

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES

Wednesday, May 22, 2019

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, May 22, 2019** in the James R. Thompson Center, 100 West Randolph Street, 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 2:00 p.m.

ROLL CALL

Board members present (3):

Springfield: Pam Blackorby, present
Tad Huskey, absent
Lisa Kaigh, absent

Chicago: Karla Schreiber, present
Sam Dorger, present

Other staff: Rocco LaSalvia, State Purchasing Officer
Eileen Baumstark-Pratt, Board Secretary

Approval of minutes from the meetings held on Friday, May 10, 2019

Karla Schreiber, Chairperson asked the Board to review and approve the **Friday, May 10, 2019** Procurement Policy Compliance and Monitoring Board (PPCMB) meeting minutes. Sam Dorger moved and Pam Blackorby seconded the motion and by unanimous vote, the minutes from the meeting held **Friday, May 10, 2019** were approved.

The motion carried on the following voice vote:

Yeas: Karla Schreiber, Sam Dorger and Pam Blackorby

Old Business

Karla Schreiber, Chairperson asked if there was any old business to report.

No comments were received

New Business

FY20 Mitratech Contract for Additional TeamConnect Names user Licenses with Maintenance

Rocco LaSalvia, State Purchasing Officer explained, the Chief Technology Officer submitted a request to purchase additional “named” user licenses for our Team Connect case management system application. The IT staff is seeking to purchase 75 named user licenses that will include maintenance and support for 12 months. These licenses are necessary to accommodate the needs of various bureaus that require additional access to TeamConnect. The information was posted as a Sole Source Notice on the Illinois Procurement Bulletin. The office did not receive any objections to the Notice. Office Services will execute a contract with Mitratech for \$205,875.00.

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

FY20 Guidance - EnCase Forensic Software License/Maintenance Renewal

Rocco LaSalvia, State Purchasing Officer explained, the High Tech Crimes Bureau submitted a request to renew (6) Guidance/ EnCase software licenses/maintenance, that is used by the Computer Evidence Recovery technicians (CERT’s). Encase is considered to be a gold-standard forensic tool used to recover evidence from seized hard-drives. Encase allows staff to conduct in depth analysis of user files to collect evidence in the form of documents, pictures, internet history and Window registry information. The term of the license/maintenance renewal will be July 1, 2018 through June 30, 2020.

Office Services reached out to five (5) vendors: OpenText, SHI, ACE Computers, Digital Intelligence, and Forensic Computers, Inc. Office Services will execute a purchase order with OpenText, the vendor that provided the lowest cost of \$6,136.40.

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

FY20 Software Support for VM Enterprise Software

Rocco LaSalvia, State Purchasing Officer explained, the Chief Technology Officer submitted a request to renew software support for the Virtual Machine (VM) Enterprise Software products for fiscal year 2020. Rocco further explained, this software provides the flexibility the IT staff requires to efficiently manage the hardware assets. This software allows staff to create virtual servers to supplement storage space within the office network, avoiding the expense of purchasing additional hardware. This service is available through a CMS Master Contract #DIT8050190, awarded to ZONES, Inc. Office Services will execute a purchase order to secure this software support through ZONES at a cost of \$7,960.27.

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

FY20 Renewal of Laserfische RIO Enterprise Comprehensive Software Assurance/Maintenance with Premium Level Support

Rocco LaSalvia, State Purchasing Officer explained, the Chief Technology Officer requested that the office renew the annual software assurance/maintenance coverage for the various software licenses for Fiscal Year 2020. Office Services posted a Sole Source Notice on the Illinois Procurement Bulletin indicating the intent to procure maintenance from BusComm, the sole source vendor and approved Laserfische reseller and no protests were received.

Rocco further explained, the agreement between Laserfische and its resellers states that once a partnership is established between the reseller and customer, no other reseller can sell products or services to the customer unless irreconcilable issues exist between the reseller and the customer. Laserfische must approve any change between a reseller and customer. Therefore, Office Services will be secure a contract with BusComm Incorporated for a total cost of \$180,271.52.

