vendors) (attach to PBC)

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DH Service Procurement and Contracting Checklist signed by authorized Labor Relations representative, if procurement includes services (attach to PBC) ✓

DH Specifications (if CMS will be bidding, to be entered into IGPS)

DH ELFAR

DH Cost Justification form with signatures (for printing devices)

DH Surplus Property form (for printing devices)

_____ Other documents _____

Contact
Name:

Down Manney

Phone #: 7-5219

Date: 10-1-12



PBC13-73714 - ISP Image Query/IBrowser - Morphotrust

Dawn Hanney to John Power
Cc: Coleen Rosenthal, Aaron Schroeder

10/10/2012 08:37 AM

PBC 13-73714 is ready for your review. The MRF packet was forwarded to the Budget Office.

Please let me know if you have any questions. Thank you.

Dawn Hanney
Illinois State Police
Division of Administration
217/557-5219

ILLINOIS STATE POLICE
MATERIAL REQUEST FORM

FY: 13

Date:

9/25/2012

PK
10/3/2012

JOCY

10/9/12

Division Head, Division Colonel Patrick E. Keen	Supervisor's Approval Lieutenant Colonel Kimberly A. Cochran	Requested By Bureau Chief Alan Burgard
----------------------------------------------------	-----------------------------------------------------------------	-------------------------------------------

**NOTE: Supplies/Services under \$50,000 OR within the 64 Small Business Set Aside (SBSA) Categories, must use a vendor registered as a Small Business, or obtain a waiver. Website to check registered vendors:
http://www.sell2.illinois.gov/bep/Small_and_Diverse_Businesses.htm**

Commodity Index # (CIN)	NAME OF ITEM INCLUDING size, color, and full description or description of services to be performed. Contract, lease, bid, or other documentation must be attached.	Quantity	Unit	Unit Price	Total Cost
	<p>Request to renew the contract for access to all digitized drivers' license photographs and signatures for the time period of 7/1/13-6/30/15.</p> <p>ISP is a party to the Secretary of State (SOS) contract for this service. SOS initially extended this contract to conclude on 6/30/13.</p> <p>FY14 - \$240,000 FY15 - \$240,000 FY13 Obligation: PBC52605</p> <p>IPB: 22028789</p> <p>PBC #: 13-73714 Account Code: 001-49320-1200-00-00 Minor Object Code: 1289</p>				0.00

Summary of need and impact to other entities

Project Name: ISP Images QUERY / I-BROWSER	Term of Services:
Was item budgeted? <input checked="" type="checkbox"/> Yes	No If no, please justify.
Specifications Attached: <input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No Contract Attached: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
SBSA Vendor Used? <input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A No/NA If No, SBSA Waiver Attached: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SOURCE OF SUPPLY		SHIP TO/BILL TO AS FOLLOWS:	
NAME: Morphotrust USA Inc.	ADDRESS: 14438 Collection Center Drive	SHIP TO CODE: 49320-02	BILL TO CODE: 49320-02
CITY: Chicago, IL 60693-4438	FEIN: 04-3320515	LOCATION: ISB	ATTENTION: Pat Weems
NAME:	ADDRESS:	TELEPHONE: 217/524-1958	COST CENTER CODE 440
CITY:	FEIN:	FOR FISCAL USE ONLY	
		Checked SBSA Directory <input type="checkbox"/> Yes <input type="checkbox"/> N/A	
		Analyst Approval:	
		Date:	

IL 493-0620

To DD 10/2 CR

ISP 2-43 (Rev.12/06)

Procurement Justification Form

Date: 10/01/2012

PBC: 13-73714

Please check the following criteria that apply to the procurement on the attached Material Request Form (MRF):

- 1. The procurement is critical to the life, health and/or safety of the citizens of the State of Illinois.
- 2. The procurement will cause the loss of federal funds if not completed.
- 3. The procurement fulfills a legal or contractual commitment of the State of Illinois to its unions or other third parties.
- 4. The procurement is time-sensitive and critical to the mission of the agency, and special consideration is required due to the best interests of the State.

List the criteria # along with detailed justification below:

This procurement meets criteria #1 #4.

This procurement will provide the Illinois State Police (ISP) access to all digitized drivers' license photographs and signatures on file with the Secretary of State (SOS). The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification (FOID) card application process and for ISP investigative purposes. If this procurement is not approved, ISP could lose access to information that is critical to performance of ISP work and services which are mandated by law. The current contract is being renewed by SOS for a two-year period.

Please explain why this procurement can not be delayed until the next Fiscal Year:

This procurement will begin in Fiscal Year 2014. The ISP is in the process of executing an amendment with the Secretary of State for access to the drivers' license photographs through June 30, 2015.


Division Approval

Director's Office Approval
(for purchases over the small
purchase threshold)

ISP2-570(1/12)

SERVICE PROCUREMENT AND CONTRACTING CHECKLIST

(October 2011 Revised)

Contracts that include services within the scope of bargaining unit work are allowed in certain circumstances. However, all such agreements shall be in accordance with Article XXIX, page 104; the Personal Service Contract Memorandum of Understanding (PSC MOU), page 267-268 of the 2008 AFSCME collective bargaining agreement; or the Mediated Resolution Memorandum when the work performed would arguably be performed by AFSCME represented employees if the work was performed by State Personnel.

In compliance with these agreement(s), agencies must identify and document the provisions under which the services are to be contracted. Please check the applicable paragraph below and maintain substantiating documentation:

Name: Image Query/Browser Software PBC/Contract #: 13-73714 Term: 07/01/2013-06/30/2015 Amount: \$480,000

Work Location: ISP/Division of Operations Date of Vacancy (if applicable) _____

Scope of Services: This procurement will provide the Illinois State Police (ISP) access to all digitized drivers' license (DL) photos on file with Secretary of State (SOS).

The access to DL photos provides critical information that is critical to the performance of ISP work and services.

Assessment of Need (attempts to redistribute work or TA, LOA, nature of duties, EPAR #, etc.): _____

I. **AFSCME-Bargaining Unit Work** - Same or comparable work is arguably performed by bargaining unit employees. Any contract determined to be inconsistent with guidelines below must be terminated within 45 days.

1. **Time Limited Work** – Work based on one of the following exceptions:

- a. **Emergency Work** – consistent with section 8b.8 of the Personnel Code (20 ILCS 415), may be acquired for a period not to exceed 90 days. With a minimum 14-day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.
- b. **Temporary or Seasonal Work** – consistent with section 8b.9 of the Personnel Code, may be acquired for a period not to exceed 6 months out of any 12 month period. With a minimum 14 day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.
- c. **No Appropriate Eligible List** – consistent with section 8b.10 of the Personnel Code, may be acquired for a period not to exceed 6 months out of any 12 month period. With a minimum 14 day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.

2. **Specialized Professional** – The work to be performed under this contract requires specialized, professional or technical services which cannot reasonably be provided by employees. Use of contractual resources to perform this work is not restricted. _____ Written notice to Council 31

(date)

3. **Time Limited Projects** - The work to be performed under this contract is for time limited projects required to meet certain agency mandates for which specific funds have been dedicated. These services may be acquired for up to 12 months, renewable for an additional 12 months. _____ Written notice to Council 31

(date)

4. **Sub-contracting: Written notice provided to Council 31 Pursuant to Article XXIX on** _____
(date)

5. **Written waiver obtained from Council 31 for exceeded time frames set forth in #(I)1.** _____
(date)

II. **Non-AFSCME Bargaining Unit Work** – Same or comparable work is not arguably performed by bargaining unit employees as determined by the agency's Bureau of Personnel or Division of Labor Relations.

LR Administrator Signature

Date 9/25/12

Procurement Business Case Print Report

Request ID 13-000000073714

Project Title ISP Image Query/IBrowser

Status Draft

sub

Requesting Agency ISP-Illinois State Police

Agency Reference Number

Creator Name Aaron Schroeder

Procurement End User

APO Name John Power

APO Phone (217) 524-6953

APO Email John_Power@isp.state.il.us

Relevant Category IT

Detail Object Code 1289 Contractual Services Not Elsewhere Classified

Will a Solicitation/Bid No
be posted to IPB?

Will a Notice be Posted Yes
to IPB?

In which fiscal year is 2014
procurement to begin?

Is this a multi-year Yes
(exceeds 12 months)
contract?

Contract for legal No
related services (CPO
#33)

Nature of Request IT

Enter the Original PBC52605
Contract Number

Procurement Approach Renewal

Special Condition None

Potential Small No

Business Set Aside?

Potential BEP No

Participation Goal?

Code S400

Class Miscellaneous Services

ARRA Federal No

Recovery Funded

CFDA #

Federal Project Title

SPO Name Marty Lane

SPO Phone (217) 557-4781

SPO Email marty_lane@isp.state.il.us

Work Log ASCHROED 9/24/12 9:29:39 AM

Information Services Bureau Chief Alan Burgard has reviewed and approved this PBC.

Type of Contract Agency-Specific Contract

Expected Start Date 7/1/13

Expected End Date 6/30/15

Is the Expected Start Date Firm?

Number of Renewals 1

Total Term (in Months) 24

Total Value for 480,000.00

Maximum Length of Contract

Total Value Funding Sources 480,000.00

These Values are: Estimated

Is Third Party No

Financing Required?

Programmatic This procurement will provide the Illinois State Police (ISP) access to all digitized drivers'

Objective license photographs and signatures on file with the Secretary of State (SOS). The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification (FOID) card application process and for ISP investigative purposes. If this procurement is not approved, ISP could lose access to information that is critical to performance of ISP work and services which are mandated by law. The current contract is being renewed by SOS for a two-year period.

Economic Justification The Illinois State Police (ISP) has been party to a multiple year contract executed between the Illinois Secretary of State's (SOS) Office and the vendor. As such, this procurement approach provides the most economically beneficial option available. Another procurement approach would result in a separate contract being necessary between the ISP and the vendor. This situation can be avoided by the ISP being a party in the two year renewal between SOS and the vendor. The cost of this service is \$240,000 per year.

History/Background Access to the aforementioned information currently is being addressed through the same agreement between SOS, the vendor, and ISP. The renewal of the contract allows the ISP access to the photos and signatures through June 30, 2015. The previous PBC for this purchase was #10-52605. This procurement is not subject to the Small Business Set Aside or Business Enterprise Program (BEP).

Brand Name

Emergency

Emergency Rationale

Sole Source

Sole Source Question 1

Sole Source Question 2

Sole Source Question 3

Sole Source Question 4

Sole Source Question 5

Sole Source Question 6

Sole Source Question 7

State Use**Governance Required?****Account Charge****Comments****Charter Required?****Charter Approved?****Was this Approved
with Conditions?****Conditions****ARB Approval
Required?****IPB Reference Number****DateSolicitation Posted
to IPB****Bid Opening Date****Bid Opening Time****Bid Opening Location****Project Contact Person****Project Contact Phone****Project Contact Fax****Project Contact Email****Date Award Posted****Notice Expiration Date****Conference Date****Conference Time****Conference Location****Conference Mandatory****Award Justification** Contract renewal

Material Request Form (MRF) - CHECKLIST

Project Title: ISP Image Query/1-Browser PBC#: 13-73714
Division: DOA IPB#: 22028789

Please check the appropriate box as it relates to the Relevant Category on the PBC:

- Commodities/Equipment Facilities General Services
 Health/Medical IT Telecom

Attach this Checklist and the following documents to the MRF:

YES N/A Initials

DH Copy of draft Procurement Business Case

DH MRF with:

YES N/A

- appropriate approvals (including Budget)
 master contract number
 IPB posting # (for all P&A, & other purchases >\$9,999.99)
 PBC #

DH Procurement Justification Form with appropriate Division approval

DH Sole Source Justification Form with approvals

DH OMB approval of IT hardware over \$5000 (attach to PBC)

DH Screen print from small business database or approved small business waiver

DH Copy of request for quote (includes Sell2Illinois email sent to SBSA vendors) (attach to PBC)

DH All vendor responses to request for quote (if over \$9,999.99) (attach to PBC)

DH Service Procurement and Contracting Checklist signed by authorized Labor Relations representative, if procurement includes services (attach to PBC) ✓

DH Specifications (if CMS will be bidding, to be entered into IGPS)

DH ELFAR

DH Cost Justification form with signatures (for printing devices)

DH Surplus Property form (for printing devices)

Other documents _____

Contact Name:

Down Manney

Phone #:

7-5219

Date:

10-1-12



22028789DOA - ISP Image Query/IBrowser

Dawn Hanney to: John Power

Cc Coleen Rosenthal, Aaron Schroeder

09/27/2012 09:58 AM



22028789DOA.pdf

Dawn Hanney
Illinois State Police
Division of Administration
217/557-5219

SPO DETERMINATION FORM**STEP #1 AGENCY PROCUREMENT METHOD REVIEW AND APPROVAL**

Agency Name

ISP - IL State Police

Estimated Cost of Procurement

Project Title

ISP Image Query/IBrowser

Procurement Method Small Business Set-Aside (Y/N?)

Brief Description (Include Special Conditions and existing Contract # if any action against an existing contract)

This procurement will provide the Illinois State Police (ISP) access to all digitized drivers' license photographs and signatures on file with the Secretary of State (SOS). The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification (FOID) card application process and for ISP investigative purposes. If this procurement is not approved, ISP could lose access to information that is critical to performance of ISP work and services which are mandated by law. The current contract is being renewed by SOS for a two-year period.

The Illinois State Police (ISP) has been party to a multiple year contract executed between the Illinois Secretary of State's (SOS) Office and the vendor. The renewal of the contract allows the ISP access to the photos through June 30, 2015.

Critical Contract Dates

APO Signature verifying submission

Date

SPO Signature verifying receipt

Date

SPO Signature denying approval

Date

(APO should attach any additional documentation that may assist the SPO in this determination)

SPO's Comments/Recommendations regarding Approval/Disapproval of Procurement Method

SPO Signature approving method	Date
--------------------------------	------

SPO Signature approving method

Date

STEP #2 SOLICITATION REVIEW AND APPROVAL

IPB Reference Number

22028789

2.1. Agency's Submission of Draft Solicitation Document to SPO

APO Signature verifying submission

Date

SPO Signature verifying receipt

Date

SPO Signature denying approval

Date

SPO's Comments/Recommendations regarding Approval/Disapproval of Draft Solicitation

2.2. Agency's Re-Submission if Necessary

APO Signature verifying re-submission

Date

SPO Signature verifying receipt

Date

2.3. SPO's Publishing of Solicitation on Illinois Procurement Bulletin

SPO Signature approving Draft Solicitation

Date

Date Published

Date Opening

STEP #3 NOTICE OF INTENT TO AWARD REVIEW AND APPROVAL

IPB Reference Number

22028789

3.1. Agency's Creation of Notice of Award in Illinois Procurement Bulletin

Notice Type		Date Created	
APO Signature verifying submission		Date	
SPO Signature verifying receipt		Date	
SPO Signature denying approval		Date	

(APO shall attach additional documentation that assists the SPO in this determination)

SPO's Comments/Recommendations regarding Approval/Disapproval of Draft Notice

3.2. Agency's Re-Submission if Necessary

APO Signature verifying re-submission		Date	
SPO Signature verifying receipt		Date	

3.3. SPO's Publishing of Intent to Award on Illinois Procurement Bulletin

SPO's Signature approving Draft Notice		Date	
Date Published		Date Closing	

3.4. SPO's Reasons for Contract Award Decision

The SPO sets forth the reasoning for the contract award decision by checking the appropriate box below.

- The rationale described by the purchasing agency in the recommendation to award and executive summary seems reasonable, and serves as the basis for the contract decision.
- The contract was procured through the Invitation for Bid process, and the contract has been awarded to the lowest priced responsive and responsible bidder.
- The contract is an amendment germane to the original contract, reasonable in size and scope, and in the best interest of the State. The award decision is based on the purchasing agency's justification presented in their request for amendment.
- The contract is a renewal in accordance with the terms of the existing contract. The award decision is based on justification presented by the purchasing agency in their request for renewal.
- Other (Description here)

STEP #4 CONTRACT REVIEW AND APPROVAL

IPB Reference Number

22028789

4.1. Agency's Provision of Contract to SPO

Contract Number

APO Signature verifying submission

Date

SPO Signature verifying receipt

Date

SPO Signature denying approval

Date

SPO's Comments/Recommendations regarding Approval/Disapproval of Contract:

4.2. Agency's Re-Submission if Necessary

APO Signature verifying re-submission

Date

SPO Signature verifying receipt

Date

4.3. SPO's Approval for Contract Execution

SPO's Signature approving Contract

Date

Date the SPO signs the Contract

Date

[Edit](#) [Publish Notice](#) [Reject](#)

Notice

[?](#)
Help

Created Date: 09/26/2012
Created By: Dawn Hanney

Identification

Reference Number: 22028789
Title: ISP Image Query/IBrowser

Agency Reference Number: PBC73714
Agency: ISP - Illinois State Police

Purchasing Agency: ISP - Illinois State Police
Purchasing Agency SPO: Marty Lane

Status: In Process

Business Case Information

A Procurement Business Case must be created and approved by your Agency APO for all proposed transactions that have an estimated value of \$10,000 or more, in addition to all procurements of Professional and Artistic Services, regardless of its estimated value. Procurement Business Case Information will NOT be viewable in IllinoisBID.

Has a Procurement Business Case been approved: No
Procurement Business Case Reference Number: 13-73714

Overview

Description and Specifications:
This procurement will provide the Illinois State Police (ISP) access to all digitized drivers' license photographs and signatures on file with the Secretary of State (SOS). The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification (FOID) card application process and for ISP investigative purposes. If this procurement is not approved, ISP could lose access to information that is critical to performance of ISP work and services which are mandated by law. The current contract is being renewed by SOS for a two-year period.

The Illinois State Police (ISP) has been party to a multiple year contract executed between the Illinois Secretary of State's (SOS) Office and the vendor. The renewal of the contract allows the ISP access to the photos and signatures through June 30, 2015.

Key Information

Notice Type: Contract Renewal
Notice Expiration Date: 10/03/2012 MM/DD/YYYY
Professional & Artistic: No

Small Business Set-Aside: No

Does this solicitation contain a BEP or No DBE requirement?:

Date First Offered 09/27/2012 MM/DD/YYYY

Relevant Category: IT
Length of Renewal Term: (in months) 24 (numeric value only)
Contract Begin Date: 07/01/2013 MM/DD/YYYY
Contract End Date: 06/30/2015 MM/DD/YYYY

Remaining Renewal Terms: 0 (if applicable)

Contract Renewal

Cost of Initial Term:	\$720,000.00 (Total Dollar Amount of Initial Term)
Cost of this Renewal:	\$480,000.00 (Total Dollar Amount of Renewal)
Renewal Increase/Decrease:	0 (Explain Increase/Decrease)
Change in Specifications:	No
Renewal Number:	1 of 1 (numeric value only)

Vendor(s) Selected for Award

[View Vendor Award Information](#)

Notice Contact

Name:	Aaron Schroeder
Street Address:	801 S. 7th Street
City:	Springfield
State:	IL
Zip Code:	62703
Phone:	217-782-5775 (nnn-nnn-nnnn)
Fax Number:	217-558-0843 (nnn-nnn-nnnn)
EMail Address:	Aaron_Schroeder@isp.state.il.us (valid email address format)

Class Code

Class Codes:	S400 Miscellaneous Services
Notify Type:	Send email to selected Class Codes only

Publishers

Publishers:	Marty Lane
-------------	------------

Attachments

File Attachments:

History

Created by user Dawn Hanney 9/26/2012 3:25:11 PM
 Updated by user Dawn Hanney 9/26/2012 4:30:17 PM
 Updated by user Dawn Hanney 9/27/2012 9:52:18 AM

Vendor Award Information



Created Date: 09/26/2012
Created By: Dawn Hanney

Identification

Reference Number: 22028789
Title: ISP Image Query/IBrowser

Vendor Selected for Award

Vendor Name: Morphotrust USA Inc.
Vendor Contact Name: Brenda Glahn - SOS Contact
Vendor Street Address 1: 14438 Collections Center Drive
Vendor Street Address 2:
Vendor City: Chicago
Vendor State: IL
Vendor Zip Code: 60693
Vendor Phone Number: 978-215-2400
Vendor Fax Number: 978-215-2500

Key Information

Amount of Award:	\$480,000.00 (Total Dollar Value Only)
Amount of Increase/Decrease:	\$0.00 (Total Dollar Value Only)
Indicate Increase or Decrease:	No Change
Renewal Options:	1 of 1
BEP Goal Amount (Percentage):	Percentage Values Please enter Decimal Value Only - No Percent sign .10 displays as 10%, 1 displays as 100%) 0.000
DBE Goal Amount (Percentage):	0.000
Will Sub-Contractors Be Utilized?	Unknown

ILLINOIS STATE POLICE
MATERIAL REQUEST FORM

FY: 13

Date: 9/25/2012

To Coleen 10/1/12

Division Head, Division Colonel Patrick E. Keen	Supervisor's Approval Lieutenant Colonel Kimberly A. Cochran	Requested By Bureau Chief Alan Burgard
NOTE: Supplies/Services under \$50,000 OR within the 64 Small Business Set Aside (SBSA) Categories, must use a vendor registered as a Small Business, or obtain a waiver. Website to check registered vendors: http://www.sell2.illinois.gov/bep/Small_and_Diverse_Businesses.htm		

Commodity Index # (CIN)	NAME OF ITEM INCLUDING size, color, and full description or description of services to be performed. Contract, lease, bid, or other documentation must be attached.	Quantity	Unit	Unit Price	Total Cost
	<p>Request to renew the contract for access to all digitized drivers' license photographs and signatures for the time period of 7/1/13-6/30/15.</p> <p>ISP is a party to the Secretary of State (SOS) contract for this service. SOS initially extended this contract to conclude on 6/30/13.</p> <p>FY14 - \$240,000 FY15 - \$240,000</p> <p>FY13 Obligation: PBC52605</p> <p>IPB: 22028789</p> <p>PBC #: 13-73714 Account Code: 001-49320-1200-00-00 Minor Object Code: 1289</p>				0.00
				TOTAL	0.00

Summary of need and impact to other entities

Project Name:	Term of Services:
Was item budgeted? <input checked="" type="checkbox"/> Yes	No If no, please justify.
Specifications Attached? Yes	<input checked="" type="checkbox"/> No Contract Attached: _____
SBSA Vendor Used? Yes	<input type="checkbox"/> N/A No/NA If No, SBSA Waiver Attached: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SOURCE OF SUPPLY		SHIP TO/BILL TO AS FOLLOWS:	
NAME: Morphotrust USA Inc.	ADDRESS: 14438 Collection Center Drive	SHIP TO CODE: 49320-02	BILL TO CODE: 49320-02
CITY: Chicago, IL 60693-4438	FEIN: 04-3320515	LOCATION: ISB	ATTENTION: Pat Weems
NAME:	ADDRESS:	TELEPHONE: 217/524-1958	COST CENTER CODE 440
CITY:	FEIN:	FOR FISCAL USE ONLY	
		Checked SBSA Directory <input type="checkbox"/> Yes <input type="checkbox"/> N/A	
		Analyst Approval:	
		Date:	

IL 493-0620

ISP 2-43 (Rev.12/06)

Procurement Justification Form

Date: 10/01/2012

PBC: 13-73714

Please check the following criteria that apply to the procurement on the attached Material Request Form (MRF):

- 1. The procurement is critical to the life, health and/or safety of the citizens of the State of Illinois.
- 2. The procurement will cause the loss of federal funds if not completed.
- 3. The procurement fulfills a legal or contractual commitment of the State of Illinois to its unions or other third parties.
- 4. The procurement is time-sensitive and critical to the mission of the agency, and special consideration is required due to the best interests of the State.

