

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
April 27, 2016

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, April 27 2016** 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 2:00 p.m.

ROLL CALL

Board members present (5):

Springfield:

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

Chicago:

Karla Schreiber, present
Sam Dorger, present

Other staff:

Melissa Mahoney, Chief Procurement Officer
Rocco LaSalvia, Acting State Purchasing Officer
Eileen Baumstark-Pratt, Board Secretary
Emily Vivian, Land Acquisition
Iris Delgado, Purchasing Supervisor
Sharon Rudin, Office Services

Approval of minutes from the meeting held on April 27, 2016

Karla Schreiber, Chairperson asked the Board to review and approve April 27, 2016 **Procurement** Policy Compliance and Monitoring Board (PPCMB) meeting. Sam Dorger moved and Joe Small, seconded the motion and by unanimous vote, the minutes from the meeting held on April 27, 2016, were approved.

The motion carried on the following voice vote:

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

Old Business:

Karla Schreiber, Chairperson asked if there were any old business that needed to be addressed.

No comments were received.

New Business

TLOxp – Trans Union Request to Increase Spending for FY 2016

Rocco La Salvia, Acting SPO explained Library Services requested to increase the spending authority for TLO Trans Union from \$4,000.00 to \$6,000 for FY2016. This increase is requested to cover anticipated expenditures for the remainder of FY2016.

The Investigations Division began using the TLOxp – online research service in July, 2015. This service is one of the most powerful reference tools available in the market for locating and researching connections between individuals, businesses and assets.

The office monthly rate plan includes 1,000 searches per month at a flat rate of \$200.00 per month. This plan includes all searches and reports with the exception of super reverse lookup reports, vehicle sightings reports and social media searches. If the office uses services and/or request reports that are accepted, we are charged additional fees. The cost for these additional services are as follows: super reverse phone lookup \$0.25 per transaction, vehicle sightings report will be charged \$8 for each category (current, recent or historical) or \$20 for all 3 categories at once, and social media search will be charged \$1.00 per transaction.

The initial FY2016 purchase order was in the amount of \$2,900, which incorporated the flat monthly fees and \$500 to cover anticipated additional service fees. Rocco further explained that in January 2016, Library Services determined that \$500 for the additional service fees would not be adequate to cover anticipated FY2016 expenditures. At that time, Office Services amended the original purchase amount to \$4,000.

The monthly additional service activity has continued to increase. Office Services will execute another purchase order in the amount of \$2,000 to cover the remaining expenditures for the balance of this fiscal year.

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

Pacer Intergovernmental Agreement – Request to Increase Spending for FY2016

Rocco La Salvia, Acting SPO explained Library Services has requested an additional \$20,000.00 to cover anticipated PACER Service Center expenses for the remainder of FY2016. The original obligatory purchase order for FY2016 was \$45,000, an amount that was based on FY2015 usage.

Throughout FY2016, Library Services has been monitoring expenditures and has observed a steady increase in usage in our General Law, Civil Litigation and Consumer Fraud Bureaus; the usage in all other bureaus has remained in line with previous estimates.

PACER provides our office with monthly online access to electronic court records. Our users are able to obtain case files and docket information from federal appellate, district and bankruptcy courts and the U.S. Party/Case index. PACER is used to access court docket information from multiple districts. In addition to accessing the information, PACER is now used to file court docket information in many districts.

We will be seeking approval to execute a purchase order in the amount of \$20,000.00, to cover the balance of anticipated expenditures for FY2016. The overall combined total cost for services under our Intergovernmental Agreement during FY2016 is \$65,000.00.

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

Websense V-5000 Series Appliance Purchase for FY2016

Rocco La Salvia, Acting SPO explained the Chief Technology Officer submitted a request to renew our annual software subscription for up to 999 Web Security Gateway Anywhere Seats and Premium Support WebSense Triton for up to 1000 Users. This software is used by IT staff to monitor and run detailed reports on internet usage. Office Services posted Information for Bid (IFB) on the Illinois Procurement Bulletin outlining the need for supplies and services. The office received two responses from National Tek Services, Inc. and SHI International Corporation

Office Services will enter into a contract with SHI, the vendor that provided the lowest price quote of \$36,963.00.