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

FY20 Symantec Anti-Spam and Anti-Virus Software Licenses & Maintenance Renewal

Rocco LaSalvia, State Purchasing Officer explained, the Chief Technology Officer submitted a request for maintenance renewal for Symantec Endpoint Protection Suite Tier 3 Maintenance for fiscal Year 2020. The office currently has Symantec Protection Suite Enterprise Edition which includes all of the Windows computers and Macintosh computers. The Symantec Protection Suite Enterprise Edition incorporates Antivirus, Spyware, Firewall, Intrusion Prevention Device and Application controls for the desktops, laptops, servers, mail servers and gateways.

Office Services will secure this maintenance renewal through CDW-G, under CMS Master Contract #CMS5842920 (NIGP Code: 208-90). Office Services will secure a purchase order with CDW-G, at a cost of \$9,201.44

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

FY20 AXIOM and IEF Forensic Software License and Maintenance Renewal

Rocco LaSalvia, State Purchasing Officer explained, the High Tech Crimes Bureau submitted a request to renew the licenses and annual maintenance / support for Internet Evidence Finder (IEF) and AXIOM, forensic software used for digital media examinations. This software fills the gaps and allows the evidence technicians to extract evidence that other forensic software suites are unable to extract.

Office Services secured cost information from four (4) vendors, Magnet Forensics, SHI, Teel Incorporated and Office Wagon. Office Services will execute a purchase order with Magnet Forensics, the vendor that provided the lowest cost of \$8,200.00.

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

FY20 Renewal of Security Center Continuous View Maintenance

Rocco LaSalvia, State Purchasing Officer explained, the Chief Technology Officer submitted a request to renew the maintenance for Security Center Continuous View OnPrem 500 IP's for Fiscal Year 2020. SecurityCenter Continuous View (SecurityCenter CV) collects data from multiple sources to provide advanced analysis of vulnerability, threat, network traffic and event information and deliver a continuous view of IT security across the network environment. These tools allow IT staff to receive continuous information such as an attacker's view of the network to manage vulnerabilities throughout the network, enhancing the network security and protecting the environment.

Office Services contacted three (3) vendors, Softchoice Corporation, Connection Public Sector Solutions, and ePlus to secure cost information. Office Services will secure a purchase order with Softchoice Corporation, the vendor that provided the lowest cost information. The total cost to secure maintenance for FY2020 is \$9,145.00.

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

FY20 Maintenance for the STARCOMM21 System – Police Radios

Rocco LaSalvia, State Purchasing Officer explained, the Investigations Division is seeking to renew the comprehensive maintenance plan for Investigations portable radios. The STARCOMM system consists of a statewide, digital trunked, land-mobile radio network used by various state agencies, offices and other law enforcement entities throughout the State of Illinois. This comprehensive maintenance coverage, under a CMS Master Contract 5786320 will provide repair or replacement of specified equipment regardless of cause. The current contract, term concludes August 31, 2019, however, there are renewal options for up to an additional four (4) years.

Office Services will secure purchase orders to secure this coverage through CMS Master Contract #5786320 with Motorola at a total cost of \$5,844.00.

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

FY20 GAAP Package Consultant Services for Fiscal Year 2019 GAAP Reporting

Rocco LaSalvia, State Purchasing Officer explained, the Chief Fiscal Officer submitted a request to procure GAAP package consulting services to prepare Fiscal Year 2019 GAAP packages and other GAAP forms required by the Illinois Comptroller's Office. Office Services has confirmed that these services can once again be performed under an existing CMS Master Contract with Crowe-Horwath, LLC (CMS802755A) which is in effect until June 30, 2020.

Office Services will execute a purchase order with Crowe-Horwath, LLC for an estimated amount of \$35,000.00. Office Services anticipates that these services will commence on or around July 1, 2019 and conclude by November 30, 2019. These services will be paid out of Fiscal Year 2020 funds.