List the criteria # along with detailed justification below:

This procurement meets criteria #1 #4.

This procurement will provide the Illinois State Police (ISP) access to all digitized drivers' license photographs and signatures on file with the Secretary of State (SOS). The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification (FOID) card application process and for ISP investigative purposes. If this procurement is not approved, ISP could lose access to information that is critical to performance of ISP work and services which are mandated by law. The current contract is being renewed by SOS for a two-year period.

Please explain why this procurement can not be delayed until the next Fiscal Year:

This procurement will begin in Fiscal Year 2014. The ISP is in the process of executing an amendment with the Secretary of State for access to the drivers' license photographs through June 30, 2015.

Division Approval

Director's Office Approval
(for purchases over the small
purchase threshold)

ISP2-570(1/12)

SERVICE PROCUREMENT AND CONTRACTING CHECKLIST

(October 2011 Revised)

Contracts that include services within the scope of bargaining unit work are allowed in certain circumstances. However, all such agreements shall be in accordance with Article XXIX, page 104; the Personal Service Contract Memorandum of Understanding (PSC MOU), page 267-268 of the 2008 AFSCME collective bargaining agreement; or the Mediated Resolution Memorandum when the work performed would arguably be performed by AFSCME represented employees if the work was performed by State Personnel.

In compliance with these agreement(s), agencies must identify and document the provisions under which the services are to be contracted. Please check the applicable paragraph below and maintain substantiating documentation:

Name: Image Query/Browser Software PBC/Contract #: 13-73714 Term: 07/01/2013-06/30/2015 Amount: \$480,000

Work Location: ISP/Division of Operations Date of Vacancy (if applicable) _____

Scope of Services: This procurement will provide the Illinois State Police (ISP) access to all digitized drivers' license (DL) photos on file with Secretary of State (SOS).

The access to DL photos provides critical information that is critical to the performance of ISP work and services.

Assessment of Need (attempts to redistribute work or TA, LOA, nature of duties, EPAR #, etc.): _____

I. **AFSCME-Bargaining Unit Work-** Same or comparable work is arguably performed by bargaining unit employees. Any contract determined to be inconsistent with guidelines below must be terminated within 45 days.

1. **Time Limited Work** – Work based on one of the following exceptions:
 - a. **Emergency Work** – consistent with section 8b.8 of the Personnel Code (20 ILCS 415), may be acquired for a period not to exceed 90 days. With a minimum 14-day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.
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 - c. **No Appropriate Eligible List** – consistent with section 8b.10 of the Personnel Code, may be acquired for a period not to exceed 6 months out of any 12 month period. With a minimum 14 day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.
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3. **Time Limited Projects** - The work to be performed under this contract is for time limited projects required to meet certain agency mandates for which specific funds have been dedicated. These services may be acquired for up to 12 months, renewable for an additional 12 months. _____ Written notice to Council 31
(date)
4. **Sub-contracting: Written notice provided to Council 31 Pursuant to Article XXIX on** _____
(date)
5. **Written waiver obtained from Council 31 for exceeded time frames set forth in #(I)1.** _____
(date)

II. **Non-AFSCME Bargaining Unit Work** – Same or comparable work is not arguably performed by bargaining unit employees as determined by the agency's Bureau of Personnel or Division of Labor Relations.

LR Administrator Signature 

Date 9/25/12

Procurement Business Case Print Report

Request ID 13-000000073714

Project Title ISP Image Query/IBrowser

Status Draft

sub

Requesting Agency ISP-Illinois State Police

Agency Reference Number

Creator Name Aaron Schroeder

Procurement End User

APO Name John Power

APO Phone (217) 524-6953

APO Email John_Power@isp.state.il.us

Relevant Category IT

Detail Object Code 1289 Contractual Services Not Elsewhere Classified

Will a Solicitation/Bid No
be posted to IPB?

Will a Notice be Posted Yes
to IPB?

In which fiscal year is 2014
procurement to begin?

Is this a multi-year Yes
(exceeds 12 months)
contract?

Contract for legal No
related services (CPO
#33)

Nature of Request IT

Enter the Original PBC52605
Contract Number

Procurement Approach Renewal

Special Condition None

Potential Small No
Business Set Aside?

Potential BEP No
Participation Goal?

Code S400

Class Miscellaneous Services

ARRA Federal No
Recovery Funded

CFDA #

Federal Project Title

SPO Name Marty Lane

SPO Phone (217) 557-4781

SPO Email marty_lane@isp.state.il.us

Work Log ASCHROED 9/24/12 9:29:39 AM

Information Services Bureau Chief Alan Burgard has reviewed and approved this PBC.

Type of Contract Agency-Specific Contract

Expected Start Date 7/1/13

Expected End Date 6/30/15

Is the Expected Start Date Firm? Yes

Number of Renewals 1

Total Term (in Months) 24

Total Value for 480,000.00

Maximum Length of Contract

Total Value Funding Sources 480,000.00

These Values are: Estimated

Is Third Party No

Financing Required?

Programmatic This procurement will provide the Illinois State Police (ISP) access to all digitized drivers'

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History/Background Access to the aforementioned information currently is being addressed through the same agreement between SOS, the vendor, and ISP. The renewal of the contract allows the ISP access to the photos and signatures through June 30, 2015. The previous PBC for this purchase was #10-52605. This procurement is not subject to the Small Business Set Aside or Business Enterprise Program (BEP).

Brand Name

Emergency

Emergency Rationale

Sole Source

Sole Source Question 1

Sole Source Question 2

Sole Source Question 3

Sole Source Question 4

Sole Source Question 5

Sole Source Question 6

Sole Source Question 7

Illinois State PD

GeorgetownCPT 008783 FRT

State Use**Governance Required?****Account Charge****Comments****Charter Required?****Charter Approved?****Was this Approved
with Conditions?****Conditions****ARB Approval
Required?****IPB Reference Number****DateSolicitation Posted
to IPB****Bid Opening Date****Bid Opening Time****Bid Opening Location****Project Contact Person****Project Contact Phone****Project Contact Fax****Project Contact Email****Date Award Posted****Notice Expiration Date****Conference Date****Conference Time****Conference Location****Conference Mandatory****Award Justification** Contract renewal



22028789DOA - ISP Image Query/IBrowser

Dawn Hanney to: John Power

Cc: Coleen Rosenthal, Aaron Schroeder

09/27/2012 09:58 AM



22028789DOA.pdf

Dawn Hanney
Illinois State Police
Division of Administration
217/557-5219

SPO DETERMINATION FORM**STEP #1 AGENCY PROCUREMENT METHOD REVIEW AND APPROVAL**

Agency Name

ISP - IL State Police

Estimated Cost of Procurement

480,000

Project Title

ISP Image Query/IBrowser

Procurement Method

Renewal

Small Business Set-Aside (Y/N?)

No

Brief Description (Include Special Conditions and existing Contract # if any action against an existing contract)

This procurement will provide the Illinois State Police (ISP) access to all digitized drivers' license photographs and signatures on file with the Secretary of State (SOS). The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification (FOID) card application process and for ISP investigative purposes. If this procurement is not approved, ISP could lose access to information that is critical to performance of ISP work and services which are mandated by law. The current contract is being renewed by SOS for a two-year period.

The Illinois State Police (ISP) has been party to a multiple year contract executed between the Illinois Secretary of State's (SOS) Office and the vendor. The renewal of the contract allows the ISP access to the photos through June 30, 2015.

Critical Contract Dates

July 1, 2013

APO Signature verifying submission

Date

SPO Signature verifying receipt

Date

SPO Signature denying approval

Date

(APO should attach any additional documentation that may assist the SPO in this determination)

SPO's Comments/Recommendations regarding Approval/Disapproval of Procurement Method

SPO Signature approving method

Date

STEP #2 SOLICITATION REVIEW AND APPROVAL

IPB Reference Number

22028789

2.1. Agency's Submission of Draft Solicitation Document to SPO

APO Signature verifying submission

Date

SPO Signature verifying receipt

Date

SPO Signature denying approval

Date

SPO's Comments/Recommendations regarding Approval/Disapproval of Draft Solicitation

2.2. Agency's Re-Submission if Necessary

APO Signature verifying re-submission

Date

SPO Signature verifying receipt

Date

2.3. SPO's Publishing of Solicitation on Illinois Procurement Bulletin

SPO Signature approving Draft Solicitation

Date

Date Published

Date Opening

STEP #3 NOTICE OF INTENT TO AWARD REVIEW AND APPROVAL

IPB Reference Number

22028789

3.1. Agency's Creation of Notice of Award in Illinois Procurement Bulletin

Notice Type		Date Created	
APO Signature verifying submission		Date	
SPO Signature verifying receipt		Date	
SPO Signature denying approval		Date	

(APO shall attach additional documentation that assists the SPO in this determination)

SPO's Comments/Recommendations regarding Approval/Disapproval of Draft Notice

3.2. Agency's Re-Submission if Necessary

APO Signature verifying re-submission		Date	
SPO Signature verifying receipt		Date	

3.3. SPO's Publishing of Intent to Award on Illinois Procurement Bulletin

SPO's Signature approving Draft Notice		Date	
Date Published		Date Closing	

3.4. SPO's Reasons for Contract Award Decision

The SPO sets forth the reasoning for the contract award decision by checking the appropriate box below.

- The rationale described by the purchasing agency in the recommendation to award and executive summary seems reasonable, and serves as the basis for the contract decision.
- The contract was procured through the Invitation for Bid process, and the contract has been awarded to the lowest priced responsive and responsible bidder.
- The contract is an amendment germane to the original contract, reasonable in size and scope, and in the best interest of the State. The award decision is based on the purchasing agency's justification presented in their request for amendment.
- The contract is a renewal in accordance with the terms of the existing contract. The award decision is based on justification presented by the purchasing agency in their request for renewal.
- Other (Description here)

STEP #4 CONTRACT REVIEW AND APPROVAL

IPB Reference Number

22028789

4.1. Agency's Provision of Contract to SPO

Contract Number

APO Signature verifying submission

Date

SPO Signature verifying receipt

Date

SPO Signature denying approval

Date

SPO's Comments/Recommendations regarding Approval/Disapproval of Contract:

4.2. Agency's Re-Submission if Necessary

APO Signature verifying re-submission

Date

SPO Signature verifying receipt

Date

4.3. SPO's Approval for Contract Execution

SPO's Signature approving Contract

Date

Date the SPO signs the Contract

Date

[Edit](#) [Publish Notice](#) [Reject](#)

Notice

 Help

Created Date: 09/26/2012
 Created By: Dawn Hanney

Identification

Reference Number: 22028789
 Title: ISP Image Query/IBrowser

Agency Reference Number: PBC73714
 Agency: ISP - Illinois State Police
 Purchasing Agency: ISP - Illinois State Police
 Purchasing Agency SPO: Marty Lane

Status: In Process

Business Case Information

A Procurement Business Case must be created and approved by your Agency APO for all proposed transactions that have an estimated value of \$10,000 or more, in addition to all procurements of Professional and Artistic Services, regardless of its estimated value. Procurement Business Case Information will NOT be viewable in IllinoisBID.

Has a Procurement Business Case been approved: No
 Procurement Business Case Reference Number: 13-73714

Overview

Description and Specifications:

This procurement will provide the Illinois State Police (ISP) access to all digitized drivers' license photographs and signatures on file with the Secretary of State (SOS). The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification (FOID) card application process and for ISP investigative purposes. If this procurement is not approved, ISP could lose access to information that is critical to performance of ISP work and services which are mandated by law. The current contract is being renewed by SOS for a two-year period.

The Illinois State Police (ISP) has been party to a multiple year contract executed between the Illinois Secretary of State's (SOS) Office and the vendor. The renewal of the contract allows the ISP access to the photos and signatures through June 30, 2015.

Key Information

Notice Type: Contract Renewal
 Notice Expiration Date: 10/03/2012 MM/DD/YYYY
 Professional & Artistic: No

Small Business Set-Aside: No

Does this solicitation contain a BEP or No DBE requirement?:

Date First Offered 09/27/2012 MM/DD/YYYY

Relevant Category: IT
 Length of Renewal Term: (in months) 24 (numeric value only)
 Contract Begin Date: 07/01/2013 MM/DD/YYYY
 Contract End Date: 06/30/2015 MM/DD/YYYY

Remaining Renewal Terms: 0 (if applicable)

Contract Renewal

Cost of Initial Term:	\$720,000.00 (Total Dollar Amount of Initial Term)
Cost of this Renewal:	\$480,000.00 (Total Dollar Amount of Renewal)
Renewal Increase/Decrease:	0 (Explain Increase/Decrease)
Change in Specifications:	No
Renewal Number:	1 of 1 (numeric value only)

Vendor(s) Selected for Award

[View Vendor Award Information](#)

Notice Contact

Name:	Aaron Schroeder
Street Address:	801 S. 7th Street
City:	Springfield
State:	IL
Zip Code:	62703
Phone:	217-782-5775 (nnn-nnn-nnnn)
Fax Number:	217-558-0843 (nnn-nnn-nnnn)
EMail Address:	Aaron_Schroeder@isp.state.il.us (valid email address format)

Class Code

Class Codes:	S400 Miscellaneous Services
Notify Type:	Send email to selected Class Codes only

Publishers

Publishers:	Marty Lane
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Attachments

File Attachments:

History

Created by user Dawn Hanney 9/26/2012 3:25:11 PM
 Updated by user Dawn Hanney 9/26/2012 4:30:17 PM
 Updated by user Dawn Hanney 9/27/2012 9:52:18 AM

Vendor Award Information



Created Date: 09/26/2012
Created By: Dawn Hanney

Identification

Reference Number: 22028789
Title: ISP Image Query/IBrowser

Vendor Selected for Award

Vendor Name: Morphotrust USA Inc.
Vendor Contact Name: Brenda Glahn - SOS Contact
Vendor Street Address 1: 14438 Collections Center Drive
Vendor Street Address 2:
Vendor City: Chicago
Vendor State: IL
Vendor Zip Code: 60693
Vendor Phone Number: 978-215-2400
Vendor Fax Number: 978-215-2500

Key Information

Amount of Award: \$480,000.00 (Total Dollar Value Only)
Amount of Increase/Decrease: \$0.00 (Total Dollar Value Only)
Indicate Increase or Decrease: No Change
Renewal Options: 1 of 1

Percentage Values Please enter Decimal Value Only - No Percent sign .10 displays as 10%, 1 displays as 100%)

BEP Goal Amount (Percentage): 0.000
DBE Goal Amount (Percentage): 0.000
Will Sub-Contractors Be Utilized? Unknown

Project Title: ISP Image Query/11-Browser PBC#: 13-73714
 Division: DOA IPB#: 22028789

Please check the appropriate box as it relates to the Relevant Category on the PBC:

- | | | |
|------------------------------------------------|----------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Commodities/Equipment | <input type="checkbox"/> Facilities | <input type="checkbox"/> General Services |
| <input type="checkbox"/> Health/Medical | <input checked="" type="checkbox"/> IT | <input type="checkbox"/> Telecom |

Attach this Checklist and the following documents to the MRF:

YES N/A Initials DH

Copy of draft Procurement Business Case

MRF with:

YES N/A

- | | | |
|-------------------------------------|-------------------------------------|------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | appropriate approvals (including Budget) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | master contract number |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | IPB posting # (for all P&A, & other purchases >\$9,999.99) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | PBC # |

Procurement Justification Form with appropriate Division approval

Sole Source Justification Form with approvals

OMB approval of IT hardware over \$5000 (attach to PBC)

Screen print from small business database or approved small business waiver

Copy of request for quote (includes Sell2Illinois email sent to SBSA vendors) (attach to PBC)

All vendor responses to request for quote (if over \$9,999.99) (attach to PBC)

Service Procurement and Contracting Checklist signed by authorized Labor Relations representative, if procurement includes services (attach to PBC) ✓

Specifications (if CMS will be bidding, to be entered into IGPS)

ELFAR

Cost Justification form with signatures (for printing devices)

Surplus Property form (for printing devices)

Other documents _____

Contact
Name:

Down Manney

Phone #:

7-5219

Date:

10-1-12

Procurement Business Case Print Report

Request ID 13-00000073714

Project Title ISP Image Query/IBrowser

Status Draft

sub

Requesting Agency ISP-Illinois State Police

**Agency Reference
Number**

Creator Name Aaron Schroeder

Procurement End ISP DQO

APO Name John Power

APO Phone (217) 524-6953

APO Email John_Power@isp.state.il.us

Relevant Category IT

Detail Object Code 1289 Contractual Services Not Elsewhere Classified

**Will a Solicitation/Bid No
be posted to IPB?**

Will a Notice be Yes Posted to IPB?

In which fiscal year is 2014 procurement to begin?

**Is this a multi-year Yes
(exceeds 12 months)
contract?**

**Contract for legal
related services (CPO
#33)**

Nature of Request IT

Enter the Original Contract Number

Procurement Renewal Approach

Special Condition: None

Potential Small No ineSS Set Aside?

Potential BFP

Goal?

