

**OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board**

SPECIAL MEETING MINUTES

Friday, May 29, 2020

The Procurement Policy and Compliance Monitoring Board met in a special session On **Friday, May 29, 2020 via conference call**

Karla Schreiber, Chairperson called the meeting to order at 10:00 a.m.

ROLL CALL

Board members present (3):

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

Chicago: Karla Schreiber, present
Jessica O’Leary, present

Other staff: Eileen Baumstark-Pratt, Acting SPO
Kathy Leiser

Old Business

There was no Old Business

New Business

Media Management

Eileen Baumstark-Pratt, Acting SPO, stated the Press Secretary has requested to secure Media Management Services for Fiscal Year 2021. The Press Office requires the use of the computerized news media database to help manage targeted media lists, media directories and to track all press releases distributed electronically.

Library Services researched possible vendor sources and secured cost information from three (3) vendors: Critical Mention, Meltwater Services and Burelles.

Based on demo’s from all three vendors, the Senior Press Secretary recommends we contract with Meltwater News US Inc. They offer a broad, integrated portfolio of media database, monitoring and analytics solutions, five users, as well as unlimited media outreach.

Critical Mention does not offer the media outreach product and this service would have to be

purchased from a separate vendor. Burrelles offered fewer services than Meltwater. In addition, Meltwater offered additional users and unlimited media outreach, therefore making it the better solution to meet the needs of the Press Office.

Based on the cost information and feedback from our Press Secretary, a contract is being secured with Meltwater News US Inc. to provide services at a cost of \$16,000.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the lease.

No comments were received.

Parking Spaces for Chicago Office

Eileen Baumstark-Pratt, Acting SPO, stated that Office Services is seeking to secure parking during FY2021. 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. We anticipated these services can be performed under a CMS Master Contract with InterPark Corporation. If no contract is received by May 31, 2020, the office will prepare a monthly purchase order in the amount of \$6,160 for services.

The rates available under this agreement provide a greater savings than we could achieve on our own. A purchase order is being executed to include forty-four (44) parking spaces for the remainder of the contract term during FY2021 for \$73,000.88

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

A question was asked as to what the parking spaces are used for. They are used for fleet, investigations and the Attorney General.

Network Access

Eileen Baumstark-Pratt, Acting SPO, stated the Chief Technology Officer submitted a request to renew their annual support/maintenance for our Network Access Control software and application server (VMware) that would accommodate 1,500 concurrent users.

This software and VM application server improved our network security and provides total visibility and control over every user and device accessing the OAG network which allows IT staff to block any foreign / unauthorized device from connecting to our network. This tool provides IT staff with a real-time view of our network infrastructure ensuring that they can detect and prevent any changes that would introduce risk.

Office Services secured cost information from CDW-G, Connection Public Sector Solutions and SHI.

A purchase order is being executed with Connection Public Sector in the amount of \$7,540.20.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

Life Safety Equipment

Eileen Baumstark-Pratt, Acting SPO, stated Office Services is requesting that we renew the maintenance program for the life safety equipment located at 500 S. Second Street. Our equipment is manufactured and maintained by Johnson Controls and the maintenance program includes monitoring, repair, replacement parts for our fire panel, and during this term, testing all smoke detector devices throughout the facility.

Our Johnson Controls 4020 Fire Alarm panel is a programmable software-based system that is proprietary, which prohibits any other third party from providing any maintenance, service and/or repairs. All replacement parts are exclusively provided by Johnson Controls. In addition, any tampering by a third-party vendor will void the Underwriter Laboratories product safety designation/certification.

A contract is being executed to renew our maintenance and to conduct required fire alarm sensitivity testing with Johnson Controls for the amount of \$10,733.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

Public Comments

There were no Public Comments at this meeting.

Adjournment:

There being no further business to come before the PPCMB Board, Tad Huskey moved and Lisa Kaigh seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Pam, Jessica and Karla Schreiber

The meeting adjourned at 10:11 am