

ILEAS Issue Document

Governing Board Meeting
March 6, 2018

Legislative Update

John Millner will attend the Board meeting to provide a legislative update.

Requested Board Action

No Board action is requested.

MABAS MOU

ILEAS and MABAS have never adopted a Memorandum of Understanding (MOU). Having an MOU in place would provide a legal basis to facilitate operations when ILEAS and MABAS assets are responding to the same situation. Included in the Board packet is an MOU that MABAS and ILEAS have developed. The purpose of the Agreement is stated as:

"The purpose of this IGA is to provide disaster response assistance to incidents or events within the State of Illinois during disasters in which local and regional resources are insufficient to meet the disaster response needs and to provide for disaster planning, preparedness, training and exercises to maximize the effectiveness of disaster response."

It covers issues such as procedures for requesting assistance, disaster training and exercises and develops a partnership to explore ways to work together, share resources and benefit the communities we both serve. It also limits liability and outlines any cost reimbursement issues.

It should be noted that ILEAS has also been approached by the Illinois Public Works Mutual Aid Network (IPWMAN) to enter into a virtually identical agreement. IPWMAN and MABAS are discussing this as well.

Requested Board Action

Staff requests that the Board authorize the Executive Director to determine final language agreement with MABAS and for the Director to bring the final document back to the Board at its next regularly scheduled meeting in May 2018.

Indilus Contract

The current four-year contract between ILEAS and Indilus Technology, LLC will end on June 30, 2018. Currently, INDILUS provides ILEAS with software development, database administration, website maintenance, planning, personnel training, and support services. As the current four-year contract ends, ILEAS needs to provide for the all those services in the coming years.

Four years ago, ILEAS staff explored options and reported its findings to the Board. The Board determined that INDILUS was the Sole Source available from which ILEAS could obtain those

services. That decision was accepted by IEMA. Procurement as a Sole Source satisfied ILEAS policy, IEMA policy and grant requirements.

In general, a Sole Source Procurement is appropriate when a service is unique in nature, or is available from only one source. The cost must be fair and reasonable. Frequently, a Sole Source Procurement is justified because the compatibility of service is a paramount consideration. This one circumstance in particular, where 'compatibility of service is a paramount consideration', could not be any more relevant than the current relationship of Indilus with ILEAS.

Here is some of the history and facts pertaining to Indilus and its services to ILEAS. Indilus has been involved with ILEAS since ILEAS' inception. In the beginning, they built the membership and Purchase Order systems, along with other tools for the Director, Board Members and the agencies. Indilus has either created or has enhanced the following:

- Purchasing System: Crucial part of the ILEAS financial system, which keeps track of all quotes, invoices, payments, other required financial documents. This system also keeps track of all of the grants that ILEAS is responsible for, including the grant documents, GANS, and required schedules. This well organized and easy to use system is used directly by IEMA personnel to directly download our purchasing information and then process it for payment requests to the State of Illinois. MABAS and IEMA use this system as well.
- Membership System: The Membership System for the agencies is really the core of what was built for ILEAS. The agencies are the basis for mutual aid, special teams, and their deployments as well as their training reimbursements. The first version was built in 2004 and has been built to be a reliable dispatch system. Additionally, dispatchers at NWCDS and Peoria now use a collaborative dispatch system where they can see the actions of other dispatchers in near real time and RPC's and agencies themselves can immediately see information relevant to callouts they're involved in.
- Special Teams Deployment/Emergency Response: Indilus has designed the system (Resource Search Tool) that keeps track of the Special Teams (those sent to Katrina or G-20 for example), their commanders, members, training events, etc. These systems are also designed to create reimbursement requests from the agencies which flow directly to the PO system, after a review process.
- **Special Teams Training**: Indilus built an entire database to track all special teams training, reimbursement requests that feed the Purchase Order system which documents all training completed by every team.
- **Rebanding**: Indilus created the system tools to perform the scheduling, onsite data collection, reporting, data reconciliation, and reimbursement with the PO system during both rounds of rebanding, making it a much easier, fluid process. ILEAS received the contract for rebanding based on its ability to organize in the field and the strength of Indilus' IT support.
- **Inventory**: Created the original inventory system which tracked equipment issued to ILEAS agencies. Also provided for field inspectors to oversee, spot check, and verify inventory onsite. Indilus is currently working with ILEAS staff on upgrades to the system.
- StarCom21 Radio Database: Created a database to track all 3,788 StarCom21 radios purchased by ITTF for all public safety disciplines from 2014 to present. This was the first and is still the only comprehensive list of StarCom21 radios.