Code S400

**Class Mis
ARRA Federal No**

1

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CFDA #**Federal Project Title****SPO Name** Marty Lane**SPO Phone** (217) 557-4781**SPO Email** marty_lane@isp.state.il.us**Work Log****Type of Contract** Agency-Specific Contract**Expected Start Date** 7/1/13**Expected End Date** 6/30/15**Is the Expected Start** Yes**Date Firm?****Number of Renewals** 1 ? ✓**Total Term (in** 24
Months)**Total Value for** 480,000.00**Maximum Length of**
Contract**Total Value Funding** 480,000.00
Sources**These Values are:** Estimated**Is Third Party** No**Financing Required?****Programmatic** This procurement will provide the Illinois State Police (ISP) access to all**Objective** digitized drivers' license photographs and signatures on file with the Secretary of State (SOS). The digitized driver's license photographs are used for applicant verification in the Firearm Owners' Identification (FOID) card application process and for ISP investigative purposes. If this procurement is not approved, ISP could lose access to information that is critical to performance of ISP work and services which are mandated by law. The current three-year contract is being extended by SOS for another two-year period.**Economic Justification** The Illinois State Police (ISP) has been party to the a multi-year contract executed between the Illinois Secretary of State's (SOS) Office and the vendor. As such, this procurement approach provides the most economically beneficial option available. Another procurement approach would result in a separate contract being necessary between the ISP and the vendor. This situation can be avoided by the ISP being a third party in the two year extension between SOS and the vendor. The \$480,000 is used for access to SOS photos. *\$24,000 per year***History/Background** Access to the aforementioned information currently is being addressed through the same agreement between SOS, the vendor, and ISP. The extension of the contract allows the ISP access to the photos through June 30, 2015. This procurement is a renewal and the previous PBC was #10-52605. This procurement is not subject to the Small Business Set Aside or Business Enterprise Program (BEP).**Brand Name**

Emergency
Emergency Rationale
Sole Source
Sole Source Question 1
Sole Source Question 2
Sole Source Question 3
Sole Source Question 4
Sole Source Question 5
Sole Source Question 6
Sole Source Question 7
State Use
Governance Required?
Account Charge
Comments
Charter Required?
Charter Approved?
Was this Approved with Conditions?
Conditions
ARB Approval Required?
IPB Reference Number
DateSolicitation Posted to IPB
Bid Opening Date
Bid Opening Time
Bid Opening Location
Project Contact Person
Project Contact Phone
Project Contact Fax
Project Contact Email
Date Award Posted
Notice Expiration Date
Conference Date
Conference Time
Conference Location
Conference Mandatory
Award Justification

Award info completed?

Notice



Identification

Reference Number: 22019135
 Request ID:
 Date First Offered 05/10/2010
 Title: ISP - Face Recognition Software

Agency Reference Number: 10-52605
 Agency: ISP - Illinois State Police
 Purchasing Agency: ISP - Illinois State Police
 Purchasing Agency SPO: Marty Lane

Status: Closed

Overview

Description and Specifications:

The Illinois State Police is giving notice of its intent to procure access to all digitized drivers' license photographs and signatures on file with the Illinois Secretary of State (SOS) from L-1 Identity Solutions, Inc.. The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification (FOID) Card application process and for ISP investigative purposes. ISP is a party to the SOS's contract with L-1 Identity Solutions, Inc..

Key Information

Notice Type:	Sole Source
Notice Stage:	<Select Notice Stage>
Published:	05/10/2010
Notice Expiration Date:	05/24/2010
Sole Source Only Justification:	The Vendor uses proprietary algorithms to produce "templates" which are used for its facial recognition searches by ISP. Because this all is patented or copyrighted, no other entity provides or can provide such services.

Any challenge to this Notice must be submitted in writing within 14 days of the published date and to the person identified below. Late challenges will not be considered. Only a challenge with documentation which sufficiently demonstrates and proves a prospective vendor's ability to meet all specifications and other requirements of the Agency making the award will be considered. The documentation must indicate a price equal to or lower than the amount shown in this Notice.

Accordance with Admin Rule: < Item is patented or copyrighted and only available from holder of patent/copyright

Professional & Artistic: No
 Small Business Set-Aside: No
 Does this solicitation contain a BEP or DBE requirement?: No

Relevant Category: IT

Total Amount of Award: \$720,000.00 (Total Dollar Value Only/Includes Any Renewal Options)
 Estimated/Actual Value: \$720,000.00 (For access to digitized drivers' license photographs and signatures for a 36 month period)
 Description:

Length of Initial Term: 36
 Contract Begin Date: 06/02/2010
 Contract End Date: 06/01/2013
 Renewal Terms: None

Bidder(s)

Number of Responding Bidders:
 Number of Unsuccessful Responsive
 Bidders:
 Total Number Awarded:

Listing of All Bidders/Offerors Considered But Not Selected:
 Source Selection: N/A

Vendor(s) Selected for Award

Vendor Name	Amount of Award BEP Goal % DBE Goal %
<u>L-1 Identity Solutions, Inc., VIISAGE Technology, Inc.</u>	\$720,000.00

Notice Contact

Name: John Power
 Street Address: 401 S. Spring Street
 City: Springfield
 State: IL
 Zip Code: 62706
 Phone: 217.557.0169
 Fax Number: 217.558.1759
 EMail Address: john.power@illinois.gov

Class Code

Class Codes: E610 EDP; Other

Attachments

To download file(s), click on filename(s) located below. Not all Notices will have files to download.

File Attachments:

State of Illinois
Contract - Obligation Document

FY14

Agency No. 493

440

Fiscal Year 14	Transaction Code 2813	Contract/ Obligation No. PBC52605	Transaction Date 7/19/2013	Taxpayer ID No. 04-3320515	Legal 04
Contract Action	Class Code	Governor's Release No.	Vendor's Name and Address		
1. New <input checked="" type="checkbox"/> 2. Change <input type="checkbox"/> 3. Delete <input type="checkbox"/>	75		Morphotrust USA Inc 14438 Collection Center Drive Chicago, IL 60693-4438		
Appropriation Account Code		Obligation Amount			
001-49320-1200-00-00		\$240,000.00			
			Multiple Year Contract		Maximum Contract Amount
			From 6/2/2010 To 6/30/2015	\$240,000.00	
			Current Fiscal Year of Contract	Annual Contract Amount	
			From 7/1/2013 To 6/30/2014	\$240,000.00	
			Multiple Year Contract Amounts - Year 2 - 7 (and over)		
			2	3	4
			5	6	7

Description Re-establish obligation for FY14:
 Services to provide IL State Police access to all digitized driver's license photographs and signatures on file with the Secretary of State (SOS) per the contract amendment on file.
 Original contract filed by SOS beginning 6/2/07 under Oblig #051 4201 050.
 ISP became party to contract w/amendment beginning 6/25/08.
 SOS has extended this contract to conclude 6/30/15
 PBC #13-73714 IPB #22028789

<i>Method of Compensation</i>			<i>Procurement Information</i>			<i>Travel Expenses</i>		
\$240,000.00	Per	AN	Multiple Rates N	Award Code D	Publication Date 11/19/2012	Y/N N	Amount \$0.00	
			N	Reference # 22028789	Subcontractor Utilization Y/N N		<i>Advanced Payments</i>	
				Subcontractor Disclosure Y/N N		Y/N N		

<i>Eleanor Day</i> <i>Prepared By</i>	7/22/2013 <i>Date</i>	<i>State Police</i> <i>Contracting Agency/Division</i>
<i>Hiram Grau</i> <i>By: Michael Yokley</i>	7/22/2013 <i>Date</i>	<i>State Police/Administration</i> <i>Filing Agency/Division</i>
<i>Authorized By</i> <i>Chief Fiscal Officer</i>		

ILLINOIS STATE POLICE
MATERIAL REQUEST FORM

14
FY: 13

Date: 6/21/2013

Division Head, Division Lieutenant Colonel Kim Cochran	Supervisor's Approval Sergeant Gary Clark	Requested By Bureau Chief Alan Burgard
-----------------------------------------------------------	----------------------------------------------	-------------------------------------------

**NOTE: Supplies/Services under \$50,000 OR within the 64 Small Business Set Aside (SBSA) Categories, must use a vendor registered as a Small Business, or obtain a waiver. Website to check registered vendors:
http://www.sell2.illinois.gov/bep/Small_and_Diverse_Businesses.htm**

Commodity Index # (CIN)	NAME OF ITEM INCLUDING size, color, and full description or description of services to be performed. Contract, lease, bid, or other documentation must be attached.	Quantity	Unit	Unit Price	Total Cost
Ref: 33	<p>Request to re-establish COD PBC73714 for access to all digitized drivers' license photographs and signatures.</p> <p>ISP is a party to the Secretary of State (SOS) contract for this service. SOS initially extended this contract to conclude on 6/30/15.</p> <p>FY14 - \$240,000 FY15 - \$240,000</p> <p>FY13 Obligation: PBC52605</p> <p>PBC #: 13-73714 Account Code: 001-49320-1200-00-00 Minor Object Code: 1289</p>				240,000.00

Summary of need and impact to other entities

Project Name:	Term of Services:
Was item budgeted? <input checked="" type="checkbox"/> Yes	No If no, please justify.
Specifications Attached: <input checked="" type="checkbox"/> Yes	Contract Attached: <input checked="" type="checkbox"/> Yes
SBSA Vendor Used? <input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes No, SBSA Waiver Attached: <input checked="" type="checkbox"/> Yes

SOURCE OF SUPPLY <p>NAME: Morphotrust USA Inc. ADDRESS: 14438 Collection Center Drive CITY: Chicago, IL 60693-4438 FEIN: 04-3320515</p> <p>NAME: ADDRESS: CITY: FEIN:</p>	SHIP TO/BILL TO AS FOLLOWS: <p>SHIP TO CODE: 49320-02 BILL TO CODE: 49320-02 LOCATION: ISB ATTENTION: Pat Weems TELEPHONE: 217/524-1958 COST CENTER CODE 440</p> <p>FOR FISCAL USE ONLY</p> <p>Checked SBSA Directory <input type="checkbox"/> Yes <input type="checkbox"/> N/A</p> <p>Analyst Approval: <i>CJG</i></p> <p>Date: 6/24/13</p>
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IL 493-0620

ISP 2-43 (Rev.12/06)

SERVICE PROCUREMENT AND CONTRACTING CHECKLIST

(October 2011 Revised)

Contracts that include services within the scope of bargaining unit work are allowed in certain circumstances. However, all such agreements shall be in accordance with Article XXIX, page 104; the Personal Service Contract Memorandum of Understanding (PSC MOU), page 267-268 of the 2008 AFSCME collective bargaining agreement; or the Mediated Resolution Memorandum when the work performed would arguably be performed by AFSCME represented employees if the work was performed by State Personnel.

In compliance with these agreement(s), agencies must identify and document the provisions under which the services are to be contracted. Please check the applicable paragraph below and maintain substantiating documentation:

Name: Image Query/Browser Software PBC/Contract #: 13-73714 Term: 07/01/2013-06/30/2015 Amount: \$480,000

Work Location: ISP/Division of Operations Date of Vacancy (if applicable): _____

Scope of Services: _____ This procurement will provide the Illinois State Police (ISP) access to all digitized drivers' license (DL) photos on file with Secretary of State (SOS).

The access to DL photos provides critical information that is critical to the performance of ISP work and services.

Assessment of Need (attempts to redistribute work or TA, LOA, nature of duties, EPAR #, etc.): _____

I. **AFSCME-Bargaining Unit Work-** Same or comparable work is arguably performed by bargaining unit employees. Any contract determined to be inconsistent with guidelines below must be terminated within 45 days.

1. **Time Limited Work** – Work based on one of the following exceptions:
 - a. **Emergency Work** – consistent with section 8b.8 of the Personnel Code (20 ILCS 415), may be acquired for a period not to exceed 90 days. With a minimum 14-day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.
 - b. **Temporary or Seasonal Work** – consistent with section 8b.9 of the Personnel Code, may be acquired for a period not to exceed 6 months out of any 12 month period. With a minimum 14 day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.
 - c. **No Appropriate Eligible List** – consistent with section 8b.10 of the Personnel Code, may be acquired for a period not to exceed 6 months out of any 12 month period. With a minimum 14 day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.
2. **Specialized Professional** – The work to be performed under this contract requires specialized, professional or technical services which cannot reasonably be provided by employees. Use of contractual resources to perform this work is not restricted. _____ Written notice to Council 31
(date)
3. **Time Limited Projects** - The work to be performed under this contract is for time limited projects required to meet certain agency mandates for which specific funds have been dedicated. These services may be acquired for up to 12 months, renewable for an additional 12 months. _____ Written notice to Council 31
(date)
4. **Sub-contracting:** Written notice provided to Council 31 Pursuant to Article XXIX on _____
(date)
5. **Written waiver obtained from Council 31 for exceeded time frames set forth in #(I)1.** _____
(date)

II. **B Non-AFSCME Bargaining Unit Work** – Same or comparable work is not arguably performed by bargaining unit employees as determined by the agency's Bureau of Personnel or Division of Labor Relations.

LR Administrator Signature: _____

Date: 9/25/12

**ILLINOIS STATE POLICE
MATERIAL REQUEST FORM**

14
FY: 13

Date: 6/21/2013

6/26/2013
Requested By
Bureau Chief Alan Burgard

Division Head, Division Lieutenant Colonel Kim Cochran	Supervisor's Approval Sergeant Gary Clark	Set. A Clr 2 # 5669
NOTE: Supplies/Services under \$50,000 OR within the 64 Small Business Set Aside (SBSA) Categories, must use a vendor registered as a Small Business, or obtain a waiver. Website to check registered vendors: http://www.sell2.illinois.gov/bep/Small_and_Diverse_Businesses.htm		

Commodity Index # (CIN)	NAME OF ITEM INCLUDING size, color, and full description or description of services to be performed. Contract, lease, bid, or other documentation must be attached.	Quantity	Unit	Unit Price	Total Cost
Ref: 33	<p>Request to re-establish COD PBC73714 for access to all digitized drivers' license photographs and signatures.</p> <p>ISP is a party to the Secretary of State (SOS) contract for this service. SOS initially extended this contract to conclude on 6/30/15.</p> <p>FY14 - \$240,000 FY15 - \$240,000</p> <p>FY13 Obligation: PBC52605</p> <p>PBC #: 13-73714 Account Code: 001-49320-1200-00-00 Minor Object Code: 1289</p>				240,000.00

Summary of need and impact to other entities

Project Name: _____ Term of Services: _____

Was item budgeted? Yes No If no, please justify. _____
 Specifications Attached: Yes No Contract Attached: Yes No
 SBSA Vendor Used? Yes N/A No/NA If No, SBSA Waiver Attached: Yes No

SOURCE OF SUPPLY		SHIP TO/BILL TO AS FOLLOWS:	
NAME: Morphotrust USA Inc.	ADDRESS: 14438 Collection Center Drive	SHIP TO CODE: 49320-02	BILL TO CODE: 49320-02
CITY: Chicago, IL 60693-4438	FEIN: 04-3320515	LOCATION: ISB	ATTENTION: Pat Weems
NAME: _____	ADDRESS: _____	TELEPHONE: 217/524-1958	COST CENTER CODE 440
CITY: _____	FEIN: _____	FOR FISCAL USE ONLY	
Analyst Approval: <i>CJG</i>		Checked SBSA Directory <input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Date: 6/24/13			

IL 493-0620

ISP 2-43 (Rev.12/06)

Procurement Justification Form

Date: 06/21/13
PBC: 13-73714

Please check the following criteria that apply to the procurement on the attached Material Request Form (MRF):

- 1. The procurement is critical to the life, health and/or safety of the citizens of the State of Illinois.
- 2. The procurement will cause the loss of federal funds if not completed.
- 3. The procurement fulfills a legal or contractual commitment of the State of Illinois to its unions or other third parties.
- 4. The procurement is time-sensitive and critical to the mission of the agency, and special consideration is required due to the best interests of the State.

List the criteria # along with detailed justification below:

The Illinois State Police (ISP) has been party to a multi-year contract executed between the Illinois Secretary of State's (SOS) office and the vendor beginning on 6/25/08. SOS extended this contract to conclude 6/30/15.

This procurement provides ISP with access to all digitized drivers' license photographs and signatures on file with the SOS. The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification Card application process and for ISP investigative purposes.

Please explain why this procurement can not be delayed until the next Fiscal Year:

If this procurement is cancelled or delayed, it will result in the ISP no longer having access to all digitized drivers' license photographs and signatures used to verify applicants in the Firearm Owner's Identification Card application process and for ISP investigative purposes. Access to this information is critical to the ISP's ability to complete essential functions, some of which are mandated by law.



Division Approval



Director's Office Approval
(for purchases over the small
purchase threshold)

ISP2-570(1/12)

SERVICE PROCUREMENT AND CONTRACTING CHECKLIST

(October 2011 Revised)

Contracts that include services within the scope of bargaining unit work are allowed in certain circumstances. However, all such agreements shall be in accordance with Article XXIX, page 104; the Personal Service Contract Memorandum of Understanding (PSC MOU), page 267-268 of the 2008 AFSCME collective bargaining agreement; or the Mediated Resolution Memorandum when the work performed would arguably be performed by AFSCME represented employees if the work was performed by State Personnel.

In compliance with these agreement(s), agencies must identify and document the provisions under which the services are to be contracted. Please check the applicable paragraph below and maintain substantiating documentation:

Name: Image Query/Browser Software PBC/Contract #: 13-73714 Term: 07/01/2013-06/30/2016 Amount: \$480,000

Work Location: ISP/Division of Operations Date of Vacancy (if applicable): _____

Scope of Services: This procurement will provide the Illinois State Police (ISP) access to all digitized drivers' license (DL) photos on file with Secretary of State (SOS).

The access to DL photos provides critical information that is critical to the performance of ISP work and services.

Assessment of Need (attempts to redistribute work or TA, LOA, nature of duties, EPAR #, etc.): _____

I. **AFSCME-Bargaining Unit Work-** Same or comparable work is arguably performed by bargaining unit employees. Any contract determined to be inconsistent with guidelines below must be terminated within 45 days.

1. **Time Limited Work** – Work based on one of the following exceptions:
 - a. **Emergency Work** – consistent with section 8b.8 of the Personnel Code (20 ILCS 415), may be acquired for a period not to exceed 90 days. With a minimum 14-day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.
 - b. **Temporary or Seasonal Work** – consistent with section 8b.9 of the Personnel Code, may be acquired for a period not to exceed 6 months out of any 12 month period. With a minimum 14 day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.
 - c. **No Appropriate Eligible List** – consistent with section 8b.10 of the Personnel Code, may be acquired for a period not to exceed 6 months out of any 12 month period. With a minimum 14 day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.
2. **Specialized Professional** – The work to be performed under this contract requires specialized, professional or technical services which cannot reasonably be provided by employees. Use of contractual resources to perform this work is not restricted. _____ Written notice to Council 31
(date)
3. **Time Limited Projects** - The work to be performed under this contract is for time limited projects required to meet certain agency mandates for which specific funds have been dedicated. These services may be acquired for up to 12 months, renewable for an additional 12 months. _____ Written notice to Council 31
(date)
4. **Sub-contracting:** Written notice provided to Council 31 Pursuant to Article XXIX on _____
(date)
5. **Written waiver obtained from Council 31 for exceeded time frames set forth in #(I)1.** _____
(date)

II. **Non-AFSCME Bargaining Unit Work** – Same or comparable work is not arguably performed by bargaining unit employees as determined by the agency's Bureau of Personnel or Division of Labor Relations.

LR Administrator Signature

Date 9/25/12

Material Request Form (MRF) - CHECKLIST

Project Title: Morphojet
Division: DOA

PBC#: 13-73714
IPB#: N/A

Please check the appropriate box as it relates to the Relevant Category on the PBC:

- Commodities/Equipment Facilities General Services
 Health/Medical HT Telecom

Attach this Checklist and the following documents to the MRF:

YES N/A Initials

DA Copy of draft Procurement Business Case

DA MRF with:

YES N/A

- appropriate approvals (including Budget)
 master contract number
 IPB posting # (for all P&A, & other purchases >\$9,999.99)
 PBC #

DA Procurement Justification Form with appropriate Division approval

DA Sole Source Justification Form with approvals

DA OMB approval of IT hardware over \$5000 (attach to PBC)

DA Screen print from small business database or approved small business waiver

DA Copy of request for quote (includes Sell2Illinois email sent to SBSA vendors) (attach to PBC)

DA All vendor responses to request for quote (if over \$9,999.99) (attach to PBC)

DA Service Procurement and Contracting Checklist signed by authorized Labor Relations representative, if procurement includes services (attach to PBC)

DA Specifications (if CMS will be bidding, to be entered into IGPS)

DA ELFAR

DA Cost Justification form with signatures (for printing devices)

DA Surplus Property form (for printing devices)

Other documents _____

Contact Name: Raf Weems

Phone #: 524-1958

Date: 6/22/13

**ILLINOIS STATE POLICE
MATERIAL REQUEST FORM**

14
FY: 13

Date: 6/21/2013

6/24-2013

Division Head, Division Lieutenant Colonel Kim Cochran	Supervisor's Approval Sergeant Gary Clark	Set. A Clr 2 # 5669	Requested By Bureau Chief Alan Bergard
-----------------------------------------------------------	----------------------------------------------	---------------------	-------------------------------------------

**NOTE: Supplies/Services under \$50,000 OR within the 64 Small Business Set Aside (SBSA) Categories, must use a vendor registered as a Small Business, or obtain a waiver. Website to check registered vendors:
http://www.sell2.illinois.gov/bep/Small_and_Diverse_Businesses.htm**

Commodity Index # (CIN)	NAME OF ITEM INCLUDING size, color, and full description or description of services to be performed. Contract, lease, bid, or other documentation must be attached.	Quantity	Unit	Unit Price	Total Cost
Ref: 33	<p>Request to re-establish COD PBC73714 for access to all digitized drivers' license photographs and signatures.</p> <p>ISP is a party to the Secretary of State (SOS) contract for this service. SOS initially extended this contract to conclude on 6/30/15.</p> <p>FY14 - \$240,000 FY15 - \$240,000</p> <p>FY13 Obligation: PBC52605</p> <p>PBC #: 13-73714 Account Code: 001-49320-1200-00-00 Minor Object Code: 1289</p>				240,000.00

Summary of need and impact to other entities

Project Name:	Term of Services:
Was item budgeted? <input checked="" type="checkbox"/> Yes	No If no, please justify.
Specifications Attached? <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No Contract Attached?
SBSA Vendor Used? <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No If No, SBSA Waiver Attached? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SOURCE OF SUPPLY		SHIP TO/BILL TO AS FOLLOWS:	
NAME:	Morphotrust USA Inc.	SHIP TO CODE:	49320-02
ADDRESS:	14438 Collection Center Drive	BILL TO CODE:	49320-02
CITY:	Chicago, IL 60693-4438	LOCATION:	ISB
FEIN:	04-3320515	ATTENTION:	Pat Weems
		TELEPHONE:	217/524-1958
		COST CENTER CODE	440
FOR FISCAL USE ONLY			
NAME:	Checked SBSA Directory <input type="checkbox"/> Yes <input type="checkbox"/> N/A		
ADDRESS:			
CITY:			
FEIN:	Analyst Approval:		
	Date:		

IL 493-0620

ISP 2-43 (Rev.12/06)

Procurement Justification Form

Date: 06/21/13

PBC: 13-73714

Please check the following criteria that apply to the procurement on the attached Material Request Form (MRF):

- 1. The procurement is critical to the life, health and/or safety of the citizens of the State of Illinois.
- 2. The procurement will cause the loss of federal funds if not completed.
- 3. The procurement fulfills a legal or contractual commitment of the State of Illinois to its unions or other third parties.
- 4. The procurement is time-sensitive and critical to the mission of the agency, and special consideration is required due to the best interests of the State.