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

Dell PowerEdge Blade Servers Purchase for FY 2016

Rocco La Salvia, Acting SPO explained the Chief Technology Officer submitted a request to purchase six (6) Dell PowerEdge M630 Servers to replace existing servers that are approaching their useful life cycle and will no longer be covered under the Dell service warranty.

Rocco further explained, this purchase will be made under the Dell CMS Master Contract #CMS2583920. The total cost of this purchase is \$116,402.52.

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

FY 2017-Dell Master Contract Renewal for Computer Hardware

Rocco La Salvia, Acting SPO explained the Chief Technology Officer requested the office exercise the renewal option under the master contract with Dell. Rocco explained two years ago, the office entered into a one year contract that provided for three (3) one-year renewal options. The contract was established to provide the office with computer hardware equipment items under various categories at fixed pricing during the contract period.

Office Services will execute the second of the three renewal options to cover anticipated needs throughout FY2017. The anticipated expenditure amount is \$225,000.00.

Emily Vivian, Land Acquisition asked that the purchase order be corrected to reflect that this would be the second renewal of the three renewal options.

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

FY 2017-Renewal - SAGE / ABRA Software License Annual Maintenance / Support

Rocco La Salvia, Acting SPO explained the Chief Technology Officer requested the office renew the annual maintenance / support for Sage HRMS, our ABRA software system application.

Rocco explained, this application is utilized by Human Resources (HR) to store, track and report on all types of personnel information. Three years ago the office upgraded to the newest software version available, the previous software version was outdated and the vendor could no longer provide maintenance and support. By securing that upgrade, the office continues to utilize the customization built into the original application and successfully transitioned to the current platform.

Sage Software, Inc. is the sole source for this propriety software and they are the only source available to provide maintenance and support. Office Services will enter into a contract with Sage in the amount of \$10,956.06

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

FY 2017-Renewal -WebSense Web Security Gateway Anywhere Software License / Support

Rocco La Salvia, Acting SPO explained the Chief Technology Officer submitted a request to renew the annual software subscription for up to 999 Web Security Gateway Anywhere Seats and Premium Support WebSense Triton for up to 1000 Users. This software is used by IT staff to monitor and run detailed reports on internet usage.

Office Services posted Information for Bid (IFB) on the Illinois Procurement Bulletin outlining the need for supplies and services. Office Services received two responses from National Tek Services, Inc. and SHI International Corporation

Office Services will enter into a contract with SHI, the vendor that provided the lowest price quote of \$36,963.00.

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

FY2017-Renewal of Symantec Control Bindview Software License / Maintenance

Rocco La Salvia, Acting SPO explained the Chief Technology Officer submitted a request to renew the Symantec Control Bindview license/maintenance agreement for Fiscal Year 2017. The office currently has 900 Standards Manager Directory User Licenses, 900 Standards Manager Exchange User Licenses and 30 Standard Manager Server Licenses. This software suite is designed to provide a set of tools to help ensure that office policies are adhered to. These tools allow IT staff and Internal Audit to run comprehensive reports regarding computer usage.

Office Services secured cost information from five vendors CDW-G, SHI, Netrix, LLC, Dell and Symantec. Dave Boots, Chief Fiscal Officer requested clarification as to which vendor provided the lowest price quote. Rocco LaSalvia clarified that CDW-G, was the vendor that submitted the lowest quote of \$13,825.50.

Office Services will secure a contract with CDW-G, the vendor that provided the lowest cost of \$13,825.50.

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

FY2017-Renewal of Concordance Enterprise Software Assurance/Maintenance

Rocco La Salvia, Acting SPO explained the Chief Technology Officer submitted a request to renew our Concordance Enterprise Software Assurance/Maintenance coverage for Fiscal Year 2017. Concordance software eases the complexity of managing discovery and allows staff to search, review, organize, produce and share litigation documents— scanned paper, email and other e-discovery generated during litigation case discovery

Office Services contacted four (4) vendors to secure cost information, Lexis Nexis, SHI, Dell and EnPointe Technologies. Office Services will execute a one-year contract with Lexis Nexis, the vendor that submitted the lowest cost of \$19,126.00.