- Purchase Order System for MABAS: At the request of ITTF/IEMA, Indilus modified the ILEAS PO system to apply to MABAS for its use. Like the ILEAS PO system, MABAS tracks invoices, quotes, purchases, shipping statements and grants. They also built a robust query system to provide management the ability to search all purchases.
- Public Health Naloxone Grant Database: Indilus is building a program to track tens of thousands of
 doses of naloxone to administer the grant. Agencies will be able to order and re-order naloxone
 through the system being built by Indilus. ILEAS received this grant largely in part because of the ability
 of Indilus to create specialized software to suit the project.
- API Data Transfer between Topyx LMS and ILEAS Databases: ILEAS is writing code to interact
 between the Topyx LMS databases and our databases to provide query and data services not provided
 by Topyx.
- Web Page Administration: ILEAS used to use Vertex as a web page provider. In 2016, Vertex no longer provided that service. Indilus took over that function and completely supports the ILEAS, IL Incident Management Team and other associated websites. This includes tying the main website to back end databases.

Other:

- Disaster Recovery: able to recover significant files when the crash occurred.
- ILEAS Conference: creation of conference registration and administration tools, along with assisting IESMA with their conference in the past.
- IESMA: creation of membership system for IESMA as well as their own PO system. (they no longer use it)
- o **IL-TERT**: creation of membership system for IL-TERT, including managing their deployable TERT teams.
- Technical Support: Provide 24/7 support to the ILEAS staff, including IT staff, and MABAS staff. Also provide recommendations as to new and innovative techniques. They also provide data analysis if a piece of information is needed that cannot be located by ILEAS staff.

So, in the final analysis, there are solid reasons as to why the services provided by Indilus Technology, LLC are considered a Sole Source Procurement:

- 1. Indilus has created and supported systems, owned by ILEAS that no other vendors offer. These systems include the ILEAS Membership Tools, the ILEAS Purchase Order System, and the ILEAS Resource Search Tool.
- 2. Indilus is unique in the fact that they have years of institutional knowledge about ILEAS and the operations of ITTF. To remove that institutional knowledge from the operations of ILEAS would also remove all of the important details unique to their role as consultants and programmers.
- 3. By continuing the contractual relationship with Indilus it will also ensure the seamless continuation of the scope of work desire by ILEAS and in the end, ITTF.

It is important to note that it's not just writing code; but the provision of: Planning, Development, Training and Support services. Indilus is involved at every step of virtually every program that ILEAS administers by providing clear process feedback and input. Including their input significantly reduces administrative overhead by automating so many functions. As a result, ILEAS need less staff. Indilus is also available 24/7 in case of emergencies, last minute programming requests, specialized queries and act as back up to Derek Wetzel regarding network maintenance.

If the Board finds that the INDILUS contract cannot or should not be extended as a Sole Source contract, the alternative, according to ILEAS policy, would be to post an RFP seeking vendors that can provide all of these services.

To put Indilus's contract into context, the two Indilus employees' hourly rate calculates out at \$90/hour. In comparison, there are software developers and programmers working for the State of Illinois at \$120 -150/per hour. When ILEAS administered the ICLEAR grants, the software provider, Oracle, was charging \$400/hour for code creation. At the State rate, the same number of code writing programming hours would cost \$499,200 to \$624,000. Oracle would be \$1.6 million (one of the reasons that the ICLEAR project costs nearly \$15 million).

It should also be noted that the payments to Indilus are spread amongst several grants. Homeland Security, FirstNet, IDPH grant, etc., all provide funds based on the estimated amount of time dedicated to each of those separate projects.

For the code writing and programming function, Indilus's contract has increased 19% in 10 years (1.9% annually average). In FY15, ILEAS expanded the contract to include all web page maintenance, development and oversight for the ILEAS website, the Incident Management Team website, the IL. Public Works Mutual Aid Network and others. This expansion is more than just being a webmaster, it requires that they write code to link the web page to the back end databases. ILEAS has a separate contract with Indilus for the web programming function. In FY17, Indilus assumed this additional activity.