List the criteria # along with detailed justification below:

The Illinois State Police (ISP) has been party to a multi-year contract executed between the Illinois Secretary of State's (SOS) office and the vendor beginning on 6/25/08. SOS extended this contract to conclude 6/30/15.

This procurement provides ISP with access to all digitized drivers' license photographs and signatures on file with the SOS. The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification Card application process and for ISP investigative purposes.

Please explain why this procurement can not be delayed until the next Fiscal Year:

If this procurement is cancelled or delayed, it will result in the ISP no longer having access to all digitized drivers' license photographs and signatures used to verify applicants in the Firearm Owner's Identification Card application process and for ISP investigative purposes. Access to this information is critical to the ISP's ability to complete essential functions, some of which are mandated by law.



Division Approval

Director's Office Approval
(for purchases over the small
purchase threshold)

SERVICE PROCUREMENT AND CONTRACTING CHECKLIST

(October 2011 Revised)

Contracts that include services within the scope of bargaining unit work are allowed in certain circumstances. However, all such agreements shall be in accordance with Article XXIX, page 104; the Personal Service Contract Memorandum of Understanding (PSC MOU), page 267-268 of the 2008 AFSCME collective bargaining agreement; or the Mediated Resolution Memorandum when the work performed would arguably be performed by AFSCME represented employees if the work was performed by State Personnel.

In compliance with these agreement(s), agencies must identify and document the provisions under which the services are to be contracted. Please check the applicable paragraph below and maintain substantiating documentation:

Name: Image Query/Browser Software PBC/Contract #: 13-73714 Term: 07/01/2013-06/30/2016 Amount: \$480,000

Work Location: ISP/Division of Operations Date of Vacancy (if applicable) _____

Scope of Services: This procurement will provide the Illinois State Police (ISP) access to all digitized drivers' license (DL) photos on file with Secretary of State (SOS).

The access to DL photos provides critical information that is critical to the performance of ISP work and services.

Assessment of Need (attempts to redistribute work or TA, LOA, nature of duties, EPAR #, etc.): _____

I. **AFSCME-Bargaining Unit Work-** Same or comparable work is arguably performed by bargaining unit employees. Any contract determined to be inconsistent with guidelines below must be terminated within 45 days.

1. **Time Limited Work** – Work based on one of the following exceptions:
 - a. **Emergency Work** – consistent with section 8b.8 of the Personnel Code (20 ILCS 415), may be acquired for a period not to exceed 90 days. With a minimum 14-day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.
 - b. **Temporary or Seasonal Work** – consistent with section 8b.9 of the Personnel Code, may be acquired for a period not to exceed 6 months out of any 12 month period. With a minimum 14 day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.
 - c. **No Appropriate Eligible List** – consistent with section 8b.10 of the Personnel Code, may be acquired for a period not to exceed 6 months out of any 12 month period. With a minimum 14 day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.
2. **Specialized Professional** – The work to be performed under this contract requires specialized, professional or technical services which cannot reasonably be provided by employees. Use of contractual resources to perform this work is not restricted. _____ Written notice to Council 31
(date)
3. **Time Limited Projects** - The work to be performed under this contract is for time limited projects required to meet certain agency mandates for which specific funds have been dedicated. These services may be acquired for up to 12 months, renewable for an additional 12 months. _____ Written notice to Council 31
(date)
4. **Sub-contracting:** Written notice provided to Council 31 Pursuant to Article XXIX on _____
(date)
5. **Written waiver obtained from Council 31 for exceeded time frames set forth in #1.** _____
(date)

II. **B Non-AFSCME Bargaining Unit Work** – Same or comparable work is not arguably performed by bargaining unit employees as determined by the agency's Bureau of Personnel or Division of Labor Relations.

LR Administrator Signature 

Date 9/25/12

Material Request Form (MRF) - CHECKLIST

Project Title: MorphoDust

PBC#: 13-73714

Division: DOA

IPB#: N/A

Please check the appropriate box as it relates to the Relevant Category on the PBC:

- Commodities/Equipment Facilities General Services
 Health/Medical HT Telecom

Attach this Checklist and the following documents to the MRF:

YES N/A Initials

DH Copy of draft Procurement Business Case

DH MRF with:

YES N/A

- appropriate approvals (including Budget)
 master contract number
 IPB posting # (for all P&A, & other purchases >\$9,999.99)
 PBC #

DH Procurement Justification Form with appropriate Division approval

DH Sole Source Justification Form with approvals

DH OMB approval of IT hardware over \$5000 (attach to PBC)

DH Screen print from small business database or approved small business waiver

DH Copy of request for quote (includes Sell2Illinois email sent to SBSA vendors) (attach to PBC)

DH All vendor responses to request for quote (if over \$9,999.99) (attach to PBC)

KW Service Procurement and Contracting Checklist signed by authorized Labor Relations representative, if procurement includes services (attach to PBC)

DH Specifications (if CMS will be bidding, to be entered into IGPS)

DH ELFAR

DH Cost Justification form with signatures (for printing devices)

DH Surplus Property form (for printing devices)

Other documents _____

Contact
Name: R. L. Weems

Phone #: 524-1958

Date: 6/22/13

State of Illinois
Contract - Obligation Document

FY13

Agency No. 493

440

Fiscal Year	Transaction Code	Contract/ Obligation No.	Transaction Date	Taxpayer ID No.	Legal
13	2813	PBC52605	5/2/2012	04-3320515	04
Contract Action	Class Code	Governor's Release No.	Vendor's Name and Address		
1. New <input checked="" type="checkbox"/> 2. Change <input type="checkbox"/> 3. Delete <input type="checkbox"/>	75		Morphotrust USA Inc 14438 Collection Center Drive Chicago, IL 60693-4438		
Appropriation Account Code	Obligation Amount				
001-49320-1200-00-00	\$240,000.00				
Multiple Year Contract			Maximum Contract Amount		
From	6/2/2010 To	6/30/2013	\$240,000.00		
Current Fiscal Year of Contract			Annual Contract Amount		
From	7/1/2012 To	6/30/2013	\$240,000.00		
Multiple Year Contract Amounts - Year 2 - 7 (and over)					
	2	3	4	5	6
					7

Description Re-establish obligation for FY13:

Services to provide Illinois State Police access to all digitized drivers' license photographs and signatures on file with the Secretary of State (SOS) per the contract amendment on file.

Original contract filed by SOS beginning 6/2/07 under Oblig #051 4201 050.

ISP became party to contract w/amendment beginning 6/25/08,

SOS is extending this contract to conclude 6/30/13.

Agency Ref #7, prev. #26 & #1. Prev. obl. #976

Michael T. Yokley

5/16/2012

State Police

Prepared By

Date

Contracting Agency/Division

Hiram Grau

By: Michael T. Yokley

5/16/2012

State Police/Administration

Authorized By

Interim Chief Fiscal Officer

Date

Filing Agency/Division

Procurement Business Case Print Report

Request ID 13-000000073714

Project Title ISP Image Query/IBrowser

Status Closed

sub

Requesting Agency ISP-Illinois State Police

Agency Reference

Number

Creator Name Aaron Schroeder

Procurement End

User

APO Name John Power

APO Phone (217) 558-3880

APO Email John_Power@isp.state.il.us

Relevant Category IT

Detail Object Code 1289 Contractual Services Not Elsewhere Classified

Will a Solicitation/Bid No

be posted to IPB?

Will a Notice be Yes

Posted to IPB?

In which fiscal year is 2014
procurement to begin?

Is this a multi-year Yes
(exceeds 12 months)
contract?

Contract for legal No
related services (CPO
#33)

Nature of Request IT

Enter the Original PBC52605
Contract Number

Procurement Renewal
Approach

Special Condition None

Potential Small No

Business Set Aside?

Potential BEP Yes
Participation Goal?

Code S400

Class Miscellaneous Services

ARRA Federal No
Recovery Funded

CFDA #**Federal Project Title****SPO Name** Marty Lane**SPO Phone** (217) 557-4781**SPO Email** marty_lane@isp.state.il.us**Work Log** TFORTE 1/29/13 10:47:34 AM

d

DHANNEY 11/21/12 2:53:48 PM

Button Pressed Close DHANNEY 11/21/2012 2:53:43 PM

DHANNEY 11/21/12 11:00:55 AM

Update award tab

DHANNEY 11/21/12 10:59:39 AM

Button Pressed Ready to Award DHANNEY 11/21/2012 10:59:39 AM

DHANNEY 11/21/12 10:59:20 AM

Updating IPB tab

BMARTIN3 10/24/12 10:04:00 AM

Button Pressed Approve BMARTIN3 10/24/2012 10:04:00 AM

DHANNEY 10/24/12 10:02:39 AM

Button Pressed Vendor Selected DHANNEY for \$480,000.00 Total (Vendor Award = Yes) 10/24/2012 10:02:37 AM

Remedy Application Service 10/24/12 9:56:06 AM

Approved by PM.

TPOWER 10/24/12 9:56:04 AM

Button Pressed Approve TPOWER 10/24/2012 9:56:06 AM

JELLENBE 10/19/12 2:49:17 PM

routed to boss lead

Remedy Application Service 10/19/12 12:45:49 PM

Approved by IT/Telecom.

DBREEN 10/18/12 8:18:16 AM

Button Pressed Approve DBREEN 10/18/2012 8:18:16 AM

JCUNNIN1 10/18/12 8:13:31 AM

Button Pressed Approve JCUNNIN1 10/18/2012 8:13:31 AM

JCUNNIN1 10/18/12 8:13:27 AM

No alignment issues.

Remedy Application Service 10/17/12 5:20:19 PM

Approved: APO approval level.

JPOWER2 10/17/12 5:20:17 PM
Button Pressed Approve JPOWER2 10/17/2012 5:20:16 PM

DHANNEY 10/17/12 5:10:04 PM
Button Pressed Start Approval DHANNEY 10/17/2012 5:10:02 PM

DHANNEY 10/17/12 5:09:25 PM

This procurement meets criteria #1 #4. This procurement will provide the Illinois State Police (ISP) access to all digitized drivers' license photographs and signatures on file with the Secretary of State (SOS). The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification (FOID) card application process and for ISP investigative purposes. If this procurement is not approved, ISP could lose access to information that is critical to performance of ISP work and services which are mandated by law. The current contract is being renewed by SOS for a two-year period.

Please explain why this procurement can not be delayed until the next Fiscal Year: This procurement will begin in Fiscal Year 2014. The ISP is in the process of executing an amendment with the Secretary of State for access to the drivers' license photographs through June 30, 2015.

AR_ESCALATOR 10/11/12 5:35:44 PM

The Requesting Agency data have changed and the APO info, SPO info, Deputy Chief of Staff, or CC on OMB Approvals fields have been updated on this open or canceled PBC.

ASCHROED 9/24/12 9:29:39 AM

Information Services Bureau Chief Alan Burgard has reviewed and approved this PBC.

Type of Contract Agency-Specific Contract

Expected Start Date 7/1/13

Expected End Date 6/30/15

Is the Expected Start Yes

Date Firm?

Number of Renewals 1

Total Term (in Months) 24

Total Value for 480,000.00

Maximum Length of Contract

Total Value Funding Sources 480,000.00

These Values are: Estimated

Is Third Party No

Financing Required?

Programmatic This procurement will provide the Illinois State Police (ISP) access to all

Objective digitized drivers' license photographs and signatures on file with the Secretary of State (SOS). The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification (FOID) card application process and for ISP investigative purposes. If this procurement is not approved, ISP could lose access to information that is critical to performance of ISP work and services which are mandated by law. The current contract is being renewed by SOS for a two-year period.

Economic The Illinois State Police (ISP) has been party to a multiple year contract

Justification executed between the Illinois Secretary of State's (SOS) Office and the vendor. As such, this procurement approach provides the most economically beneficial option available. Another procurement approach would result in a separate contract being necessary between the ISP and the vendor. This situation can be avoided by the ISP being a party in the two year renewal between SOS and the vendor. The cost of this service is \$240,000 per year.

History/Background Access to the aforementioned information currently is being addressed through the same agreement between SOS, the vendor, and ISP. The renewal of the contract allows the ISP access to the photos and signatures through June 30, 2015. The previous PBC for this purchase was #10-52605. This procurement is not subject to the Small Business Set Aside or Business Enterprise Program (BEP).

Brand Name

Emergency

Emergency Rationale

Sole Source

Sole Source Question

1

Sole Source Question

2

Sole Source Question

3

Sole Source Question

4

Sole Source Question

5

Sole Source Question

6

Sole Source Question

7

State Use

Governance No
Required?

Account Charge

Comments BOSS lead Tyrone Forte

Charter Required? No

Charter Approved? No

Was this Approved No
with Conditions?

Conditions

ARB Approval Required?

IPB Reference Number 22028789

DateSolicitation Posted to IPB

Bid Opening Date

Bid Opening Time

Bid Opening Location

Project Contact Person Aaron Schroeder

Project Contact Phone 217-782-2775

Project Contact Fax 217-558-0843

Project Contact Email Aaron_Schroeder@isp.state.il.us

Date Award Posted 11/19/12

Notice Expiration Date 11/21/12

Conference Date

Conference Time

Conference Location

Conference Mandatory

Award Justification Contract renewal

**Morphotrust - COD PBC52605**

Dawn Hanney to: Eleanor Day

12/12/2012 10:19 AM

Hi Eleanor - We just received the above (attached) COD and I am confused as to why there are no dollar amounts listed for FY14 and FY15. The MRF indicated \$240,000 for each of these years. Will that be in a separate COD?

Thank you,

Dawn Hanney
Illinois State Police
Division of Administration
217/557-5219

----- Forwarded by Dawn Hanney/IISPolice on 12/12/2012 10:16 AM -----

From: "S03P05@isp.state.il.us" <S03P05@isp.state.il.us>
To: "Dawn Hanney" <Dawn_Hanney@isp.state.il.us>,
Date: 12/12/2012 10:15 AM
Subject: Scanned from S03P05 12/12/2012 11:04

Scanned from S03P05.
Date: 12/12/2012 11:04
Pages:1
Resolution:300x300 DPI



DOC121212.pdf

State of Illinois
Contract - Obligation Document

Agency No. 493

440

Fiscal Year	Transaction Code	Contract/ Obligation No.	Transaction Date	Taxpayer ID No.	Legal			
13	2820	PBC52605	11/28/2012	04-3320515	04			
Contract Action	Class Code	Governor's Release No.	Vendor's Name and Address					
1. New <input type="checkbox"/>			Morphotrust USA Inc					
2. Change <input checked="" type="checkbox"/>			14438 Collection Center Drive					
3. Delete <input type="checkbox"/>			Chicago, IL 60693-4438					
Appropriation Account Code	Obligation Amount							
001-49320-1200-00-00	\$0.00							
Multiple Year Contract			Maximum Contract Amount					
From 6/2/2010 To 6/30/2015			\$240,000.00					
Current Fiscal Year of Contract			Annual Contract Amount					
From 7/1/2012 To 6/30/2013			\$240,000.00					
Multiple Year Contract Amounts - Year 2 - 7 (and over)								
2 0 - 0 0 3 0 - 0 0 4								
5 6 7								

Description To file contract amendment and exercise of one 1-year renewal option per the attached amendment.

SOS is extending this contract w/amendment for new expiration date of 6/30/15

PBC #13-73714

IPB #22028789

Method of Compensation				Procurement Information			Travel Expenses			
\$240,000.00	Per	AN	Multiple Rates N	Award Code	D	Y/N	N	Amount	\$0.00	
				Publication Date	11/19/2012					
				Reference #	22028789			Advanced Payments		
				Subcontractor Utilization Y/N	N					
				Subcontractor Disclosure Y/N	N					

Eleanor Day

11/28/2012

State Police

Contracting Agency/Division

Prepared By

Date

Hiram Grau

By: Michael Yokley

Authorized By *Chief Fiscal Officer*

11/28/2012

Date

State Police/Administration

Filing Agency/Division



ILLINOIS STATE POLICE
Division of Administration

Pat Quinn
Governor

MEMORANDUM

Hiram Grau
Director

TO: Director Hiram Grau
FROM: Chief Fiscal Officer Michael Yokley
DATE: November 16, 2012
SUBJECT: FY14-15 Image Query/I-Browser

Pursuant to 30 ILCS 105/9.02 (a) (1) concerning contracts in the amount of \$250,000 or more, your signature is required to procure a contract renewal that provides access to all digitized drivers' license photographs and signatures on file with the Secretary of State (SOS). The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification (FOID) Card application process and for Illinois State Police investigative purposes.

The cost of this procurement is projected to be \$480,000 and will be funded by General Revenue. This contract renewal will cover the time period of July 1, 2013 – June 30, 2015.

Your signature below indicates your approval of this procurement.

Chief Legal Counsel: [REDACTED] Date: 11/20/12
Suzanne L. Y. Bond

Chief Fiscal Officer: [REDACTED] Date: 11/20/12
Michael Yokley

Director: [REDACTED] Date: 11/21/12
Hiram Grau

July 31, 2012

STATE OF ILLINOIS
OFFICE OF THE SECRETARY OF STATE
SPRINGFIELD, ILLINOIS 62756

CONTRACT AMENDMENT FOUR AND EXERCISE OF ONE 1-YEAR RENEWAL OPTION

0514201050

Reference is hereby made to a Contractual Agreement entered into by and between the parties hereto, Jesse White, Secretary of State, State of Illinois, in his capacity as Secretary of State and not as an individual, hereinafter referred to as "ILSOS" or "Agency", and L-1 Identity Solutions Operating Company, acting through its Secure Credentialing Division, 296 Concord Road, Billerica, MA 01821, hereinafter referred to as "L-1" or "Contractor".

ILSOS and L-1 desire to exercise one of the 1-year renewal (extension) options set forth in Section II, General Provisions, Options to Renew and to add provisions regarding penalties.

On August 10, 2011, L-1 Identity Solutions Operating Company filed in Delaware a Certificate of Amendment of its Certificate of Incorporation changing its name from "L-1 Identity Solutions Operating Company" to "MorphoTrust USA, Inc." All references in the Contract to "L-1 Identity Solutions Operating Company" shall be deemed to be references to "MorphoTrust USA, Inc."

In consideration of the renewal, ILSOS and L-1 agree to modify the following provisions:

Page 10, CARD VOLUME AND ESTIMATES shall be modified as marked below:

ILSOS estimates usage of approximately 4.3 million cards per calendar year. This figure is solely an estimate and no usage volume is guaranteed pursuant to this contract.

Projections for this contract extension term are:

2010 3.8 million plus up to 500,000 Safe Driver Renewals
2011 3.8 million plus up to 500,000 Safe Driver Renewals
2012 3.8 million plus up to 500,000 Safe Driver Renewals
2013 3.8 million plus up to 500,000 Safe Driver Renewals
2014 3.8 million plus up to 500,000 Safe Driver Renewals
2015 1.9 million plus up to 250,000 Safe Driver Renewals

REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK

July 31, 2012

New provisions are added to Section XII, Remedial and Preventative Maintenance Specifications on page 39:

DISCONTINUATION OF SERVICE: For a period of one (1) year from date of execution of this amendment, for any discontinuation of customer service (inability of ILSOS to issue a DL or ID at all ILSOS facilities, also known as a "statewide outage") for an individual event lasting two or more hours, the contractor shall credit ILSOS the sum of ten thousand dollars (\$10,000), provided such discontinuation is caused solely by the contractor.

