

**OFFICE OF THE ATTORNEY GENERAL**  
**Procurement Policy Compliance and Monitoring Board**  
MEETING MINUTES  
July 24, 2013

The Procurement Policy and Compliance Monitoring Board met in public session on **Wednesday, July 24, 2013** in the James R. Thompson Center, 100 West Randolph Street, 11-722A and in the Illinois Attorney General's main office, 500 South Second Street, Room 214, pursuant to notice.

Karla Schreiber, Chairperson, called the meeting to order at 2:03 p.m. Wednesday, July 24, 2013.

**ROLL CALL**

**Board members present (5):**

Springfield:           Dave Boots, present  
                              Joe Small, present  
                              Pam Blackorby, present

Chicago:                Karla Schreiber, present  
                              Sam Dorger, present

Other staff:            Melissa Mahoney, Chief Procurement Officer  
                              Rocco LaSalvia, Acting State Purchasing Officer  
                              Emily Vivian, AAG, Opinions Bureau  
                              Eileen Baumstark-Pratt, Board Secretary  
                              Lesslie D. Morgan, Chief Internal Auditor  
                              Lynn Patton, Division Chief, Public Access and Opinions

**Approval of minutes from the meeting held on June 12 and the Reconvened June 19, 2013**

The Chair asked the Board to review and approve minutes from the June 12, 2013 Procurement Policy Compliance and Monitoring Board (PPCMB) meeting. Sam Dorger moved, Dave Boots seconded the motion and by unanimous vote, the minutes from the meeting held on June 12, 2013 were approved.

The Chair asked the Board to review and approve minutes from the reconvened June 19, 2013 Procurement Policy Compliance and Monitoring Board (PPCMB) meeting. Karla Schreiber moved, Sam Dorger seconded the motion and by unanimous vote, the minutes from the reconvened meeting held on June 19, 2013 were approved.

The motion carried on the following voice vote:

**Yeas:** Dave Boots, Joe Small, Pam Blackorby, Karla Schreiber and Sam Dorger

## **Old Business:**

### **Proposed FY2014 PPCMB Meeting Schedule**

The Chair asked the Board to review and approve the Procurement Policy Compliance and Monitoring Board (PPCMB) meeting schedule for Fiscal Year 2014.

The Chairperson asked if there were any comments pertaining to the schedule. Karla Schreiber informed the Board she is unavailable for the September 25, 2013 meeting. Sam Dorger informed the Board he is unavailable for the September 25, 2013 meeting.

Karla Schreiber moved, Sam Dorger seconded the motion and by unanimous vote (PPCMB) meeting schedule for Fiscal Year 2014 was approved.

The motion carried on the following voice vote:

**Yeas:** Dave Boots, Joe Small, Pam Blackorby, Karla Schreiber and Sam Dorger

### **Discuss PPCMB Rules and Procedures for Alleged Conflicts of Interest**

Emily Vivian, AAG, Opinions Bureau explained the PPCMB does not need additional rules and procedures for alleged conflicts of interest.

Emily clarified the procurement code provisions provides coverage for any alleged conflicts.

## **New Business:**

### **Purchase of Apple Mac Book Pro Laptops**

The High Tech Crimes Bureau submitted a request to purchase three (3) Apple Mac Book Pro laptops with retina display; one laptop will remain with HTC's Technicians and one each will be placed with the City of Champaign Police Department and Jo Daviess County Sheriff's Office.

This equipment will be used in the field for forensic recovery of digital evidence. These machines will be loaded with forensic software allowing them to connect to the write blocker (Ultra kit) devices to acquire media from a suspect. Office Services secured quotes from three (3) vendors: SHI, Insight Public Sector and Low markup.

Office Services will execute a purchase order to acquire the Apple Mac Book Pro from SHI, the vendor who submitted to lowest quote at a total cost of: \$7, 617.00.

The Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

### **Access Data Forensic Toolkit Software (FTK) Software License and Maintenance**

The High Tech Crimes Bureau submitted a request to purchase two (2) additional FTK licenses,

training and maintenance for two (2) ICAC Affiliate Offices, the Effingham Police Department and Jo Daviess County Sheriff's Office. This software is used to perform forensic examinations of computer evidence such as hard drives and removable discs. Office Services contacted five (5) vendors: Access Data, SHI, Blue wave Micro, Insight Public Sector and Digital Intelligence and received cost information from each vendor.

Office Services will secure a contract with Access Data, the vendor that submitted the lowest price quote. The total cost is: \$12,752.15.

The Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

### **Encase Forensic Software, Training and Maintenance**

The High Tech Crimes Bureau submitted a request to purchase two (2) additional Encase Forensic V7 Forensic Software Licenses including training and maintenance for two (2) ICAC Affiliate Offices, the McHenry County Sheriff's Office Jo Daviess County Sheriff's Office. This software is used to image hard drives and placing the forensic image into an evidence file format that has been validated and approved by courts worldwide. Office Services contacted four (4) vendors: H-11 Digital Forensics, Digital Intelligence, Guidance Software and SHI and received cost information from each vendor.

Office Services will secure a contract with H-11 Digital Forensics, the vendor that submitted the lowest price quote. The total cost is: \$11,843.60.

The Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

### **Purchase of Ultakit 111, Fire wire Duplicators**

The High Tech Crimes Bureau submitted a request to purchase five (5) Ultra kit 111, Fire wire and Forensic Duplicator equipment. Two (2) units will be assigned to our High Tech Crimes Bureau and one each will be issued to the following ICAC Affiliate Offices: Danville Police Department, Du Page County Sheriff's office and Jo Daviess County Sheriff's Office.

This equipment will be used for the examination of forensic recovery of digital evidence both in a lab setting and on-scene while executing child pornography search warrants. Digital Intelligence is the sole provider of this equipment and it is the only known product on the market that incorporates all the tools required for staff to conduct their analysis and recover evidence.

Office Services will secure a contract with Digital Intelligence at total cost of: \$21,715.00.

The Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

### **West Publishing – Special Offer Amendment Modification**

Library Services requested that we modify our Special Offer Amendment that has been

established under CMS Master Contract # CMA8241840B which is in effect until June 30, 2014. The modification will allow the office to replace current online research subscription to Westlaw Classic with Westlaw Next. Library Services conducted a review of these publications and determined it would be beneficial to move to West Law Next. Two additional on line resources will be added Illinois Civil Pleadings, Motions & Memoranda plus Library Databases and Illinois Civil Trial Court Orders Library Databases. All other resources covered under the Special Offer Amendment will remain in effect.

Previously, the monthly rate for on line services under our Special Offer Amendment was \$29,003.00; after the modification, the new monthly rate will be \$31,495.00. Office Services will execute this modification effective September 1, 2013 through June 30, 2014.

Office Services will execute a purchase order in the amount of \$24,920.00 which reflects the combined cost for the additional databases from September 1, 2013 through June 30, 2014.

The Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

#### **Auto Physical Damage Coverage Policy – FY2014**

Office Services is seeking to renew the automobile physical damage coverage policy for OAG fleet vehicles. This procurement will be processed through CMS - Risk Management the managing agency of the state-awarded vendor, Westfield Insurance Company. There will be a total of twenty nine (29) vehicles covered under this policy. The coverage term is July 1, 2013 through June 30, 2014.

Office Services will execute a purchase order for the total cost of: \$6,892.00.

The Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

#### **Public Comment:**

No public comment

#### **Adjournment:**

There being no further business to come before the PPCMB Board, Joe Small moved, and Dave Boots seconded that the meeting adjourn.

The motion carried by the following voice vote.

**Yeas:** Dave Boots, Joe Small, Pam Blackorby, Karla Schreiber and Sam Dorger

The meeting adjourned at 2:26 p.m. p.m.