This table shows the history of Indilus's contracts for the last ten years.

Year	Programming Contract Value	Annual Percent Increase	Web Portal Creation/Maintenance
FY9	\$276,000	0.00%	DNA
fy10	\$276,000	0.00%	DNA
fy11	\$292,500	6.00%	DNA
fy12	\$292,500	0.00%	DNA
fy13	\$292,500	0.00%	DNA
fy14	\$292,500	0.00%	DNA
fy15	\$306,000	4.60%	DNA
fy16	\$313,500	2.40%	DNA
fy17	\$321,000	2.40%	\$67,720
FY18	\$329,000	2.50%	\$69,692

^{**}It should be noted, that unlike most large software acquisitions, ILEAS owns the code and is not just licensing it from the vendor who then charges an annual "maintenance" fee. With this contract, ILEAS is purchasing software AND the support, new development and planning services.**

Additional Support for Indilus Attached

See the last page of this document for the opinion of past presidents, finance staff and a former IEMA/ITTF manager regarding the quality of work produced by Indilus.

Requested Board Action

Based on the aforementioned facts, staff requests that the Board:

- 1. Designate Indilus as a sole source provider for the totally unique service they provide
- 2. Authorize staff to negotiate and execute a new four-year contract* with Indilus Technologies for custom programs, IT support and planning services, web page services not to exceed 3% annual increases.

^{*-} Please note that the Indilus contract, and virtually all ILEAS contracts have a condition that if ILEAS is not funded sufficiently the contract can be terminated or renegotiated.

Public Health Naloxone Grant

As of this writing, IDPH has not issued the final version of the grant itself to ILEAS. We have agreed to language and it is in their hands at this point. It is in their hands. The effective date of this grant agreement, once signed, will be September 30, 2017. Therefore, the work that has been done on this project paid by the business account will be reimbursed. I hope to be able to report to the Board at the meeting on Tuesday that the actual grant has been signed. IDPH manages grants differently in that it provides funds up front. The four year grant has been broken into four one year grants. ILEAS will get 80% of ¼ of the entire grant each year. A separate bank account has been established to account for those funds separately. Here is the project budget breakdown*:

Cost	2018	2019	2020	2021	Grant Submitted
Regional Planning Coordinators (RPC)	7,038	7,038	7,038	7,038	28,152
Grant Coordinator					
Year 1 - 100%	46,938				46,938
year 2 - 75%		36,254			36,254
Year 3 - 50%			24,898		24,898
Year 4 - 25%				12,822	12,822
LMS Technician	5,040.00	5,040.00	5,040.00	5,040.00	20,160.00
Sub-Total Staff	59,016	48,332	36,976	24,900	169,224
Travel - At current rate of \$.535/mile	1,339	1,339	1,339	1,339	5,354
Outreach – Conference/Meetings	2,000	2,000	2,000		
Online Database Development & Implementation.	20,000	5,000	3,000	0.00	28,000
Naloxone Purchase	125,500	125,500	125,500	127,500	510,000
Management and Administration Costs	16,231	16,236	16,231	15,564	64,262
Payroll Tax	4,515	3,697	2,829	1,905	12,946
Grand Total Cost Estimates	228,600	202,104	187,874	171,207	789,785
80% Annual Advance	182,880	161,832	150,299	136,965	

^{*-}numbers rounded

Given the delay with the grant, staff has been working on the details:

- The LMS training for officers is ready to go
 - How to use NARCAN
 - How to use ODMAP
- A web page for NARCAN resources has been developed
- A vendor has been selected
- The agreement between ILEAS and the receiving agencies has been developed and will be ready later this week to distribute
- The ODMAP agreement is complete
- The ODMAP data connections are being built

Requested Board Action

On September 28, 2017, the Governing Board authorized Director Page and staff to complete the grant process, sign the grants and proceed with the project. No Board action is requested at this time.