MILESTONE SCHEDULE: For a period of one (1) year from the date of execution of this amendment, in the event a milestone contained in the milestone schedule, attached hereto as Exhibit A, is not completed within seven (7) days of the date contained therein, contractor shall credit ILSOS five thousand dollars (\$5,000), provided the failure to complete the milestone as specified in Exhibit A is caused solely by the contractor.

The total credit for the discontinuation of service and slippage of the milestone schedule as set forth immediately above shall not exceed \$100,000.

Page 40, XIII. STANDARD TERMS, CONDITIONS, AND CERTIFICATIONS shall be modified as marked below:

ARTICLE 1, TERM:

The term of this extension shall begin on June 2, 2010, shall be for a period of 37 months, and shall expire on June 30, 2013. By this Amendment Three, the parties thereby agreed to execute one of the one-year extensions authorized in Section II, General Provisions, Option to Renew, for a new expiration date of June 30, 2014. By this Amendment Four, the parties agree to execute a second one-year extension authorized in Section II, General Provisions, Option to Renew, for a new expiration date of June 30, 2015.

ARTICLE 4, COMPENSATION:

L-1 shall receive compensation in the following manner. Effective July 1, 2011, the price per card shall be \$1.492 until June 30, 2014 2015. Any cards issued by ILSOS between July 1, 2011 and the full execution of this Amendment Three shall be billed at the rate of \$1.542. L-1 shall issue to ILSOS a credit for the \$.05 cent decrease for all cards that were billed at the rate of \$1.542 on the first billing statement issued after full execution of this Amendment Three.

Upon successful implementation and acceptance of the hybrid issuance system, ILSOS will pay start up costs for the hybrid issuance system in the amount of \$450,000.00. These costs are not included in the price per card. ILSOS will purchase components necessary for the statewide facility ICW upgrade. L-1 will provide ICW components to ILSOS in accordance with the pricing below, to be paid in one lump sum payment of \$1,140,717.00, following

July 31, 2012

delivery and acceptance. These costs are not included in the price per card. ILSOS will return to L-1 with no restocking fee, the 181 Verifone MX870 signature pads that were delivered to ILSOS in December of 2010. Upon the return of the signature pads. L-1 will credit ILSOS \$135,750.00

Product	Pricing	Units	Total Price
Camera Tower	\$ 3,506.00	181	\$634,567.00
PC	\$ 1,400.00	181	\$253,400.00
Mobile Station	\$ 13,000.00	9	\$117,000.00

For the discontinuation of service that occurred at the ILSOS Lockport facility on May 31, 2012, contractor shall credit ILSOS the sum of five thousand dollars (\$5,000) on the first invoice sent to ILSOS after the execution of this amendment four.

For failing to meet the milestone schedule that was presented to ILSOS on April 23, 2012, contractor shall credit ILSOS the sum of five thousand dollars (\$5,000) on the first invoice sent to ILSOS after the execution of this amendment four.

The two foregoing credits of \$5,000 each shall be included in the \$100,000 credit for the discontinuation of service and slippage of the milestone schedule referenced in Section XII, Remedial and Preventative Maintenance Specifications.

ARTICLE 6, CANCELLATION AND TERMINATION:

In consideration for ILSOS payment of start up costs and purchasing equipment to be provided under this contract as set forth in Article 5, the parties agree there shall be no guaranteed minimum card production numbers and no penalty for early termination, without cause, upon 180 days' written notice.

The Secretary of State may terminate this contract at any time if: (i) L-1 fails to comply with the terms, conditions and specifications or otherwise breaches the contract, provided that the Secretary of State shall provide 30 days written notice of the alleged noncompliance or breach and L-1 fails to cure the alleged noncompliance or breach within that period; (ii) there is commenced a proceeding against L-1 under the U.S. Bankruptcy Code or similar law, or any action by L-1 to dissolve or liquidate or to merge with an entity prohibited from doing business with the State of Illinois; or (iii) there is material misrepresentation or falsification of information provided by L-1 in the course of any dealing between L-1 and Secretary of State.|| Should this occur, both parties agree to ensure that such action does not render the State incapable of issuing cards and shall jointly plan for any transfers of responsibilities and functions for both parties as are necessitated by such action.

L-1 and ILSOS will cooperate to ensure a smooth transition to a replacement system at contract termination. New system installation (with the exception of test and pilot sites as needed) will not begin prior to March 1, 2013 2015 without prior agreement and consultation with L-1.

July 31, 2012

Should ILSOS be unable to complete full installation of a replacement system in all ILSOS facilities before contract termination, L-1 agrees to enter into monthly contract(s) to continue the existing system operation in order to ensure that ILSOS is able to issue cards at all sites until the conversion to a new system is complete, at a price per card not to exceed five (5) percent over the price per card in effect at termination.

Except as expressly set forth in this Amendment Four, the terms and conditions of the Contractual Agreement, as previously modified, shall continue in full force and effect.

REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK

July 31, 2012

IN WITNESS WHEREOF, the parties hereunto set their hands and seals, on the day and in the year written below.

[REDACTED] Company Signature

8/14/12
(date)

Printed Name: Robert Eckel

Title: President and CEO

Phone: 978-215-2525

[REDACTED] Department Signature

8/21/12
(date)

Printed Name: Michael J. Mayer

Title Director, Driver Services

Phone: 217-785-0963

[REDACTED] Illinois State Police Signature

11/21/12

Printed Name: Hiram Grau

Title: Director

Phone: _____

[REDACTED] Jesse White, Secretary of State

(date)

Acting in his capacity as Secretary of State and
not individually

8/21/12

Approved for Legal Sufficiency:

[REDACTED] 8/23/12
[REDACTED] General Counsel (date)

Approved for Fiscal Sufficiency:

8/17/12

[REDACTED] Jacqueline Price, Director (date)

**STATE OF ILLINOIS
OFFICE OF THE SECRETARY OF STATE
SPRINGFIELD, IL 62756**

CONTRACT AMENDMENT FOUR AND EXERCISE OF ONE 1-YEAR RENEWAL OPTION

0514201050

Exhibit A

Remaining Project Milestones

Project Milestone	Delivery Date
UAT- Phase 1	August 24, 2012
Web app go live	August 28, 2012
All images enrolled	September 2, 2012
ABIS go live	September 4, 2012
Go live with Secondary and Disaster Recovery DB	September 4, 2012
Complete Primary DB	September 24, 2012
UAT- Phase 2	September 26, 2012
Project Completion	October 1, 2012

Procurement Business Case Print Report

Request ID 13-000000073714

Project Title ISP Image Query/IBrowser

Status Under Review - Award

sub Released by OMB

Requesting Agency ISP-Illinois State Police

Agency Reference Number

Creator Name Aaron Schroeder

Procurement End User

APO Name John Power

APO Phone (217) 558-3880

APO Email John_Power@isp.state.il.us

Relevant Category IT

Detail Object Code 1289 Contractual Services Not Elsewhere Classified

Will a Solicitation/Bid No
be posted to IPB?

Will a Notice be Posted Yes
to IPB?

In which fiscal year is 2014
procurement to begin?

Is this a multi-year Yes
(exceeds 12 months)
contract?

Contract for legal No
related services (CPO
#33)

Nature of Request IT

Enter the Original PBC52605
Contract Number

Procurement Approach Renewal

Special Condition None

Potential Small No
Business Set Aside?

Potential BEP Yes

Participation Goal?

Code S400

Class Miscellaneous Services

ARRA Federal No

Recovery Funded

CFDA #

Federal Project Title

SPO Name Marty Lane

SPO Phone (217) 557-4781

SPO Email marty_lane@isp.state.il.us

Work Log BMARTIN3 10/24/12 10:04:00 AM

Button Pressed Approve BMARTIN3 10/24/2012 10:04:00 AM

DHANNEY 10/24/12 10:02:39 AM

Button Pressed Vendor Selected DHANNEY for \$480,000.00 Total (Vendor Award = Yes)
10/24/2012 10:02:37 AM

Remedy Application Service 10/24/12 9:56:06 AM

Approved by PM.

TPOWER 10/24/12 9:56:04 AM

Button Pressed Approve TPOWER 10/24/2012 9:56:06 AM

JELLENBE 10/19/12 2:49:17 PM

routed to boss lead

Remedy Application Service 10/19/12 12:45:49 PM

Approved by IT/Telecom.

DBREEN 10/18/12 8:18:16 AM

Button Pressed Approve DBREEN 10/18/2012 8:18:16 AM

JCUNNIN1 10/18/12 8:13:31 AM

Button Pressed Approve JCUNNIN1 10/18/2012 8:13:31 AM

JCUNNIN1 10/18/12 8:13:27 AM

No alignment issues.

Remedy Application Service 10/17/12 5:20:19 PM

Approved: APO approval level.

JPOWER2 10/17/12 5:20:17 PM

Button Pressed Approve JPOWER2 10/17/2012 5:20:16 PM

DHANNEY 10/17/12 5:10:04 PM

Button Pressed Start Approval DHANNEY 10/17/2012 5:10:02 PM

DHANNEY 10/17/12 5:09:25 PM

This procurement meets criteria #1 #4. This procurement will provide the Illinois State Police (ISP) access to all digitized drivers' license photographs and signatures on file with the Secretary of State (SOS). The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification (FOID) card application process and for ISP investigative purposes. If this procurement is not approved, ISP could lose access to information that is critical to performance of ISP work and services which are mandated by law. The current contract is being renewed by SOS for a two-year period.

Please explain why this procurement can not be delayed until the next Fiscal Year: This procurement will begin in Fiscal Year 2014. The ISP is in the process of executing an amendment with the Secretary of State for access to the drivers' license photographs through June 30, 2015.

AR_ESCALATOR 10/11/12 5:35:44 PM

The Requesting Agency data have changed and the APO info, SPO info, Deputy Chief of Staff, or CC on OMB Approvals fields have been updated on this open or canceled PBC.

ASCHROED 9/24/12 9:29:39 AM

Information Services Bureau Chief Alan Burgard has reviewed and approved this PBC.

Type of Contract Agency-Specific Contract

Expected Start Date 7/1/13

Expected End Date 6/30/15

Is the Expected Start Date Firm?

Number of Renewals 1

Total Term (in Months) 24

Total Value for 480,000.00

Maximum Length of Contract

Total Value Funding Sources 480,000.00

These Values are: Estimated

Is Third Party No

Financing Required?

Programmatic Objective This procurement will provide the Illinois State Police (ISP) access to all digitized drivers' license photographs and signatures on file with the Secretary of State (SOS). The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification (FOID) card application process and for ISP investigative purposes. If this procurement is not approved, ISP could lose access to information that is critical to performance of ISP work and services which are mandated by law. The current contract is being renewed by SOS for a two-year period.

Economic Justification The Illinois State Police (ISP) has been party to a multiple year contract executed between the Illinois Secretary of State's (SOS) Office and the vendor. As such, this procurement approach provides the most economically beneficial option available. Another procurement approach would result in a separate contract being necessary between the ISP and the vendor. This situation can be avoided by the ISP being a party in the two year renewal between SOS and the vendor. The cost of this service is \$240,000 per year.

History/Background Access to the aforementioned information currently is being addressed through the same agreement between SOS, the vendor, and ISP. The renewal of the contract allows the ISP access to the photos and signatures through June 30, 2015. The previous PBC for this purchase was #10-52605. This procurement is not subject to the Small Business Set Aside or Business Enterprise Program (BEP).

Brand Name

Emergency

Emergency Rationale

Sole Source

Sole Source Question 1

Sole Source Question 2

Sole Source Question 3

Sole Source Question 4

Sole Source Question 5

Sole Source Question 6

Sole Source Question 7

State Use

Governance Required? No

Account Charge

Comments BOSS lead Tyrone Forte

Charter Required? No

Charter Approved? No

Was this Approved No
with Conditions?

Conditions

ARB Approval
Required?

IPB Reference Number

DateSolicitation Posted
to IPB

Bid Opening Date

Bid Opening Time

Bid Opening Location

Project Contact Person

Project Contact Phone

Project Contact Fax

Project Contact Email

Date Award Posted

Notice Expiration Date

Conference Date

Conference Time

Conference Location

Conference Mandatory

Award Justification Contract renewal

SPO DETERMINATION FORM

STEP #1 AGENCY PROCUREMENT METHOD REVIEW AND APPROVAL

Agency Name

ISP - IL State Police

Estimated Cost of Procurement

480,000

Project Title

ISP Image Query/IBrowser (PBC 13-73714)

Procurement Method

Renewal

Small Business Set-Aside (Y/N?)

No

Brief Description (Include Special Conditions and existing Contract # if any action against an existing contract)

This procurement will provide the Illinois State Police (ISP) access to all digitized drivers' license photographs and signatures on file with the Secretary of State (SOS). The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification (FOID) card application process and for ISP investigative purposes. If this procurement is not approved, ISP could lose access to information that is critical to performance of ISP work and services which are mandated by law. The current contract is being renewed by SOS for a two-year period.

The Illinois State Police (ISP) has been party to a multiple year contract executed between the Illinois Secretary of State's (SOS) Office and the vendor. The renewal of the contract allows the ISP access to the photos through June 30, 2015.

Critical Contract Dates

July 1, 2013

APO Signature verifying submission

John A. Power

Digitally signed by John A. Power
DN: cn=John A. Power, ou=Illinois State Police, ou=ISP DOA,
emailAddress=jpower@il.gov, ou=LUIS, certid=5
Date: 2012-10-17 10:02:04 -05'00'

Date

SPO Signature verifying receipt

Marty D Lane

Digitally signed by Marty D Lane
DN: cn=Marty D Lane, ou=State of Illinois, ou=CMS, ou=People, ou=L, serialNumber=70146198, certid=5
Date: 2012-10-17 16:06:18 -05'00'

Date

October 17, 2012

SPO Signature denying approval

Date

(APO should attach any additional documentation that may assist the SPO in this determination)

SPO's Comments/Recommendations regarding Approval/Disapproval of Procurement Method

SPO Signature approving method	Marty D Lane	Digitally signed by Marty D Lane DN: cn=Marty D Lane, ou=State of Illinois, ou=CMS, ou=People, ou=L, serialNumber=70146198, certid=5 Date: 2012-10-17 16:06:31 -05'00'
Date	October 17, 2012	

STEP #2 SOLICITATION REVIEW AND APPROVAL

IPB Reference Number

22028789

2.1. Agency's Submission of Draft Solicitation Document to SPO

APO Signature verifying submission

Date

SPO Signature verifying receipt

Date

SPO Signature denying approval

Date

SPO's Comments/Recommendations regarding Approval/Disapproval of Draft Solicitation

2.2. Agency's Re-Submission if Necessary

APO Signature verifying re-submission

Date

SPO Signature verifying receipt

Date

2.3. SPO's Publishing of Solicitation on Illinois Procurement Bulletin

SPO Signature approving Draft Solicitation

Date

Date Published

Date Opening

STEP #3 NOTICE OF INTENT TO AWARD REVIEW AND APPROVAL

IPB Reference Number

22028789

3.1. Agency's Creation of Notice of Award in Illinois Procurement Bulletin

Notice Type	Contract Renewal	Date Created	
APO Signature verifying submission	John A. Power	Digitally signed by John A. Power On: 2012-11-19 14:41:51 -05'00' For: john.a.power@illinoisstatepolice.il.us Email: john.power@illinoisstatepolice.il.us Date: 2012-11-19 14:41:51 -05'00'	Date
SPO Signature verifying receipt	Marty D Lane	Digitally signed by Marty D Lane On: 2012-11-19 15:27:56 -06'00' For: marty.d.lane@illinois.gov Email: marty.d.lane@illinois.gov Date: 2012-11-19 15:27:56 -06'00'	Date
SPO Signature denying approval			Date

(APO shall attach additional documentation that assists the SPO in this determination)

SPO's Comments/Recommendations regarding Approval/Disapproval of Draft Notice

3.2. Agency's Re-Submission if Necessary

APO Signature verifying re-submission		Date	
SPO Signature verifying receipt		Date	

3.3. SPO's Publishing of Intent to Award on Illinois Procurement Bulletin

SPO's Signature approving Draft Notice	Marty D Lane	Digitally signed by Marty D Lane On: 2012-11-19 15:28:41 -06'00' For: marty.d.lane@illinois.gov Email: marty.d.lane@illinois.gov Date: 2012-11-19 15:28:41 -06'00'	Date	November 19, 2012
Date Published	November 19, 2012	Date Closing		

3.4. SPO's Reasons for Contract Award Decision

The SPO sets forth the reasoning for the contract award decision by checking the appropriate box below.

- The rationale described by the purchasing agency in the recommendation to award and executive summary seems reasonable, and serves as the basis for the contract decision.
- The contract was procured through the Invitation for Bid process, and the contract has been awarded to the lowest priced responsive and responsible bidder.
- The contract is an amendment germane to the original contract, reasonable in size and scope, and in the best interest of the State. The award decision is based on the purchasing agency's justification presented in their request for amendment.
- The contract is a renewal in accordance with the terms of the existing contract. The award decision is based on justification presented by the purchasing agency in their request for renewal.
- Other (Description here)

STEP #4 CONTRACT REVIEW AND APPROVAL

IPB Reference Number

22028789

4.1. Agency's Provision of Contract to SPO

Contract Number

PBC 52605

APO Signature verifying submission

John A. Power

Digitally signed by John A. Power
On: 2012-11-20 09:26:37 -06'00'
Email: jpower@ilstatepolice.us
Date: 2012-11-20 09:26:37 -06'00'

Date

[Redacted]

SPO Signature verifying receipt

Marty D Lane

Digitally signed by Marty D Lane
On: 2012-11-20 10:37:03 -06'00'
Email: marty.d.lane@ilstatepolice.us
SerialNumber:70146198
Date: 2012-11-20 10:37:03 -06'00'

Date

November 20, 2012

SPO Signature denying approval

[Redacted]

Date

[Redacted]

SPO's Comments/Recommendations regarding Approval/Disapproval of Contract:

Approval based on conversations with Margaret Van Dyke regarding the provision of Amendment 3 in Amendment 4(this amendment/renewal), and Darrell Marcy (SOS). SOS has disclosures, BOE certification, SOS Good Standing for this procurement. ISP is posting this for transparency, since SOS was lead agency and purchased under there rules.

4.2. Agency's Re-Submission if Necessary

APO Signature verifying re-submission

[Redacted]

Date

[Redacted]

SPO Signature verifying receipt

[Redacted]

Date

[Redacted]

4.3. SPO's Approval for Contract Execution

SPO's Signature approving Contract

Marty D Lane

Digitally signed by Marty D Lane
On: 2012-11-20 10:41:58 -06'00'
Email: marty.d.lane@ilstatepolice.us
SerialNumber:70146198
Date: 2012-11-20 10:41:58 -06'00'

Date

November 20, 2012

Date the SPO signs the Contract

Date

[Redacted]

Notice



Identification

Reference Number: 22028789
 Request ID: 13-73714
 Date First Offered: 05/10/2010
 Title: ISP Image Query/IBrowser
 Agency Reference Number: PBC73714
 Agency: ISP - Illinois State Police
 Purchasing Agency: ISP - Illinois State Police
 Purchasing Agency SPO: Marty Lane
 Status: Published

Overview

Description and Specifications:

The Illinois State Police (ISP) is giving notice of intent to renew PBC52605 with Morphotrust USA Inc. The ISP has been party to a multiple year contract executed between the Illinois Secretary of State's Office and the vendor. The renewal of the contract allows the ISP access to digitized photographs and signatures through June 30, 2015.

Key Information

Notice Type:	Contract Renewal
Published:	11/19/2012
Notice Expiration Date:	11/21/2012
Professional & Artistic:	No
Small Business Set-Aside:	No
Does this solicitation contain a BEP or DBE requirement?:	No
Relevant Category:	IT
Length of Renewal Term:	24
Contract Begin Date:	07/01/2013
Contract End Date:	06/30/2015
Remaining Renewal Terms:	0

Contract Renewal

N/A

Cost of Initial Term:	\$720,000.00 (Total Dollar Amount of Initial Term)
Cost of this Renewal:	\$480,000.00 (Total Dollar Amount of Renewal)
Renewal Increase/Decrease:	0
Change in Specifications:	No
Renewal Number:	1 of 2

Vendor(s) Selected for Award

Vendor Name	Amount of Award	BEP Goal %	DBE Goal %
<u>Morphotrust USA Inc.</u>	\$480,000.00	0%	0%

Notice Contact

Name:	Aaron Schroeder
Street Address:	801 S. 7th Street
City:	Springfield

State: IL
Zip Code: 62703
Phone: 217-782-5775
Fax Number: 217-558-0843
EMail Address: Aaron_Schroeder@isp.state.il.us

Class Code

Class Codes: S400 Miscellaneous Services

Attachments

To download file(s), click on filename(s) located below. Not all Notices will have files to download.