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

FY 2017- Renewal -Symantec Anti-Spam and Anti-Virus Software Licenses & Maintenance

Rocco La Salvia, Acting SPO explained the Chief Technology Officer submitted a request to renew the existing Symantec license/maintenance agreement for fiscal Year 2017. 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 our desktops, laptops, servers, mail servers and gateways.

Office Services secured cost information from three (3) vendors; CDW – G, Insight Public Sector, and SHI. Office Services will execute a purchase order with CDW-G, the vendor that provided the lowest cost of \$7,882.56.

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

FY2017-Renewal-Security Center Continuous View and Nessus Cloud Maintenance

Rocco La Salvia, Acting SPO explained the Chief Technology Officer submitted a request to renew the Security Center Continuous View and Nessus Cloud Enterprise Maintenance for Fiscal Year 2017.

Security Center Continuous View (Security Center 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 our network environment. These tools allow IT staff to receive continuous information such as an attacker's view of our network to manage vulnerabilities throughout our network, enhancing our network security and protecting our environment.

Office Services contacted three (3) vendors, SHI, Bluewave Micro, Inc., and CDW-G to secure cost information. Office Services will execute a purchase order with SHI, the vendor that provided the lowest cost information. The total cost to secure maintenance for FY2017 is \$7,520.00.

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

FY2017-Renewal-E-Vault Storage Management for Microsoft Exchange License Renewal and Support

Rocco La Salvia, Acting SPO explained the Chief Technology Officer submitted a request to renew 850 licenses and support for each of the following software products: E-Vault Storage Management for the Microsoft Exchange; E-Vault Discovery Standard Edition for Microsoft Exchange; and E-Vault File System Archiving and Search.

Office Services secured quotes from three (3) vendors: Insight Public Sector, Dell, and CDW-G. Based on the cost information received, Office Services will entered into a contract with Insight Public Sector, the vendor that submitted the lowest cost for the maintenance renewal and support. The total cost is: \$18,190.00.

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

FY2017-Kodak Scanner Maintenance

Rocco La Salvia, Acting SPO explained the Chief Technology Officer submitted a request to secure Kodak scanner maintenance for Fiscal Year 2017. Office Services posted an IFB on the Illinois Procurement Bulletin requesting responses from vendors that are authorized resellers of Kodak scanning equipment for the purpose of providing maintenance on various Kodak scanners statewide. Office Services received two responses from Harris, Mackessy & Brennan, Inc. D/B/A HMB, Inc. and Datamation Imaging Corporation

Office Services will execute a contract with HMB Inc., the vendor that provided lowest cost information of \$131,568.26

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

FY2017-Cision U.S., Inc. – Online Public Relations News Clip System

Rocco La Salvia, Acting SPO explained the Communications Director requested the office enter into contract with Cision U.S., Inc., formerly known as Vocus, Inc. for Fiscal Year 2017 as the current contract expires on June 30, 2016. The Press Office requires the use of the computerized public relations and news clipping system that goes beyond the standard media source solution.

Cision is the only known service provider that maintains a national media directory of over 400,000 contacts working at newspapers, magazines, radio, television, cable and internet publications. They have over 25,000 news sources that are accessible to staff for monitoring breaking news, ongoing events and trends. The Cision software allows staff to share the information throughout the office and provides unlimited search capabilities enabling staff to monitor news by a myriad of terms such as by product, spokespersons, issues, etc.

Continuing this service will allow the Press Office to maintain unlimited news-clips and archive them permanently, share clip books with others, and request on-going monitoring of specific subject matters. Any associated clips will be delivered automatically to staff providing immediate insight on how particular stories are developing and/or are being covered. Further, staff will be able to maintain an extensive listing of media contacts and the resources available providing us with a wide reaching venue for disseminating data to media outlets in an efficient manner.

Because there is no other single source provider known to exist, Cision U.S., Inc. has been designated as a Sole Source provider for these services. Office Services will secure a contract with Cision to provide services at a cost of \$13,950.00.