Federal FY18 Budget

ILEAS received a letter from Director Ricker at IEMA regarding the Federal FY2018 FEMA budget. The President's budget document reduces the State Homeland Security and Urban Area Security Initiative grants by 25%. In its place, there is a 25% match that must be provided by the states. The specifics are

Grant Program	2017	2018	%Change
State Homeland Security Grant Program	\$467 million	\$349 million	-25%
Urban Area Security Initiative	\$605 million	\$449 million	-25%

Proposed 25% cost share/match per state

Illinois match fund will be \$21 million to equal what was received in 2017

ILEAS out in front of this issue by collecting payroll data, local response costs, training/exercise hours, etc.

Requested Board Action

No Board action is requested.

ILEAS Training Center Activity Report 2018

March 7 Head Start Training
March 8 R.A.C.E.S. Training
March 9 Make-A-Wish Meeting

March 12-13 Remington 870 Armorer Course
March 14 Remington 700 Armorer Course
March 15 Champaign PD Explorers
March 15-16 Remington 870 Armorer Course

March 19-20 Search Warrant Major Case Investigation

March 21 U.S. Probation Training

March 22 Region 7 Mobile Field Force Training
March 27 Lawful and Justifiable Use of Force

March 27 Champaign CO. Local Emergency Management Program Advisory Committee Meeting

March 28 IDOT Training

April 2-6 Lead Homicide Investigator

April 5-6 Grant Writing for Public Safety Agencies

April 6-7 Carle Hospital Tactical Emergency Casualty Care

April 9-10 Internal Affairs and Professional Standards for Law Enforcement

April 10-12 Understanding Investigative Techniques for Modern Telecommunications

April 11 Best Practices for Law Enforcement
April 17 Head Start – El Cross Collaboration Forum
April 19 Champaign County Corrections Training

April 24 IL. Association of Problem Solving Courts (ILAPSC) Board Meeting/Training

April 24-27 Mobile Field Force Basic

April 25-26 On-Target Solutions for Government Supervisors
April 27 On-Target Solutions for Problem Employees

May 4 Tactical Emergency Casualty Care

May 9 U.S. Probation Training

May 10 Internet Crimes Against Children Training
May 14-18 Crisis Intervention Team Basic Course

May 15 Regional Emergency Command Group Meeting

May 17 Crisis Intervention Training Basic

May 21 Communications Solution for 21st Century Policing

May 21-25 Champaign PD Training

May 22-23 Calibre Press Street Survival Seminar
May 24 Region 7 Mobile Field Force Training
May 24 ILEAS Governing Board Meeting

May 26 Mobile Training Unit Advisory Board Meeting
May 26 Local Emergency Planning Committee Meeting

May 29-30 Patrol Officer Drug Investigations

June 12-13 IDOT Training

June 12-14 Champaign PD Youth Police Academy
July 10-12 Champaign PD Youth Police Academy

July 17 Electrical Hazards Awareness Program Workshop
July 19 IL. Probation and Court Services Association Meeting

July 26 ILEAS Governing Board Meeting
July 31-Aug 2 Champaign PD Youth Police Academy

August 1 Urbana FD Lieutenant Exam
August 20 Urbana FD Lieutenant Exam
August 23 IEMA Regional Meeting/Training

August 21 Regional Emergency Command Group Meeting

September 4-5 Proactive Patrol Tactics

September 6 Region 7 Mobile Field Force Training

September 25 Local Emergency Planning

September 27 ILEAS Governing Board Meeting

October 1-2 Narcotic K-9 Certification

October 9-12 Remotec Robot Maintenance Course

October 16 IADAI Conference

October 30-November 1 Criminal Interview and Interrogation Techniques

November 5-8 WMD Special Response Team Equipment Basic Course

November 14-15 IDOT Leadership Training

November 14-16 IDOT ELDS – Safety for Supervisors

December 13 ILEAS Governing Board
April 1-5, 2019 Lead Homicide Investigator

Champaign County Chiefs' Meeting

March 8
April 12
May 10
May 17
June 14
July 12
August 9
September 13

EOD Commanders' Meeting
March 15
May 17
July 17
July 19
September 20
November 15

WMD Special Response Team Commanders' Meeting

May 8 July 17 September 11 November 13

Regional K9 Training

October 11

November 8

December 13

March 21
April 10, 25
May 9, 29
June 7, 26
July 10, 25
August 7. 22
September 4, 26
October 9, 17
November 6, 21
December 4, 19
January (2019) 8, 23