File Attachments:

- [Renewal Questions Responses 11-15-12.docx \(16575 Bytes\)](#)

Notice Addendum



Identification

Reference Number: 22028789
 Title: ISP Image Query/IBrowser

Agency Reference Number: PBC73714
 Agency: ISP - Illinois State Police
 Purchasing Agency: ISP - Illinois State Police
 Purchasing Agency SPO: Marty Lane

Date First Offered 05/10/2010
 Status: Published

Overview

Description and Specifications:

Purpose of this addendum is to correct the number of remaining renewals. One renewal will exist after this renewal, not zero.

Key Information

Notice Type: Contract Renewal
 Does this addendum add/or change vendor(s) information?
 (i.e. vendor name/address, contact information, and/or award amount, etc.)? No

Published: 11/20/2012
 Notice Expiration Date: 11/21/2012

Professional & Artistic: No
 Small Business Set-Aside: No

Does this solicitation contain a BEP or DBE requirement?: No

Relevant Category: IT

Length of Renewal Term: 24
 Contract Begin Date: 07/01/2013
 Contract End Date: 06/30/2015
 Remaining Renewal Terms: 1

Contract Renewal

N/A

Cost of Initial Term: \$720,000.00 (Total Dollar Amount of Initial Term)
 Cost of this Renewal: \$480,000.00 (Total Dollar Amount of Renewal)
 Renewal Increase/Decrease: 0
 Change in Specifications: No

Renewal Number: 1 of 2

Vendor(s) Selected for Award

No vendor information to display.

Notice Contact

Name: Aaron Schroeder
Street Address: 801 S. 7th Street
City: Springfield
State: IL
Zip Code: 62703
Phone: 217-782-5775
Fax Number: 217-558-0843
EMail Address: Aaron_Schroeder@isp.state.il.us

Class Code

Class Codes: S400 Miscellaneous Services

Notify Type: Send email to selected Class Codes only

Attachments

To download file(s), click on filename(s) located below. Not all Notice Addendums will have files to download.

File Attachments:



PBC73714 - ISP Image Query/I-Browser

Dawn Hanney to: Eleanor Day
Cc: John Power, Aaron Schroeder

11/21/2012 04:15 PM



PBC73714.pdf

Hi Eleanor - Attached please find the signed renewal for the above noted procurement. The renewal packet will be placed in the mail today. Thank you!

Dawn Hanney
Illinois State Police
Division of Administration
217/557-5219

29

AMENDMENT/RENEWAL - CHECKLIST

Project Title: ISP Image Query / Browser PBC#: 13-73714
Division: DOA IPB#: 22028789

Please check the appropriate box as it relates to the Relevant Category on the PBC:

- Commodities/Equipment Facilities General Services
 Health/Medical IT Telecom

The following documents must accompany the amendment or renewal for signature. Please send to APO.

YES N/A Initials

- AS Final contract amendment or renewal
 AS Copy of budget approved MRF
 AS Vendor's TIN page (include IRS acceptance letter if applicable)
 AJ Board of Elections registration certificate, if applicable
 AS Procurement Business Case (PBC creator responsible for closing PBC once contract is executed)
 AS Document Review Cover Sheet(s) signed by ISP Legal
 AS Agency three-signature memo if over \$250,000
 AS All contract negotiation documentation and any additional correspondence
 AS Published notice from IllinoisBid, including any attachments
 _____ Other Documents _____

SPO/APO will complete:

- AS SPO Determination Form approved through Step 4 APO approved
 _____ If over \$25K, copy of email showing Disclosure information sent to Procurement Policy Board
 AS Screen print from Comptroller's Offset System (delinquent debt check) for vendor (required for all contracts over \$10,000)
 _____ PPB waiver printed from Illinois Procurement Bulletin
 AS SPO Determination Form approved through Step 4 SPO approved
 _____ Update IPB Posting with SPO Determination Form (completed for procurement)

Contact Name: Dawn Manney

Phone #: 7-5219

Date: 11-18-12

July 31, 2012

STATE OF ILLINOIS
OFFICE OF THE SECRETARY OF STATE
SPRINGFIELD, ILLINOIS 62756

CONTRACT AMENDMENT FOUR AND EXERCISE OF ONE 1-YEAR RENEWAL OPTION

0514201050

Reference is hereby made to a Contractual Agreement entered into by and between the parties hereto, Jesse White, Secretary of State, State of Illinois, in his capacity as Secretary of State and not as an individual, hereinafter referred to as "ILSOS" or "Agency", and L-1 Identity Solutions Operating Company, acting through its Secure Credentialing Division, 296 Concord Road, Billerica, MA 01821, hereinafter referred to as "L-1" or "Contractor".

ILSOS and L-1 desire to exercise one of the 1-year renewal (extension) options set forth in Section II, General Provisions, Options to Renew and to add provisions regarding penalties.

On August 10, 2011, L-1 Identity Solutions Operating Company filed in Delaware a Certificate of Amendment of its Certificate of Incorporation changing its name from "L-1 Identity Solutions Operating Company" to "MorphoTrust USA, Inc." All references in the Contract to "L-1 Identity Solutions Operating Company" shall be deemed to be references to "MorphoTrust USA, Inc."

In consideration of the renewal, ILSOS and L-1 agree to modify the following provisions:

Page 10, CARD VOLUME AND ESTIMATES shall be modified as marked below:

ILSOS estimates usage of approximately 4.3 million cards per calendar year. This figure is solely an estimate and no usage volume is guaranteed pursuant to this contract.

Projections for this contract extension term are:

- 2010 3.8 million plus up to 500,000 Safe Driver Renewals
- 2011 3.8 million plus up to 500,000 Safe Driver Renewals
- 2012 3.8 million plus up to 500,000 Safe Driver Renewals
- 2013 3.8 million plus up to 500,000 Safe Driver Renewals
- 2014 3.8 million plus up to 500,000 Safe Driver Renewals
- 2015 1.9 million plus up to 250,000 Safe Driver Renewals

REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK

New provisions are added to Section XII, Remedial and Preventative Maintenance Specifications on page 39:

DISCONTINUATION OF SERVICE: For a period of one (1) year from date of execution of this amendment, for any discontinuation of customer service (inability of ILSOS to issue a DL or ID at all ILSOS facilities, also known as a "statewide outage") for an individual event lasting two or more hours, the contractor shall credit ILSOS the sum of ten thousand dollars (\$10,000), provided such discontinuation is caused solely by the contractor.

MILESTONE SCHEDULE: For a period of one (1) year from the date of execution of this amendment, in the event a milestone contained in the milestone schedule, attached hereto as Exhibit A, is not completed within seven (7) days of the date contained therein, contractor shall credit ILSOS five thousand dollars (\$5,000), provided the failure to complete the milestone as specified in Exhibit A is caused solely by the contractor.

The total credit for the discontinuation of service and slippage of the milestone schedule as set forth immediately above shall not exceed \$100,000.

Page 40, XIII. STANDARD TERMS, CONDITIONS, AND CERTIFICATIONS shall be modified as marked below:

ARTICLE 1, TERM:

The term of this extension shall begin on June 2, 2010, shall be for a period of 37 months, and shall expire on June 30, 2013. By this Amendment Three, the parties thereby agreed to execute one of the one-year extensions authorized in Section II, General Provisions, Option to Renew, for a new expiration date of June 30, 2014. By this Amendment Four, the parties agree to execute a second one-year extension authorized in Section II, General Provisions, Option to Renew, for a new expiration date of June 30, 2015.

ARTICLE 4, COMPENSATION:

L-1 shall receive compensation in the following manner. Effective July 1, 2011, the price per card shall be \$1.492 until June 30, 2014 2015. Any cards issued by ILSOS between July 1, 2011 and the full execution of this Amendment Three shall be billed at the rate of \$1.542. L-1 shall issue to ILSOS a credit for the \$.05 cent decrease for all cards that were billed at the rate of \$1.542 on the first billing statement issued after full execution of this Amendment Three.

Upon successful implementation and acceptance of the hybrid issuance system, ILSOS will pay start up costs for the hybrid issuance system in the amount of \$450,000.00. These costs are not included in the price per card. ILSOS will purchase components necessary for the statewide facility ICW upgrade. L-1 will provide ICW components to ILSOS in accordance with the pricing below, to be paid in one lump sum payment of \$1,140,717.00, following

July 31, 2012

delivery and acceptance. These costs are not included in the price per card. ILSOS will return to L-1 with no restocking fee, the 181 Verifone MX870 signature pads that were delivered to ILSOS in December of 2010. Upon the return of the signature pads, L-1 will credit ILSOS \$135,750.00

Product	Pricing	Units	Total Price
Camera Tower	\$ 3,506.00	181	\$634,567.00
PC	\$ 1,400.00	181	\$253,400.00
Mobile Station	\$ 13,000.00	9	\$117,000.00

For the discontinuation of service that occurred at the ILSOS Lockport facility on May 31, 2012, contractor shall credit ILSOS the sum of five thousand dollars (\$5,000) on the first invoice sent to ILSOS after the execution of this amendment four.

For failing to meet the milestone schedule that was presented to ILSOS on April 23, 2012, contractor shall credit ILSOS the sum of five thousand dollars (\$5,000) on the first invoice sent to ILSOS after the execution of this amendment four.

The two foregoing credits of \$5,000 each shall be included in the \$100,000 credit for the discontinuation of service and slippage of the milestone schedule referenced in Section XII, Remedial and Preventative Maintenance Specifications.

ARTICLE 6, CANCELLATION AND TERMINATION:

In consideration for ILSOS payment of start up costs and purchasing equipment to be provided under this contract as set forth in Article 5, the parties agree there shall be no guaranteed minimum card production numbers and no penalty for early termination, without cause, upon 180 days' written notice.

The Secretary of State may terminate this contract at any time if: (i) L-1 fails to comply with the terms, conditions and specifications or otherwise breaches the contract, provided that the Secretary of State shall provide 30 days written notice of the alleged noncompliance or breach and L-1 fails to cure the alleged noncompliance or breach within that period; (ii) there is commenced a proceeding against L-1 under the U.S. Bankruptcy Code or similar law, or any action by L-1 to dissolve or liquidate or to merge with an entity prohibited from doing business with the State of Illinois; or (iii) there is material misrepresentation or falsification of information provided by L-1 in the course of any dealing between L-1 and Secretary of State.|| Should this occur, both parties agree to ensure that such action does not render the State incapable of issuing cards and shall jointly plan for any transfers of responsibilities and functions for both parties as are necessitated by such action.

L-1 and ILSOS will cooperate to ensure a smooth transition to a replacement system at contract termination. New system installation (with the exception of test and pilot sites as needed) will not begin prior to March 1, 2013 2015 without prior agreement and consultation with L-1.

July 31, 2012

Should ILSOS be unable to complete full installation of a replacement system in all ILSOS facilities before contract termination, L-1 agrees to enter into monthly contract(s) to continue the existing system operation in order to ensure that ILSOS is able to issue cards at all sites until the conversion to a new system is complete, at a price per card not to exceed five (5) percent over the price per card in effect at termination.

Except as expressly set forth in this Amendment Four, the terms and conditions of the Contractual Agreement, as previously modified, shall continue in full force and effect.

REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK

July 31, 2012

IN WITNESS WHEREOF, the parties hereunto set their hands and seals, on the day and in the year written below.

[REDACTED] Company Signature

8/14/12
(date)

[REDACTED] Department Signature

8-21-12
(date)

Printed Name: Robert Eckel

Printed Name: Michael J. Mayer

Title: President and CEO

Title Director, Driver Services

Phone: 978-215-2525

Phone: 217-785-0963

[REDACTED]
Illinois State Police Signature

Printed Name: Hiram Grau

Title: Director

Phone: _____

[REDACTED]
Jesse White, Secretary of State (date)
Acting in his capacity as Secretary of State and
not individually

8-21-12

[REDACTED] ency:
[REDACTED] 8/23/12
Irene Lyons, General Counsel (date)

Approved for Fiscal Sufficiency:

[REDACTED] 8-17-12

Jacqueline Price, Director (date)

**STATE OF ILLINOIS
OFFICE OF THE SECRETARY OF STATE
SPRINGFIELD, IL 62756**

CONTRACT AMENDMENT FOUR AND EXERCISE OF ONE 1-YEAR RENEWAL OPTION

0514201050

Exhibit A

Remaining Project Milestones

Project Milestone	Delivery Date
UAT- Phase 1	August 24, 2012
Web app go live	August 28, 2012
All images enrolled	September 2, 2012
ABIS go live	September 4, 2012
Go live with Secondary and Disaster Recovery DB	September 4, 2012
Complete Primary DB	September 24, 2012
UAT- Phase 2	September 26, 2012
Project Completion	October 1, 2012

SPO DETERMINATION FORM

STEP #1 AGENCY PROCUREMENT METHOD REVIEW AND APPROVAL

Agency Name	ISP - IL State Police	Estimated Cost of Procurement	480,000
Project Title	ISP Image Query/IBrowser (PBC 13-73714)	Procurement Method	Renewal
		Small Business Set-Aside (Y/N?)	No

Brief Description (Include Special Conditions and existing Contract # if any action against an existing contract)

This procurement will provide the Illinois State Police (ISP) access to all digitized drivers' license photographs and signatures on file with the Secretary of State (SOS). The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification (FOID) card application process and for ISP investigative purposes. If this procurement is not approved, ISP could lose access to information that is critical to performance of ISP work and services which are mandated by law. The current contract is being renewed by SOS for a two-year period.

The Illinois State Police (ISP) has been party to a multiple year contract executed between the Illinois Secretary of State's (SOS) Office and the vendor. The renewal of the contract allows the ISP access to the photos through June 30, 2015.

Critical Contract Dates	July 1, 2013		
APO Signature verifying submission	John A. Power <small>Digital signature of John A. Power, ou=Illinois State Police, ou=ISP DOA, cn=illinois_power@isp.state.il.us, c=US Date: 2012.10.17 16:02:04 -0500</small>	Date	
SPO Signature verifying receipt	Marty D Lane <small>Digital signature of Marty D Lane, ou=State of Illinois, ou=CMS, ou=People, ou=L, serialNumber=70146198, cn=Marty_D_Lane Date: 2012.10.17 16:06:18 -0500</small>	Date	October 17, 2012
SPO Signature denying approval		Date	

(APO should attach any additional documentation that may assist the SPO in this determination)

SPO's Comments/Recommendations regarding Approval/Disapproval of Procurement Method

SPO Signature approving method	Marty D Lane <small>Digital signature of Marty D Lane, ou=State of Illinois, ou=CMS, ou=People, ou=L, serialNumber=70146198, cn=Marty_D_Lane Date: 2012.10.17 16:06:31 -0500</small>	Date	October 17, 2012
--------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------	------------------

3.1. Agency's Creation of Notice of Award in Illinois Procurement Bulletin

Notice Type	Contract Renewal	Date Created	
APO Signature verifying submission	John A. Power	Digital signature for John A. Power DN: cn=John A. Power, ou=Illinois State Police, ou=ISP DOA, ou=isp_cms, ou=State of Illinois, ou=CMS, ou=People, ou=L, serialNumber=70146198 Date: 2012-11-19 14:41:51 -0600	Date
SPO Signature verifying receipt	Marty D Lane	Digital signature for Marty D Lane DN: cn=Marty D Lane, ou=isp_cms, ou=State of Illinois, ou=CMS, ou=People, ou=L, serialNumber=70146198 Date: 2012-11-19 15:27:56 -0600	Date November 19, 2012
SPO Signature denying approval			Date

(APO shall attach additional documentation that assists the SPO in this determination)

SPO's Comments/Recommendations regarding Approval/Disapproval of Draft Notice

(Redacted)

3.2. Agency's Re-Submission if Necessary

APO Signature verifying re-submission		Date	
SPO Signature verifying receipt		Date	

3.3. SPO's Publishing of Intent to Award on Illinois Procurement Bulletin

SPO's Signature approving Draft Notice	Marty D Lane	Digital signature for Marty D Lane DN: cn=Marty D Lane, ou=isp_cms, ou=State of Illinois, ou=CMS, ou=People, ou=L, serialNumber=70146198 Date: 2012-11-19 15:28:41 -0600	Date	November 19, 2012
Date Published	November 19, 2012	Date Closing		

3.4. SPO's Reasons for Contract Award Decision

The SPO sets forth the reasoning for the contract award decision by checking the appropriate box below.

- The rationale described by the purchasing agency in the recommendation to award and executive summary seems reasonable, and serves as the basis for the contract decision.
- The contract was procured through the Invitation for Bid process, and the contract has been awarded to the lowest priced responsive and responsible bidder.
- The contract is an amendment germane to the original contract, reasonable in size and scope, and in the best interest of the State. The award decision is based on the purchasing agency's justification presented in their request for amendment.
- The contract is a renewal in accordance with the terms of the existing contract. The award decision is based on justification presented by the purchasing agency in their request for renewal.
- Other (Description here)

ACTION: S

VENDOR NUMBER= 043320515

VENDOR NAME: *

CLAIMING AGENCY NUMBER: *

CLAIMING AGENCY NAME: *

CLAIMING AGENCY PHONE NUMBER: *

*MorphoTrust
(CL1)*

OFFSET: 00 OF 00

DISCLAIMER:

AS OF 11/20/12 AT 09:16 OUR INVOLUNTARY WITHHOLDING SYSTEM DOES NOT HAVE AN ACTIVE CLAIM AGAINST VENDOR NUMBER 043320515. PLEASE BE ADVISED THAT OUR SYSTEM ONLY CONTAINS CLAIMS FILED BY STATE AGENCIES PURSUANT TO 15 ILCS 405/10.05. A VENDOR MAY BE DELIQUENT IN A DEBT TO THE STATE OF ILLINOIS, BUT THE DEBT MAY NOT BE RECORDED ON OUR INVOLUNTARY WITHHOLDING SYSTEM.

*

ENTER=PROCESS, PF3=IOCM, PF12=REFRESH

ILLINOIS STATE POLICE - DOCUMENT REVIEW COVER SHEET

DRAFT
 FINAL

Document Description: MorphoTrust USA (L-1 Identity Solutions) with IL SOS and ISP

PBC # _____ IPB# _____ Date Initiated: 9/10/12 Date Response Needed: 9/14/12

Contract Grant MOU Inter-Agency Agreement
Travel Involved w/ Contract? Yes No

Document from:

OPERATIONS DII FORENSICS ADMIN OTHER _____

Contact Person: Alan Burgard Phone: 782-4039

Return signed document to: Alan Burgard

Requires APO Review: YES NO Requires Legal Review: YES NO

Requires Director's Signature: YES NO

Person to obtain Director's signature: Alan Burgard

APO Review by: _____ Date: 11/20/12

Approved Disapproved with comments Approved with comments

APO comments or (see attached):

Legal Review by: _____ DATE: 9/18/12

Approved Disapproved with comments Approved with comments

Legal comments or (see attached):

NOTE: Immediately after the original contract has been signed (by Director), send original to PSSC to establish obligation, along with a copy of the MRF and a copy of the approved PBC. Send copy to CMS for signature if applicable. Also scan and email documents to the APO.



ILLINOIS STATE POLICE
Division of Administration

Pat Quinn
Governor

MEMORANDUM

Hiram Grau
Director

TO: Director Hiram Grau
FROM: Chief Fiscal Officer Michael Yokley
DATE: November 16, 2012
SUBJECT: FY14-15 Image Query/I-Browser

Pursuant to 30 ILCS 105/9.02 (a) (1) concerning contracts in the amount of \$250,000 or more, your signature is required to procure a contract renewal that provides access to all digitized drivers' license photographs and signatures on file with the Secretary of State (SOS). The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification (FOID) Card application process and for Illinois State Police investigative purposes.

The cost of this procurement is projected to be \$480,000 and will be funded by General Revenue. This contract renewal will cover the time period of July 1, 2013 – June 30, 2015.

Your signature below indicates your approval of this procurement.

Chief Legal Counsel: [REDACTED] Date: 11/20/12
Suzanne L. Y. Bond

Chief Fiscal Officer: [REDACTED] Date: 11/20/12
Michael Yokley

Director: [REDACTED] Date: 11/21/12
Hiram Grau

Notice



Identification

Reference Number: 22028789
 Request ID: 13-73714
 Date First Offered: 05/10/2010
 Title: ISP Image Query/IBrowser

 Agency Reference Number: PBC73714
 Agency: ISP - Illinois State Police
 Purchasing Agency: ISP - Illinois State Police
 Purchasing Agency SPO: Marty Lane

 Status: Published

Overview

Description and Specifications:

The Illinois State Police (ISP) is giving notice of intent to renew PBC52605 with Morphotrust USA Inc. The ISP has been party to a multiple year contract executed between the Illinois Secretary of State's Office and the vendor. The renewal of the contract allows the ISP access to digitized photographs and signatures through June 30, 2015.