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

FY2017-Renewal-Cellebrite UFED Equipment Software License / Support

Rocco La Salvia, Acting SPO explained the High Tech Crimes Bureau submitted a request to renew software license /support on four (4) Universal Forensic Extraction Devices (UFED's). These devices are used to conduct forensic examinations and data extractions on various mobile devices such as cell phones, tablets, GPS units, etc.

In the past, CelleBrite USA, the developer, was the sole provider of UFED devices and associated software support services. Cellebrite has established authorized resellers that can renew licenses and provide software support.

Office Services reached out to the Forensic Store, Digital Shield, Inc.; and also secured cost information from Cellebrite, Inc.

Office Services will enter into a contract with the Forensic Store, the vendor that provided the lowest price quote of \$11,776.16.

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

FY2017-Maintenance for the STARCOMM21 System – Police Radios

Rocco La Salvia, Acting SPO explained the Investigations Division submitted a request to renew the comprehensive maintenance plan for twenty-four (24) STARCOMM21 portable radios the office possess. The STARCOMM21 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 will provide repair or replacement of specified equipment regardless of cause.

Office Services will process a purchase order to secure this coverage through CMS Master Contract #5786320 with Motorola at a total cost of \$5,664.96.

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

FY2017-Airtime Service for the STARCOMM21 System – Police Radios

Rocco La Salvia, Acting SPO explained the Investigations Division submitted a request to renew airtime services associated with the STARCOMM21 System. This system consists of a statewide, digital trunked, land-mobile radio network used by state agencies, offices and other law enforcement entities throughout the state.

When the office purchased these portable radios a dedicated channel for OAG was established. This service allows the office to have direct contact with IEMA (Illinois Emergency Management Agency and IJTTF (Illinois Joint Terrorism Task Force) as well as access to common communications channels used by other county and local law enforcement agencies, such as: “ISPERN” (Illinois State Police Emergency Radio Network), “IREACH” (Illinois Radio Emergency Aid Channel), and other inter-jurisdictional radio communications.

CMS established a Master Contract #3618850 with Motorola in July of 2012 which is in effect through June 30, 2022. Office Services will secure these services for Fiscal Year 2017 at a cost of \$15,552.00.

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

FY2017-Parking Space(s) Rental for Downtown Chicago

Rocco La Salvia, Acting SPO explained Office Services is seeking to continue to work through Central Management Services to secure parking spaces for FY2017 under the CMS Master Agreement with InterPark Corporation.

The rates available under this agreement provide a greater savings than the office could achieve on by negotiating independently. Office Services will execute a purchase order to secure forty-nine (49) parking spaces at the InterPark facility located at 203 N. LaSalle Street in Chicago. The Master Agreement is set to expire on May 31, 2017. The purchase order will carry a term of eleven (11) months at a cost of \$64,545.25.

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

FY2017-Records Storage/Services – Springfield

Rocco La Salvia, Acting SPO explained Office Services is seeking to secure a one year contract with Capitol Filekeepers, LLC, the current vendor, providing records/file storage and services during Fiscal Year 2017.

Office Services posted an IFB on the Illinois Procurement Bulletin seeking cost information from any responsible vendor that would be able to store approximately 9,500 file boxes and provide pick-up and retrieval services for up to five years with a renewal option. Office Services did not receive any responses to the IFB during the posting period. After discussions with legal counsel, Emily Vivian, Office Services determined the best course of action was to solicit cost information from Capitol Filekeepers and pursue a one year contract term.

The estimated cost to continue services during FY2017 is \$23,453.00

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

FY2017-Annual Service Renewal for OAG GPS Units

Rocco La Salvia, Acting SPO explained Office Services is seeking to renew the annual service for the office GPS tracking units installed in the vehicles allowing the office to track the whereabouts of vehicles if they should encounter problems or become disabled.

The GPS devices are manufactured by RedTail Telematics and this proprietary hardware can only operate on the RedTail service network. Office Service will execute a purchase order to secure these services for Fiscal Year 2017. The total cost for this annual service is \$8,415.25.