METRO SWAT Training

March 20, 28 April 5,17, 25 May 14-15, 23 June 5

Mobile Field Force Team Commanders' Meeting

May 1 July 10 September 4 November 6

ILEAS All Staff Meeting

April 5 May 3 June 7 July 5 August 2 September 6 October 4 November 1 December 6 January (2019) 3

RPC Activity January 1-February 28, 2018

Category	Activity	#	Hours
Agency Liaison	Physical Visit	190	136
-	Phone Contact	79	28
	Agency Assists	43	21
	Agency Notes	50	32
Total Agency Liais	on	362	211
Meetings	Chiefs/Sheriffs Associations	24	42
	Liaison Meetings – Other Organizations	6	10
	Conference	2	33
	ILEAS Staff Meetings	17	56
	Regional Staff Meetings	7	12
	Intelligence Meetings	2	2
	Other Meetings	20	33
Total Meetings		78	186
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Events	Pre-Planning	4	4
Total Events		4	4
Exercises	Planning	5	5
	Special Teams Validation Exercises	4	6
Total Exercises		9	11
Administration	Inventory – Team Equipment ILEAS Property	3	7
	Distribute/Collect Equipment	8	7
Total Administrat		11	14
		L	
Training	Presentations	6	8
. 0	Training Attended	1	6
Total Training	5	7	14
		_	
Special Projects	Specific Special Projects	10	26
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Communications	Communications Organizations Meetings	5	10
	Other Activities	0	0
	Agency Assist	0	0
	Monthly Radio Drills	5	1
Total Communica		10	11
	Activity	#	Hours
Category	Radio Projects	4	Hours 17
IIIE		-	
Total ITTE	Radio Database Update	0	0 17
Total ITTF		4	17
Grand Totals	All RPC Activities	495	480

Input from the Past Presidents, ILEAS Finance Manager & IEMA/ITTF Regarding Indilus

Given that many new Board members may not be familiar with the history of the relationship with Indilus as the primary systems and software providers, staff requested the past Presidents of ILEAS provide their feedback and input on the value of Indilus when they were President. Given the previous Finance Manager Dick Huston's intimate knowledge of ILEAS' financial system (as provided by Indilus) as well as 40 years of experience in municipal and private accounting, staff sought his input as well.

Input from Gary Stryker - President from 2004 to 2006

When ILEAS was formed one of the first things that was envisioned was some form technology that would allow the organization to efficiently perform its basic functions, mutual aid response. All the agency response cards needed to be filled out manually and, as new members were added, they all had to be revised. A daunting task as the number of members grew. When we were able to hire staff this became a reality with the contracting of INDILUS to help with this project. The initial work they completed allowed the response cards to be completed and modified on line. As we grew, they provided us with additional functions that made our response and member communications easier and more efficient. Soon we added Special Teams, protective masks, MDC's, radios, etc. to our mission and INDILUS was there every step of the way, providing the technology and support we need to properly fulfill these missions. As ILEAS was asked to provide support for other organizations, state agencies and national response, they helped to modify our procedures to work with those organizations. Being involved in numerous other technology projects in my career, I would consider Tyrus and Stewart a bargain for the cost and professionalism they bring to ILEAS thru INDILUS. It would be my recommendation that INDILUS be retained as the sole source provider for ILEAS and continue the partnership that have helped ILEAS become the most recognized mutual aid group in the country.

Input from Dave Owens - President in 2006

Since ILEAS determined that technology was the key to the success of our organization Indilus has been there to design and develop successful programs for us. With their knowledge of our organization and with their reasonable fees *they, in my opinion, are the best choice to continue to provide the technical support needed for our future.*

From my personal experience, as a contract employee of ILEAS, Indilus (Tyrus), helped with a glitch in a computer program that we were using when Jeff and I were rebanding the Starcom 21 radios. With a telephone call and about 15 minutes he fixed the program that I was having while I was sitting in a Motorola Office in Macomb Illinois. This is just one example of the work that they have done for ILEAS for many years.