Key Information

Notice Type:	Contract Renewal
Published:	11/19/2012
Notice Expiration Date:	11/21/2012
Professional & Artistic:	No
Small Business Set-Aside:	No
Does this solicitation contain a BEP or DBE requirement?:	No
Relevant Category:	IT
Length of Renewal Term:	24
Contract Begin Date:	07/01/2013
Contract End Date:	06/30/2015
Remaining Renewal Terms:	0

Contract Renewal

N/A

Cost of Initial Term:	\$720,000.00 (Total Dollar Amount of Initial Term)
Cost of this Renewal:	\$480,000.00 (Total Dollar Amount of Renewal)
Renewal Increase/Decrease:	0
Change in Specifications:	No
Renewal Number:	1 of 2

Vendor(s) Selected for Award

Vendor Name	Amount of Award	BEP Goal %	DBE Goal %
<u>Morphotrust USA Inc.</u>	\$480,000.00	0%	0%

Notice Contact

Name:	Aaron Schroeder
Street Address:	801 S. 7th Street
City:	Springfield

State: IL
Zip Code: 62703
Phone: 217-782-5775
Fax Number: 217-558-0843
EMail Address: Aaron_Schroeder@isp.state.il.us

Class Code

Class Codes: S400 Miscellaneous Services

Attachments

To download file(s), click on filename(s) located below. Not all Notices will have files to download.

File Attachments:

- [Renewal Questions Responses 11-15-12.docx \(16575 Bytes\)](#)

Waiver Request



Identification

Reference Number: 22028789
 Agency Reference Number: PBC73714
 Agency: ISP - Illinois State Police
 Title: ISP Image Query/IBrowser
 Status: Granted
 Notice Type: Contract Renewal
 Notice Expiration Date: 11/20/2012

Comments

** Marty Lane 11/20/2012 9:31:31 AM

The initial procurement was led by Secretary of State in accordance to their procurement rules. ISP is posting this for transparency. It was a competitive procurement, and SOS has on file, disclosures, BOE registration, SOS Good Standing, etc.

** Will Blount 11/20/2012 12:58:21 PM

3 Issues:

1. The notice was only published for one day vs. seven days.
2. The "Remaining Renewal Terms" states "0", yet the "Renewal Number" states that it is "1 of 2".
3. \$250+ Renewal Questions:
 1. a. Describe in detail the specific steps that the Department/Using Agency/End User (or in the case of a master contract, the issuing agency) has taken to conduct a quantitative assessment of the vendor's performance over the current contract term?
 2. b. Give a detailed analysis of the results that were concluded from the assessment. If no assessment of the vendor's performance was conducted, explain why.
 2. a. Are the service levels originally established still relevant?
 - b. How was the relevancy verified (what method was used) and with whom was it verified?
 3. a. Were any supplies or services added during the previous term(s) that were not anticipated in the scope of the original solicitation or at award of the original contract? If yes, describe.
 - b. What were the dollar amounts and justification for each?

- c. If supplies or services were added, describe how the needs of the Department/Using Agency/End User have changed since the start of the original contract to necessitate an amendment or change.
 - d. How was the justification for the change(s) or amendment(s) verified (what method was used) and with whom was it verified?
4. a. What specific steps were taken to evaluate the current marketplace?
 - b. Discuss the evaluation process and identify the evaluators.
5. a. Explain how this renewal is a more fiscally responsible option than competitive selection.
 - b. How specifically was the competitive environment tested to ensure that it hasn't evolved in such a way that competitive selection might be a more fiscally responsible option?
6. Describe in detail what methods were utilized in order to get the best possible price?

**** Marty Lane 11/20/2012 1:23:54 PM**

1. The Secretary of State has requested the contract execution be expedited, which determined the posting period.
2. I incorrectly posted the remaining renewals. I have corrected with an addendum. One renewal would exist after this one.
3. Answers to the questions were attached to the original posting.

History

Waiver Request document created on 11/19/2012 5:23:09 PM for Notice of type: Contract Renewal.

More information requested by Will Blount on 11/20/2012 12:58:46 PM
Waiver granted by Will Blount on 11/21/2012 12:01:12 PM

Notice Addendum



Identification

Reference Number: 22028789
 Title: ISP Image Query/I/Browser

 Agency Reference Number: PBC73714
 Agency: ISP - Illinois State Police
 Purchasing Agency: ISP - Illinois State Police
 Purchasing Agency SPO: Marty Lane

 Date First Offered 05/10/2010
 Status: Published

Overview

Description and Specifications:

Purpose of this addendum is to correct the number of remaining renewals. One renewal will exist after this renewal, not zero.

Key Information

Notice Type: Contract Renewal
 Does this addendum add/or No
 change vendor(s) information?
 (i.e. vendor name/address, contact
 information, and/or award amount,
 etc.)?

Published: 11/20/2012

Notice Expiration Date: 11/21/2012

Professional & Artistic: No

Small Business Set-Aside: No

Does this solicitation contain a
BEP or DBE requirement?:

Relevant Category: IT

Length of Renewal Term: 24
 Contract Begin Date: 07/01/2013
 Contract End Date: 06/30/2015
 Remaining Renewal Terms: 1

Contract Renewal

N/A

Cost of Initial Term: \$720,000.00 (Total Dollar Amount of Initial Term)
 Cost of this Renewal: \$480,000.00 (Total Dollar Amount of Renewal)
 Renewal Increase/Decrease: 0
 Change in Specifications: No

Renewal Number: 1 of 2

Vendor(s) Selected for Award

No vendor information to display.

Notice Contact

Name:	Aaron Schroeder
Street Address:	801 S. 7th Street
City:	Springfield
State:	IL
Zip Code:	62703
Phone:	217-782-5775
Fax Number:	217-558-0843
EMail Address:	Aaron_Schroeder@isp.state.il.us

Class Code

Class Codes: S400 Miscellaneous Services

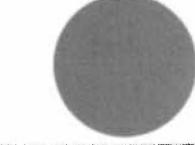
Notify Type: Send email to selected Class Codes only

Attachments

To download file(s), click on filename(s) located below. Not all Notice Addendums will have files to download.

File Attachments:

AP/BT
11/21



RECEIVED

NOV 21 2012

ILLINOIS STATE POLICE
OFFICE OF DIRECTOR

ILLINOIS STATE POLICE ROUTE SLIP

Division	Division of Administration			
Subject	FY14-15 Image Query/I-Browser			
Date	Signature	Concur (Y/N)	Concur with exception	Next Action or Approved/Denied
11-20-12	[Redacted]	Y		Lt. Colonel Kimberly A. Cochran
11-20-12	[Redacted]	Y		Colonel Patrick E. Keen
11/20/12	[Redacted]	Y		Director Hiram Grau

Comments: The attached contract renewal and three-signature memorandum are for continued access to all digitized drivers' license photographs and signatures on file with the Secretary of State. The renewal has been approved by Legal and the State Purchasing Officer and is being submitted for the Director's signature. Approval is also requested on the three-signature memorandum since the total cost of the contract is \$480,000.



ILLINOIS STATE POLICE
Division of Administration

Pat Quinn
Governor

MEMORANDUM

Hiram Grau
Director

TO: Director Hiram Grau
FROM: Colonel Patrick E. Keen 
DATE: November 21, 2012
SUBJECT: FY14-15 Image Query/I-Browser

The attached contract renewal and three-signature memorandum are for continued access to all digitized drivers' license photographs and signatures on file with the Secretary of State. This purchase is being funded by the General Revenue Fund.

The Material Request Form has previously been approved by the Budget Office and the Procurement Business Case has been approved by the Department of Central Management Services. The contract renewal has been reviewed by the Legal Office and the State Purchasing Officer, and is submitted for your signature.

I am available at your convenience should you have any questions.

Attachment

~~ILLINOIS STATE POLICE~~
MATERIAL REQUEST FORM

PK
10/03/2012

~~FY13~~ FY14

Date: 9/25/2012

Division Head, Division Colonel Patrick E. Keen	Supervisor's Approval Lieutenant Colonel Kimberly A. Cochran	Requested By Bureau Chief Alan Burgard
----------------------------------------------------	-----------------------------------------------------------------	-------------------------------------------

NOTE: Supplies/Services under \$50,000 OR within the 64 Small Business Set Aside (SBSA) Categories, must use a vendor registered as a Small Business, or obtain a waiver. Website to check registered vendors:
http://www.sell2.illinois.gov/bep/Small_and_Diverse_Businesses.htm

Commodity Index # (CIN)	NAME OF ITEM INCLUDING size, color, and full description or description of services to be performed. Contract, lease, bid, or other documentation must be attached.	Quantity	Unit	Unit Price	Total Cost
	<p>Request to renew the contract for access to all digitized drivers' license photographs and signatures for the time period of 7/1/13-6/30/15.</p> <p>ISP is a party to the Secretary of State (SOS) contract for this service. SOS initially extended this contract to conclude on 6/30/13.</p> <p>FY14 - \$240,000 → <i>cjg 10/11/12</i></p> <p>FY15 - \$240,000</p> <p>FY13 Obligation: PBC52605</p> <p>IPB: 22028789</p> <p>PBC #: <u>13-73714</u></p> <p>Account Code: <u>001-49320-1200-00-00</u></p> <p>Minor Object Code: <u>1289</u></p>				<i>To Eleanor 10/14/12 0.00</i>

Summary of need and impact to other entities

Project Name: ISP Immat Query / IP-BRASER Term of Services:

Was item budgeted? Yes No If no, please justify.
 Specifications Attached: Yes No Contract Attached: Yes No
 SBSA Vendor Used? Yes N/A No/NA If No, SBSA Waiver Attached: Yes No

SOURCE OF SUPPLY <p>NAME: Morphotrust USA Inc. ADDRESS: 14438 Collection Center Drive CITY: Chicago, IL 60693-4438 FEIN: 04-3320515</p> <p>NAME: ADDRESS: CITY: FEIN:</p>	SHIP TO/BILL TO AS FOLLOWS: <p>SHIP TO CODE: 49320-02 BILL TO CODE: 49320-02 LOCATION: ISB ATTENTION: Pat Weems TELEPHONE: 217/524-1958 COST CENTER CODE <i>DW</i> 440</p> <p>FOR FISCAL USE ONLY Checked SBSA Directory <input type="checkbox"/> Yes <input type="checkbox"/> N/A</p> <p>Analyst Approval: Date: <i>m</i></p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

IL 493-0620

To DO 10/2 CR

ISP 2-43 (Rev. 12/06)

Procurement Justification Form

Date: 10/01/2012
PBC: 13-73714

Please check the following criteria that apply to the procurement on the attached Material Request Form (MRF):

- 1. The procurement is critical to the life, health and/or safety of the citizens of the State of Illinois.
- 2. The procurement will cause the loss of federal funds if not completed.
- 3. The procurement fulfills a legal or contractual commitment of the State of Illinois to its unions or other third parties.
- 4. The procurement is time-sensitive and critical to the mission of the agency, and special consideration is required due to the best interests of the State.

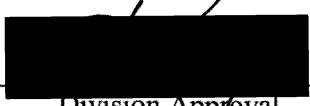
List the criteria # along with detailed justification below:

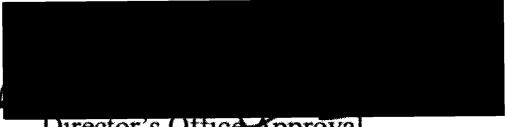
This procurement meets criteria #1 #4.

This procurement will provide the Illinois State Police (ISP) access to all digitized drivers' license photographs and signatures on file with the Secretary of State (SOS). The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification (FOID) card application process and for ISP investigative purposes. If this procurement is not approved, ISP could lose access to information that is critical to performance of ISP work and services which are mandated by law. The current contract is being renewed by SOS for a two-year period.

Please explain why this procurement can not be delayed until the next Fiscal Year:

This procurement will begin in Fiscal Year 2014. The ISP is in the process of executing an amendment with the Secretary of State for access to the drivers' license photographs through June 30, 2015.


Division Approval


Director's Office Approval
(for purchases over the small
purchase threshold)

ISP2-570(1/12)

SERVICE PROCUREMENT AND CONTRACTING CHECKLIST

(October 2011 Revised)

Contracts that include services within the scope of bargaining unit work are allowed in certain circumstances. However, all such agreements shall be in accordance with Article XXIX, page 104; the Personal Service Contract Memorandum of Understanding (PSC MOU), page 267-268 of the 2008 AFSCME collective bargaining agreement; or the Mediated Resolution Memorandum when the work performed would arguably be performed by AFSCME represented employees if the work was performed by State Personnel.

In compliance with these agreement(s), agencies must identify and document the provisions under which the services are to be contracted. Please check the applicable paragraph below and maintain substantiating documentation:

Name: Image Query/Browser Software PBC/Contract #: 13-73714 Term: 07/01/2013-06/30/2015 Amount: \$480,000

Work Location: ISP/Division of Operations Date of Vacancy (if applicable) _____

Scope of Services: This procurement will provide the Illinois State Police (ISP) access to all digitized drivers' license (DL) photos on file with Secretary of State (SOS).

The access to DL photos provides critical information that is critical to the performance of ISP work and services.

Assessment of Need (attempts to redistribute work or TA, LOA, nature of duties, EPAR #, etc.): _____

I. **AFSCME-Bargaining Unit Work-** Same or comparable work is arguably performed by bargaining unit employees. Any contract determined to be inconsistent with guidelines below must be terminated within 45 days.

1. **Time Limited Work** – Work based on one of the following exceptions:

a. **Emergency Work** – consistent with section 8b.8 of the Personnel Code (20 ILCS 415), may be acquired for a period not to exceed 90 days. With a minimum 14-day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.

b. **Temporary or Seasonal Work** – consistent with section 8b.9 of the Personnel Code, may be acquired for a period not to exceed 6 months out of any 12 month period. With a minimum 14 day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.

c. **No Appropriate Eligible List** – consistent with section 8b.10 of the Personnel Code, may be acquired for a period not to exceed 6 months out of any 12 month period. With a minimum 14 day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.

2. **Specialized Professional** – The work to be performed under this contract requires specialized, professional or technical services which cannot reasonably be provided by employees. Use of contractual resources to perform this work is not restricted. _____ Written notice to Council 31
(date)

3. **Time Limited Projects** - The work to be performed under this contract is for time limited projects required to meet certain agency mandates for which specific funds have been dedicated. These services may be acquired for up to 12 months, renewable for an additional 12 months. _____ Written notice to Council 31
(date)

4. **Sub-contracting:** Written notice provided to Council 31 Pursuant to Article XXIX on _____
(date)

5. **Written waiver obtained from Council 31 for exceeded time frames set forth in #(I)1.** _____
(date)

II. **Non-AFSCME Bargaining Unit Work** – Same or comparable work is not arguably performed by bargaining unit employees as determined by the agency's Bureau of Personnel or Division of Labor Relations.

LR Administrator Signature 

Date 9/25/12

Procurement Business Case Print Report

Request ID 13-000000073714

Project Title ISP Image Query/IBrowser

Status Under Review - Award

sub Released by OMB

Requesting Agency ISP-Illinois State Police

Agency Reference Number

Creator Name Aaron Schroeder

Procurement End User

APO Name John Power

APO Phone (217) 558-3880

APO Email John_Power@isp.state.il.us

Relevant Category IT

Detail Object Code 1289 Contractual Services Not Elsewhere Classified

Will a Solicitation/Bid No
be posted to IPB?

Will a Notice be Posted Yes
to IPB?

In which fiscal year is 2014
procurement to begin?

Is this a multi-year Yes
(exceeds 12 months)
contract?

Contract for legal No
related services (CPO
#33)

Nature of Request IT

Enter the Original PBC52605
Contract Number

Procurement Approach Renewal

Special Condition None

Potential Small No

Business Set Aside?

Potential BEP Yes

Participation Goal?

Code S400

Class Miscellaneous Services

ARRA Federal No

Recovery Funded

CFDA #

Federal Project Title

SPO Name Marty Lane

SPO Phone (217) 557-4781

*Approved by OMB 10/24/12
John*

SPO Email marty_lane@isp.state.il.us

Work Log BMARTIN3 10/24/12 10:04:00 AM

Button Pressed Approve BMARTIN3 10/24/2012 10:04:00 AM

DHANNEY 10/24/12 10:02:39 AM

Button Pressed Vendor Selected DHANNEY for \$480,000.00 Total (Vendor Award = Yes)
10/24/2012 10:02:37 AM

Remedy Application Service 10/24/12 9:56:06 AM

Approved by PM.

TPOWER 10/24/12 9:56:04 AM

Button Pressed Approve TPOWER 10/24/2012 9:56:06 AM

JELLENBE 10/19/12 2:49:17 PM

routed to boss lead

Remedy Application Service 10/19/12 12:45:49 PM

Approved by IT/Telecom.

DBREEN 10/18/12 8:18:16 AM

Button Pressed Approve DBREEN 10/18/2012 8:18:16 AM

JCUNNIN1 10/18/12 8:13:31 AM

Button Pressed Approve JCUNNIN1 10/18/2012 8:13:31 AM

JCUNNIN1 10/18/12 8:13:27 AM

No alignment issues.

Remedy Application Service 10/17/12 5:20:19 PM

Approved: APO approval level.

JPOWER2 10/17/12 5:20:17 PM

Button Pressed Approve JPOWER2 10/17/2012 5:20:16 PM

DHANNEY 10/17/12 5:10:04 PM

Button Pressed Start Approval DHANNEY 10/17/2012 5:10:02 PM

DHANNEY 10/17/12 5:09:25 PM

This procurement meets criteria #1 #4. This procurement will provide the Illinois State Police (ISP) access to all digitized drivers' license photographs and signatures on file with the Secretary of State (SOS). The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification (FOID) card application process and for ISP investigative purposes. If this procurement is not approved, ISP could lose access to information that is critical to performance of ISP work and services which are mandated by law. The current contract is being renewed by SOS for a two-year period.

Please explain why this procurement can not be delayed until the next Fiscal Year: This procurement will begin in Fiscal Year 2014. The ISP is in the process of executing an amendment with the Secretary of State for access to the drivers' license photographs through June 30, 2015.

AR_ESCALATOR 10/11/12 5:35:44 PM

The Requesting Agency data have changed and the APO info, SPO info, Deputy Chief of Staff, or CC on OMB Approvals fields have been updated on this open or canceled PBC.

ASCHROED 9/24/12 9:29:39 AM

Information Services Bureau Chief Alan Burgard has reviewed and approved this PBC.

Type of Contract Agency-Specific Contract

Expected Start Date 7/1/13

Expected End Date 6/30/15

Is the Expected Start Yes

Date Firm?

Number of Renewals 1

Total Term (in Months) 24

Total Value for 480,000.00

Maximum Length of Contract

Total Value Funding Sources 480,000.00

These Values are: Estimated

Is Third Party No

Financing Required?

Programmatic This procurement will provide the Illinois State Police (ISP) access to all digitized drivers'

Objective license photographs and signatures on file with the Secretary of State (SOS). The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification (FOID) card application process and for ISP investigative purposes. If this procurement is not approved, ISP could lose access to information that is critical to performance of ISP work and services which are mandated by law. The current contract is being renewed by SOS for a two-year period.

Economic Justification The Illinois State Police (ISP) has been party to a multiple year contract executed between the Illinois Secretary of State's (SOS) Office and the vendor. As such, this procurement approach provides the most economically beneficial option available. Another procurement approach would result in a separate contract being necessary between the ISP and the vendor. This situation can be avoided by the ISP being a party in the two year renewal between SOS and the vendor. The cost of this service is \$240,000 per year.

History/Background Access to the aforementioned information currently is being addressed through the same agreement between SOS, the vendor, and ISP. The renewal of the contract allows the ISP access to the photos and signatures through June 30, 2015. The previous PBC for this purchase was #10-52605. This procurement is not subject to the Small Business Set Aside or Business Enterprise Program (BEP).

Brand Name

Emergency

Emergency Rationale

Sole Source

Sole Source Question 1

Sole Source Question 2

Sole Source Question 3

Sole Source Question 4

Sole Source Question 5

Sole Source Question 6

Sole Source Question 7

State Use

Governance Required? No

Account Charge

Comments BOSS lead Tyrone Forte

Charter Required? No

Charter Approved? No

Was this Approved No
with Conditions?

Conditions

ARB Approval
Required?