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

FY2017-Annual Maintenance for Xerox DocuTech 6100 Copier

Rocco La Salvia, Acting SPO explained Office Services is seeking to renew maintenance coverage for the high-volume Xerox 6100 copier.

Xerox is the only vendor who can properly maintain the machine; they own the diagnostic software that guides the technicians in pinpointing the exact requirements for servicing the machine. Xerox does not sell or provide this diagnostic software to other service providers; therefore, no other vendor would be able to properly maintain the machine or perform the frequent operating system software updates.

Moreover, as long as Xerox maintains the machine, the office will be covered by a like-for-like replacement plan if a catastrophic service event does occur.

Office Services will secure a contract with Xerox to provide maintenance services for FY2017 at an anticipated cost of \$20,000.00.

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

FY2017-Maintenance for Digital Color Copiers

Rocco La Salvia, Acting SPO explained Office Services requires copier maintenance on four (4) digital color copiers statewide. Office Services prepared an Invitation for Bid (IFB) which was posted on the Illinois Procurement Bulletin back in February 2016. The IFB outlined the color copier maintenance needs. Office Services received two (2) responses from CDS Office Technologies and Dynamic Advantage, Inc. to maintain our BizHub Digital Color Copiers.

Office Services will execute a contract with CDS Office Technologies, the vendor they provided to lowest rates. The anticipated contract amount is \$16,000.00.

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

FY2017-Annual Maintenance Renewal Life Safety Equipment

Rocco La Salvia, Acting SPO explained Office Services is seeking to renew the maintenance program for the life safety equipment located at 500 S. Second Street. The office equipment is manufactured and maintained by Simplex Grinnell 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 SimplexGrinnell 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 SimplexGrinnell. In addition, any tampering by a third-party vendor will void the Underwriter Laboratories product safety designation/certification.

Office Services will execute a purchase order to renew maintenance for FY2017 at a total cost of \$9,965.00.

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

FY2017-Janitorial Services for the Chicago Satellite Offices

Rocco La Salvia, Acting SPO explained Office Services is seeking to renew the agreement with Ada S. McKinley and Darren Rogers, the vendor that provides janitorial services for the Chicago West and Chicago South Satellite Offices.

This vendor has been providing janitorial services for the office over the past several years and the office is satisfied with their performance. Ada S. McKinley and Darren Rogers are listed as a CMS approved vendor under the State Use Program.

Office Services will execute a purchase order with Ada S. McKinley and Darren Rogers to secure janitorial services four times monthly at each location at a total cost of \$7,494.00.

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

FY2017-Janitorial Services Renewal for our Carbondale Office

Rocco La Salvia, Acting SPO explained Office Services is seeking to renew the agreement with START, Inc. to provide janitorial services for the Carbondale Office during Fiscal Year 2017. 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

FY2017-Supplemental Sources for General Office Supplies

Rocco La Salvia, Acting SPO explained Office Services is seeking to secure funding for the purchase of general office supplies statewide. Each year Office Services request funds to purchase supplies from the CMS Master Contract awarded to P D Morrison Enterprises, Inc.

Office Services prepares an IFB Posting and places it on the Illinois Procurement Bulletin in an effort to determine if there are other vendors that can provide some of the core supplies at a lower cost than those offered under the CMS Master contract. This posting included a spreadsheet outlining the various core supply products the office routinely stock and the anticipated quantities needed for each item listed. Office Services requested that each responding vendor provide costs and/or discount rates for those items outside the core item supply spreadsheet; items such as filing units, desks, various chairs, etc.

Office Services received one (1) response to our IFB from Atlas Stationers. A review was conducted and Office Services identified which vendor source is less expensive for each respective item posted.

Based on their review Office Services will secure a purchase order in the amount of \$75,000.00 to procure supplies statewide under the CMS Master Contract awarded to P D Morrison Enterprises Inc. (PDME). Office Services will enter into a contract with Atlas Stationers in the amount of \$80,000.00.

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, Joe Small moved and Dave Boots seconded that the meeting adjourn.

The motion carried by the following voice vote.

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

The meeting adjourned at 2:27 p.m.