Input from Mark Beckwith – President from 2006 to 2012

It will be a pleasure to share with you my thoughts about Indilus. During my time with ILEAS, I had the pleasure of working with Tyrus and Stu from Indilus. Both are extremely talented and true visionaries when it comes to software capabilities merged with emergency preparedness and response. If I am correct, they have also done work for IEMA and MABAS. The level of service and commitment from Indilus was remarkable. I hold both Tyrus and Stu in high regard for all that they have done for ILEAS! *I fully support a lasting partnership with Indilus*.

Input from Larry Evans - President from 2012 to 2014

I am writing in support of the proposal to treat INDULUS as a sole source provider as the time arrives for their contract renewal. During my years associated with ILEAS, I have always taken note of how innovative and committed the staff and chosen providers perform. INDULUS has been an integral part of our organization from day one. It has always been my opinion that standing directly behind the excellent staff, is INDULUS creating the systems and operational tools that make ILEAS possible. Over the years, INDULUS has manifested ideas into working programs which have led to ILEAS being the GOLD standard for inventory and money management. So envied is the INDULUS output that governing bodies have identified ILEAS as a best practice and actually assigned other funds and tasks to us for management and

oversight. Tyrus and Stewart have certainly become dedicated members of the law enforcement community. Beyond that, their product and dedication have actually impacted Emergency Service Providers statewide. Their staff is so ingrained into the ILEAS organization that they should most certainly be considered staff members. I have been in many meetings and planning sessions where input is sought from their representative in order to choose a direction or future path for the direction of ILEAS. In many ways, they offer the means for us to continue to succeed. Because they have been with us since the very beginning, I look at them as being nearly irreplaceable.

It is my strong recommendation from firsthand experience, that INDULUS be treated as a sole source provider for contract renewal. Not only is their tangible product indispensable, but the products and ideas yet to be explored will keep ILEAS relevant and at the front of the line for years to come.

Input from Dick Huston – Finance Manager from 2009 to 2014

It is my opinion that ILEAS should definitely continue its contractual relationship with Indilus as the primary consultant for the specialized software that is so integral to operating ILEAS systems and programs. While I was employed with ILEAS as the Finance Manager, I worked primarily with the Purchasing/Grant Management System to ensure that we were in compliance with all Federal and State grant rules, as well as our own internal policies and procedures. As an accountant/CPA for over 40 years, many of those working with a variety of State and Federal grants, I found the Indilus created system to be the most comprehensive I have ever worked with. This was also true with the other specialized programs developed by Indilus, such as membership systems and grant reimbursement programs relating to declared emergencies and other special multi-jurisdictional operations.

I found Indilus to be particularly valuable in their ability to respond quickly and effectively to requests for program changes and enhancements. They have a unique ability to understand the reasons for the requests, and to develop solutions that are understandable and easy to implement and use. Indilus is often able to enhance the value of enhancement requests by suggesting additional changes that were not considered by the initial request.

ILEAS should definitely continue using Indilus as its primary software consultant. In my opinion, no other contractor would be able to provide the level of knowledge and service that they have provided since the very beginning of ILEAS. Their value is immeasurable.

Input from Don Kauerauf - Former ITTF Chair and current Assistant Director at IPDH

Thank you for the opportunity to provide my comments on the work product of Indilus. For a frame of reference, my comments are based on my over a decade of interactions with the U.S. Department of Homeland Security, Federal Emergency Management Agency, Grants Preparedness Directorate; and discussions with other state administrative agencies for homeland security funding.

The Illinois Law Enforcement Alarm System (ILEAS) is well qualified to administer homeland security grant funds because of their ability to properly maintain a fully-functional, grants management system. Historically, sub-recipients of federal funding are plagued with the inability to accurately track receipts and expenditures of grant funds. The system developed by Indilus, from my observations, fulfilled all key grant award areas for which sub-recipients are mandated to track. One of the primary reasons the Illinois Terrorism Task Force, through the Illinois Emergency Management Agency, sought the assistance of ILEAS as a fiduciary of federal funds was because of the Indilus grants management system. I recall distinctly a grants management trainer with the federal government cited the Indilus system as a national best practice and referenced the system at various training sessions across the country. I'm also impressed with the relative ease for which Indilus was able to apply system changes to ensure that ILEAS was able to comply with all federal accounting and grants management standards. ILEAS is fortune to have such a robust grants management system to support their receipt of federal funds. I'm confident the continued utilization of this system will posture ILEAS to be successful if management grant funds in the years to come.