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

FY20 Copier Maintenance

Rocco LaSalvia, State Purchasing Officer explained, the office is seeking to secure maintenance services for twenty-two (22) various digital copier models; thirteen (13) copiers are located in the Chicago Offices, five (5) are located in the Springfield Offices, and four (4) copiers, are located in our Regional Offices. Office Services reached out to three (3) vendors to provide cost information, Xerox, Bebon and CDS. Only Xerox and Bebon provided cost information. Office Services will secure a contract with Xerox, the vendor that provided the lowest overall cost of \$33,819.61.

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

FY20 Off Site Raw Storage Space for Supplies and Equipment in Springfield

Rocco LaSalvia, State Purchasing Officer explained, Office Services needs to maintain raw storage space to accommodate the bulk supply and equipment storage needs for Fiscal Year 2020. Office Services conducted research to determine if there were any other suitable facilities in the area that could accommodate the storage need. Rocco further explained, in the past the office has received responses from vendors, some declining to submit a bid because they could not meet all of the requirements and another company had submitted pricing but Office Services determined that the loading dock area could not accommodate the vehicles making it impractical in terms of accessibility.

Unfortunately, conditions remain the same in regards to viable facilities. The Office is unable to identify another suitable vendor in the area that can provide one contiguous climate controlled space, at the size we require, with ground level access. Office Services will execute a purchase order to retain Capital Storage, LLC. The vendor has held the line the last few fiscal years and has again submitted a cost of \$9,960.00 for FY2020.

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

FY20 Janitorial Services Renewal for our Carbondale Office

Rocco LaSalvia, State Purchasing Officer explained, Office Services is seeking to renew the agreement with START, Inc. to provide janitorial services for our Carbondale Office during Fiscal Year 2020. This vendor has been providing janitorial services in the Carbondale Office for several years and is listed as a CMS approved vendor under the State Use Program.

Office Services will execute a Purchase Request with START, Inc. to secure janitorial services three times each week at a total cost of \$9,981.72.

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

FY20 Janitorial Services Renewal for our Metro East Regional Office

Rocco LaSalvia, State Purchasing Officer explained, Office Services is seeking to enter into an agreement with SAVE, Inc. to provide janitorial services for the Metro East Regional Office during Fiscal Year 2020. SAVE, Inc. is listed as a CMS approved vendor under the State Use Program. Office Services will execute a Purchase Request with Save, Inc. to secure janitorial services each week at a total cost of \$7,280.00

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

FY20 Parking Space(s) Rental for Downtown Chicago

Rocco LaSalvia, State Purchasing Officer explained, Office Services is seeking to secure parking during FY2020. The current CMS Master Agreement with InterPark Corporation began June 5 2017 and will expire on May 31, 2020, however, CMS does have the ability to renew for an additional two years. The rates available under this agreement provide a greater savings than the office could achieve on its own. Office Services will secure a purchase order that will cover the forty-four (44) parking spaces for the remainder of the contract term during FY2020 for \$69,168.44.

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

FY20 Annual Maintenance / Rental for the Chicago Mailroom Equipment

Rocco LaSalvia, State Purchasing Officer explained, Office Services is requesting that to secure maintenance and rental services from Pitney Bowes for the following equipment items:

- Maintenance for Mailing System;
- Maintenance for Folder/Inserter NX01 Machine; and
- Rental for Postage Meter

Pitney Bowes is the only source available to provide original manufactured replacement parts and proprietary software system upgrades during FY2020. Office Services will secure a purchase order with Pitney Bowes for a total cost of \$5,257.80.

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

Public Comment:

Karla Schreiber, Chairperson asked if there were any public comments.
No public comment.

Adjournment:

There being no further business to come before the PPCMB Board, Sam Dorger moved and Pam Blackorby seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Karla Schreiber, Pam Blackorby and Sam Dorger

The meeting adjourned at 2:16 p.m.