IPB Reference Number

DateSolicitation Posted
to IPB

Bid Opening Date

Bid Opening Time

Bid Opening Location

Project Contact Person

Project Contact Phone

Project Contact Fax

Project Contact Email

Date Award Posted

Notice Expiration Date

Conference Date

Conference Time

Conference Location

Conference Mandatory

Award Justification Contract renewal

Project Title: ISP Image Query/1-Browser

PBC#: 13-73714

Division: DOA

IPB#: 22028789

Please check the appropriate box as it relates to the Relevant Category on the PBC:

- Commodities/Equipment Facilities General Services
 Health/Medical IT Telecom

Attach this Checklist and the following documents to the MRF:

YES N/A Initials

- DH Copy of draft Procurement Business Case
- DH MRF with:
- | | |
|-------------------------------------|-------------------------------------------------------------------------------------|
| YES | N/A |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> appropriate approvals (including Budget) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> master contract number |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> IPB posting # (for all P&A, & other purchases >\$9,999.99) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> PBC # |
- DH Procurement Justification Form with appropriate Division approval
- DH Sole Source Justification Form with approvals
- DH OMB approval of IT hardware over \$5000 (attach to PBC)
- DH Screen print from small business database or approved small business waiver
- DH Copy of request for quote (includes Sell2Illinois email sent to SBSA vendors) (attach to PBC)
- DH All vendor responses to request for quote (if over \$9,999.99) (attach to PBC)
- DH Service Procurement and Contracting Checklist signed by authorized Labor Relations representative, if procurement includes services (attach to PBC) ✓
- DH Specifications (if CMS will be bidding, to be entered into IGPS)
- DH ELFAR
- DH Cost Justification form with signatures (for printing devices)
- DH Surplus Property form (for printing devices)
- Other documents _____

Contact Name:

Dawn Hanney

Phone #:

7-5219

Date:

10-1-12

7139

ILLINOIS STATE POLICE - DOCUMENT REVIEW COVER SHEET

Document Description: MorphoTrust USA (L-1 Identity Solutions) with IL SOS and ISP

DRAFT
 FINAL

PBC # _____ IPB# _____ Date Initiated: 9/10/12 Date Response Needed: 9/14/12

Contract Grant MOU Inter-Agency Agreement
Travel Involved w/ Contract? Yes No

Document from:

OPERATIONS DII FORENSICS ADMIN OTHER _____

Contact Person: Alan Burgard Phone: 782-4039

Return signed document to: Alan Burgard

Requires APO Review: YES NO Requires Legal Review: YES NO

Requires Director's Signature: YES NO

Person to obtain Director's signature: Alan Burgard

APO Review by: _____ Date: _____

Approved Disapproved with comments Approved with comments

APO comments or (see attached):

Legal Review by: _____ DATE: 9/18/12

Approved Disapproved with comments Approved with comments

Legal comments or (see attached):

NOTE: Immediately after the original contract has been signed (by Director), send original to PSSC to establish obligation, along with a copy of the MRF and a copy of the approved PBC. Send copy to CMS for signature if applicable. Also scan and email documents to the APO.

July 31, 2012

STATE OF ILLINOIS
OFFICE OF THE SECRETARY OF STATE
SPRINGFIELD, ILLINOIS 62756

CONTRACT AMENDMENT FOUR AND EXERCISE OF ONE 1-YEAR RENEWAL OPTION

0514201050

Reference is hereby made to a Contractual Agreement entered into by and between the parties hereto, Jesse White, Secretary of State, State of Illinois, in his capacity as Secretary of State and not as an individual, hereinafter referred to as "ILSOS" or "Agency", and L-1 Identity Solutions Operating Company, acting through its Secure Credentialing Division, 296 Concord Road, Billerica, MA 01821, hereinafter referred to as "L-1" or "Contractor".

ILSOS and L-1 desire to exercise one of the 1-year renewal (extension) options set forth in Section II, General Provisions, Options to Renew and to add provisions regarding penalties.

On August 10, 2011, L-1 Identity Solutions Operating Company filed in Delaware a Certificate of Amendment of its Certificate of Incorporation changing its name from "L-1 Identity Solutions Operating Company" to "MorphoTrust USA, Inc." All references in the Contract to "L-1 Identity Solutions Operating Company" shall be deemed to be references to "MorphoTrust USA, Inc."

In consideration of the renewal, ILSOS and L-1 agree to modify the following provisions:

Page 10, CARD VOLUME AND ESTIMATES shall be modified as marked below:

ILSOS estimates usage of approximately 4.3 million cards per calendar year. This figure is solely an estimate and no usage volume is guaranteed pursuant to this contract.

Projections for this contract extension term are:

- 2010 3.8 million plus up to 500,000 Safe Driver Renewals
- 2011 3.8 million plus up to 500,000 Safe Driver Renewals
- 2012 3.8 million plus up to 500,000 Safe Driver Renewals
- 2013 3.8 million plus up to 500,000 Safe Driver Renewals
- 2014 3.8 million plus up to 500,000 Safe Driver Renewals
- 2015 1.9 million plus up to 250,000 Safe Driver Renewals

REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK

July 31, 2012

delivery and acceptance. These costs are not included in the price per card. ILSOS will return to L-1 with no restocking fee, the 181 Verifone MX870 signature pads that were delivered to ILSOS in December of 2010. Upon the return of the signature pads. L-1 will credit ILSOS \$135,750.00

Product	Pricing	Units	Total Price
Camera Tower	\$ 3,506.00	181	\$634,567.00
PC	\$ 1,400.00	181	\$253,400.00
Mobile Station	\$ 13,000.00	9	\$117,000.00

For the discontinuation of service that occurred at the ILSOS Lockport facility on May 31, 2012, contractor shall credit ILSOS the sum of five thousand dollars (\$5,000) on the first invoice sent to ILSOS after the execution of this amendment four.

For failing to meet the milestone schedule that was presented to ILSOS on April 23, 2012, contractor shall credit ILSOS the sum of five thousand dollars (\$5,000) on the first invoice sent to ILSOS after the execution of this amendment four.

The two foregoing credits of \$5,000 each shall be included in the \$100,000 credit for the discontinuation of service and slippage of the milestone schedule referenced in Section XII, Remedial and Preventative Maintenance Specifications.

ARTICLE 6, CANCELLATION AND TERMINATION:

In consideration for ILSOS payment of start up costs and purchasing equipment to be provided under this contract as set forth in Article 5, the parties agree there shall be no guaranteed minimum card production numbers and no penalty for early termination, without cause, upon 180 days' written notice.

The Secretary of State may terminate this contract at any time if: (i) L-1 fails to comply with the terms, conditions and specifications or otherwise breaches the contract, provided that the Secretary of State shall provide 30 days written notice of the alleged noncompliance or breach and L-1 fails to cure the alleged noncompliance or breach within that period; (ii) there is commenced a proceeding against L-1 under the U.S. Bankruptcy Code or similar law, or any action by L-1 to dissolve or liquidate or to merge with an entity prohibited from doing business with the State of Illinois; or (iii) there is material misrepresentation or falsification of information provided by L-1 in the course of any dealing between L-1 and Secretary of State.|| Should this occur, both parties agree to ensure that such action does not render the State incapable of issuing cards and shall jointly plan for any transfers of responsibilities and functions for both parties as are necessitated by such action.

L-1 and ILSOS will cooperate to ensure a smooth transition to a replacement system at contract termination. New system installation (with the exception of test and pilot sites as needed) will not begin prior to March 1, 2013 2015 without prior agreement and consultation with L-1.

July 31, 2012

IN WITNESS WHEREOF, the parties hereunto set their hands and seals, on the day and in the year written below.

[REDACTED] Company Signature

8/14/12
(date)

[REDACTED] Department Signature

8/21/12
(date)

Printed Name: Robert Eckel

Printed Name: Michael J. Mayer

Title: President and CEO

Title Director, Driver Services

Phone: 978-215-2525

Phone: 217-785-0963

Illinois State Police Signature

Printed Name: _____

Title: _____

Phone: _____

[REDACTED]
Jesse White, Secretary of State (date)
Acting in his capacity as Secretary of State and
not individually

8/21/12

Approved for Legal Sufficiency:

Irene Lyons General Counsel 8/23/12
(date)

Approved for Fiscal Sufficiency:

[REDACTED] 8/17/12
Jacqueline Price, Director (date)

**STATE OF ILLINOIS
OFFICE OF THE SECRETARY OF STATE
SPRINGFIELD, IL 62756**

CONTRACT AMENDMENT FOUR AND EXERCISE OF ONE 1-YEAR RENEWAL OPTION

0514201050

Exhibit A

Remaining Project Milestones

Project Milestone	Delivery Date
UAT- Phase 1	August 24, 2012
Web app go live	August 28, 2012
All images enrolled	September 2, 2012
ABIS go live	September 4, 2012
Go live with Secondary and Disaster Recovery DB	September 4, 2012
Complete Primary DB	September 24, 2012
UAT- Phase 2	September 26, 2012
Project Completion	October 1, 2012



ILLINOIS STATE POLICE
Division of Administration

Pat Quinn
Governor

MEMORANDUM

Hiram Grau
Director

TO: Director Hiram Grau
FROM: Interim Chief Fiscal Officer Carl Weitzel
DATE: November 9, 2012
SUBJECT: FY14-15 Image Query/I-Browser

To Legal
11-9-12
1-14-15 Col Weitzel
11/15 - no longer Weitzel Michael back to legal

Pursuant to 30 ILCS 105/9.02 (a) (1) concerning contracts in the amount of \$250,000 or more, your signature is required to procure a contract renewal that provides access to all digitized drivers' license photographs and signatures on file with the Secretary of State (SOS). The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification (FOID) Card application process and for Illinois State Police investigative purposes.

The cost of this procurement is projected to be \$480,000 and will be funded by General Revenue. This contract renewal will cover the time period of July 1, 2013 – June 30, 2015.

Your signature below indicates your approval of this procurement.

Chief Legal Counsel: _____ Date: _____
Suzanne L. Y. Bond

Interim Chief Fiscal Officer: _____ Date: _____
Carl Weitzel

Director: _____ Date: _____
Hiram Grau



ILLINOIS STATE POLICE
Division of Administration

Pat Quinn
Governor

MEMORANDUM

Hiram Grau
Director

TO: Director Hiram Grau
FROM: Interim Chief Fiscal Officer Carl Weitzel
DATE: November 9, 2012
SUBJECT: FY14-15 Image Query/I-Browser

*11/5/12
Change to Michael*

Pursuant to 30 ILCS 105/9.02 (a) (1) concerning contracts in the amount of \$250,000 or more, your signature is required to procure a contract renewal that provides access to all digitized drivers' license photographs and signatures on file with the Secretary of State (SOS). The digitized drivers' license photographs are used for applicant verification in the Firearm Owners' Identification (FOID) Card application process and for Illinois State Police investigative purposes.

The cost of this procurement is projected to be \$480,000 and will be funded by General Revenue. This contract renewal will cover the time period of July 1, 2013 – June 30, 2015.

Your signature below indicates your approval of this procurement.

Chief Legal Counsel: _____ Date: 11/14/12
Suzanne L. Y. Bond

Interim Chief Fiscal Officer: Carl Weitzel Date: _____

Director: _____ Date: _____
Hiram Grau

801 South Seventh Street • Suite 300-S

Springfield, IL 62705-2487

GeorgetownCPT 008873 FRT (217) 785-2055 (voice) • 1 (800) 255-3325 (TDD)

www.illinois.gov • www.isp.state.il.us



Re: Image Query/IBrowser 
Aaron Schroeder to Dawn Hanney

11/15/2012 08:38 AM

Changes look good to me. Thank you.

Aaron Schroeder
Illinois State Police
Information Services Bureau
Phone: 217-782-5775
Cell: 217-891-2569
Fax: 217-558-0843

Dawn Hanney

Hi Aaron - I made a few changes; tried to use th...

11/14/2012 05:33:59 PM

From: Dawn Hanney/IISPolice
To: Aaron Schroeder/IISPolice@IISPolice
Date: 11/14/2012 05:33 PM
Subject: Re: Image Query/IBrowser

Hi Aaron - I made a few changes; tried to use the word "renewal" instead of extension. I was thinking that 3d should also be N/A; I liked the wording and thought about using it somewhere else.

Please let me know what you think. I'm sure this will be a "test".

[attachment "Renewal_Questions_Responses2.docx" deleted by Aaron Schroeder/IISPolice]

Thank you!

Dawn Hanney
Illinois State Police
Division of Administration
217/557-5219

To assist in determining if a hearing is necessary, the PPB has formulated a list of questions that will be put forward to test every renewal or extension that exceeds \$249,999:

1. a. Describe in detail the specific steps that the Department/Using Agency/End User (or in the case of a master contract, the issuing agency) has taken to conduct a quantitative assessment of the vendor's performance over the current contract term? **Because the relationship with the vendor is based on the ability to address the creation of a driver's license by the Illinois Secretary of State's Office (SOS), satisfactorily addressing that need in a timely, quality fashion is the most important deliverable in this contractual relationship. Since the execution of the contract, the SOS has successfully used this solution to address its mandated service requirement as intended.**
- b. Give a detailed analysis of the results that were concluded from the assessment. If no assessment of the vendor's performance was conducted, explain why. **No assessment was completed by the Illinois State Police (ISP). ISP is a party to the contract that is primarily utilized and funded by SOS.**
2. a. Are the service levels originally established still relevant? **Yes**
- b. How was the relevancy verified (what method was used) and with whom was it verified? **The service levels were set and verified by the SOS.**
3. a. Were any supplies or services added during the previous term(s) that were not anticipated in the scope of the original solicitation or at award of the original contract? If yes, describe. **No additional supplies or services were added during the previous term(s) that were not anticipated in the scope of the original solicitation or at award of the original contract.**
- b. What were the dollar amounts and justification for each? **N/A**
- c. If supplies or services were added, describe how the needs of the Department/Using Agency/End User have changed since the start of the original contract to necessitate an amendment or change. **N/A**
- d. How was the justification for the change(s) or amendment(s) verified (what method was used) and with whom was it verified? **N/A**
4. a. What specific steps were taken to evaluate the current marketplace? **No specific steps were taken at this time due to the SOS initiating a renewal of the current contract. (Please see 5a. and b.)**
- b. Discuss the evaluation process and identify the evaluators. **N/A**
5. a. Explain how this renewal is a more fiscally responsible option than competitive selection. **This renewal is a more fiscally responsible option than competitive selection at this time due to the vendor, Morph Trust having all the business and technical processes in place. This renewal allows the ISP continued access to the drivers' license images for identify verification and investigatory purposes while the SOS pursues the competitive selection process for the next contract term.**
- b. How specifically was the competitive environment tested to ensure that it hasn't evolved in such a way that competitive selection might be a more fiscally responsible option? **Before the conclusion of this contract period, the SOS intends to competitively solicit a solution which will provide the same or similar functional capabilities. Because a replacement solution may take months or even years to implement, the current contract is being renewed.**
6. Describe in detail what methods were utilized in order to get the best possible price? **The cost of this contract has remained the same for the past five years.**

To assist in determining if a hearing is necessary, the PPB has formulated a list of questions that will be put forward to test every renewal or extension that exceeds \$249,999:

1. a. Describe in detail the specific steps that the Department/Using Agency/End User (or in the case of a master contract, the issuing agency) has taken to conduct a quantitative assessment of the vendor's performance over the current contract term?
 - b. Give a detailed analysis of the results that were concluded from the assessment. If no assessment of the vendor's performance was conducted, explain why.
2. a. Are the service levels originally established still relevant?
 - b. How was the relevancy verified (what method was used) and with whom was it verified?
3. a. Were any supplies or services added during the previous term(s) that were not anticipated in the scope of the original solicitation or at award of the original contract? If yes, describe.
 - b. What were the dollar amounts and justification for each?
 - c. If supplies or services were added, describe how the needs of the Department/Using Agency/End User have changed since the start of the original contract to necessitate an amendment or change.
 - d. How was the justification for the change(s) or amendment(s) verified (what method was used) and with whom was it verified?
4. a. What specific steps were taken to evaluate the current marketplace?
 - b. Discuss the evaluation process and identify the evaluators.
5. a. Explain how this renewal is a more fiscally responsible option than competitive selection.
 - b. How specifically was the competitive environment tested to ensure that it hasn't evolved in such a way that competitive selection might be a more fiscally responsible option?
6. Describe in detail what methods were utilized in order to get the best possible price?

To assist in determining if a hearing is necessary, the PPB has formulated a list of questions that will be put forward to test every renewal or extension that exceeds \$249,999:

1. a. Describe in detail the specific steps that the Department/Using Agency/End User (or in the case of a master contract, the issuing agency) has taken to conduct a quantitative assessment of the vendor's performance over the current contract term? **Because the relationship with the vendor is based on the ability to address creation of a driver's license by the Illinois Secretary of State's Office (SOS), satisfactorily addressing that need in a timely, quality fashion is the most important deliverable in this contractual relationship. Since the execution of the contract, the SOS has successfully used this solution to address its mandated service requirement as intended.**
- b. Give a detailed analysis of the results that were concluded from the assessment. If no assessment of the vendor's performance was conducted, explain why. **No assessment was completed by the ISP due to the main purpose of this contract is for the service addressed by the SOS.**
2. a. Are the service levels originally established still relevant? **Yes.**
- b. How was the relevancy verified (what method was used) and with whom was it verified? **The service levels were set and verified by the IL SOS.**
3. a. Were any supplies or services added during the previous term(s) that were not anticipated in the scope of the original solicitation or at award of the original contract? If yes, describe. **No additional supplies or services were added during the previous term that were not anticipated in the scope of the original solicitation or at award of the original contract.**
- b. What were the dollar amounts and justification for each? **N/A**
- c. If supplies or services were added, describe how the needs of the Department/Using Agency/End User have changed since the start of the original contract to necessitate an amendment or change. **N/A**
- d. How was the justification for the change(s) or amendment(s) verified (what method was used) and with whom was it verified? **The justification for the change is driven by the need to extend the current contract in lieu of implementing a solution which fulfills the mandate of the federal Real-ID program.**
4. a. What specific steps were taken to evaluate the current marketplace? **No specific steps were taken at this time due to the SOS executing a renewal on the current contract.**
- b. Discuss the evaluation process and identify the evaluators. **N/A**
5. a. Explain how this renewal is a more fiscally responsible option than competitive selection. **This renewal is a more fiscally responsible option than competitive selection at this time due to the vendor, Morph Trust having all the business and technical processes in place. Also this renewal allows the ISP continued access to the drivers' license images which are used for identify verification and investigation work performed by the ISP in fulfilling its mandated services.**
- b. How specifically was the competitive environment tested to ensure that it hasn't evolved in such a way that competitive selection might be a more fiscally responsible option? **Before the conclusion of the extended contract period, the SOS intends to competitively solicit a solution which will provide the same or similar functional capabilities. Because a replacement solution takes months or even years to implement, the current contract is being extended.**
6. Describe in detail what methods were utilized in order to get the best possible price? **The SOS is not increasing the price to ISP for access to images used to fulfill ISP's mandated services.**

To assist in determining if a hearing is necessary, the PPB has formulated a list of questions that will be put forward to test every renewal or extension that exceeds \$249,999:

1. a. Describe in detail the specific steps that the Department/Using Agency/End User (or in the case of a master contract, the issuing agency) has taken to conduct a quantitative assessment of the vendor's performance over the current contract term? **Because the relationship with the vendor is based on the ability to address the creation of a driver's license by the Illinois Secretary of State's Office (SOS), satisfactorily addressing that need in a timely, quality fashion is the most important deliverable in this contractual relationship. Since the execution of the contract, the SOS has successfully used this solution to address its mandated service requirement as intended.**
1. b. Give a detailed analysis of the results that were concluded from the assessment. If no assessment of the vendor's performance was conducted, explain why. **No assessment was completed by the Illinois State Police (ISP). ISP is a party to the contract that is primarily utilized and funded by SOS.**
2. a. Are the service levels originally established still relevant? **Yes**
2. b. How was the relevancy verified (what method was used) and with whom was it verified? **The service levels were set and verified by the SOS.**
3. a. Were any supplies or services added during the previous term(s) that were not anticipated in the scope of the original solicitation or at award of the original contract? If yes, describe. **No additional supplies or services were added during the previous term(s) that were not anticipated in the scope of the original solicitation or at award of the original contract.**
3. b. What were the dollar amounts and justification for each? **N/A**
3. c. If supplies or services were added, describe how the needs of the Department/Using Agency/End User have changed since the start of the original contract to necessitate an amendment or change. **N/A**
3. d. How was the justification for the change(s) or amendment(s) verified (what method was used) and with whom was it verified? **N/A**
4. a. What specific steps were taken to evaluate the current marketplace? **No specific steps were taken at this time due to the SOS initiating a renewal of the current contract. (Please see 5a. and b.)**
4. b. Discuss the evaluation process and identify the evaluators. **N/A**
5. a. Explain how this renewal is a more fiscally responsible option than competitive selection. **This renewal is a more fiscally responsible option than competitive selection at this time due to the vendor, Morph Trust having all the business and technical processes in place. This renewal allows the ISP continued access to the drivers' license images for identify verification and investigatory purposes while the SOS pursues the competitive selection process for the next contract term.**
5. b. How specifically was the competitive environment tested to ensure that it hasn't evolved in such a way that competitive selection might be a more fiscally responsible option? **Before the conclusion of this contract period, the SOS intends to competitively solicit a solution which will provide the same or similar functional capabilities. Because a replacement solution may take months or even years to implement, the current contract is being renewed.**
6. Describe in detail what methods were utilized in order to get the best possible price? **The cost of this contract has remained the same for the past five years.**