

**OFFICE OF THE ATTORNEY GENERAL**  
**Procurement Policy Compliance and Monitoring Board**  
MEETING MINUTES  
June 5, 2013

The Procurement Policy and Compliance Monitoring Board met in public session on **Wednesday, June 5, 2013** in the James R. Thompson Center, 100 West Randolph, 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.

**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  
                                      Emily Vivian, AAG, Opinions Bureau  
                                      Eileen Baumstark-Pratt, Board Secretary  
                                      Iris Delgado, Purchasing Supervisor  
                                      Lesslie D. Morgan, CPA, CIA, CISA, CGFM

**Approval of minutes from the meeting held on May 22, 2013**

Karla Schreiber, Chair asked the Board to review the minutes from the June May 22, 2013 Procurement Policy Compliance and Monitoring Board (PPCMB) meeting. Karla noted that the minutes should reflect, on page 3, under FY13FY14 Parking Space(s) Rental for Chicago Office, that Emily Vivian asked for clarification as to the effective date of the contract with InterPark, to which Rocco LaSalvia provided a response. Sam Dorger moved to approve the minutes as amended, Karla seconded the motion and by unanimous vote, the minutes from the meeting held on May 22, 2013 were approved as amended.

The motion carried on the following voice vote:

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

**Old Business:**

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

Emily Vivian, AAG, Opinions Bureau is working to identified rules and procedures for alleged conflicts of interest. Emily will prepare for the PPCMB a document with detailed rules and procedures for alleged conflicts of interest for the board to review and approve at a later date.

## **New Business:**

### **FY14 LexisNexis Contract Renewal – Accurint Services**

Office Services will execute the one year renewal option offered under our current LexisNexis contract. This contract provides a public records service through the use of Accurint and covers a service period from October 1, 2010 through June 30, 2013.

The Accurint service provides a unique database platform, providing data for both individuals and businesses.

Office Services will be securing a contract renewal with LexisNexis, at the current monthly rate of \$2,465.00, or an annual cost of: \$29,580.00.

Dave Boots inquired as to how the office plans to procure this purchase because the renewal was not part of the contract/rider. Iris Delgado clarified that the renewal was part of the posting as well as the vendor contract. Emily Vivian confirmed that the vendor's contract, as well as the original posting, contemplated a renewal. In addition the Rider merely provided that there would be no "automatic" renewals.

Karla Schreiber asked if there were any additional comments pertaining to the purchase. No comments were received.

### **Intergovernmental Agreement Renewal with PACER Service Center for FY2014**

Library Services will renew our Intergovernmental Agreement with PACER Service Center. PACER provides our office with monthly online access to electronic court records. 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, it is now used to file court docket information in many districts.

Office Service will renew our agreement with PACER Service Center at a total cost of: \$26,100.00 the lowest cost for the license renewals and support. The total cost is \$21,088.50.

Karla Schreiber asked if there were any comments pertaining to the purchase. No comments were received.

### **Law Bulletin Publishing Company Subscription(s) Renewal for FY2014**

Office Services will renew the various subscriptions we have with the Law Bulletin Publishing Company for Fiscal Year 2014. The office subscribes to the following publications/services: the Chicago Daily Law Bulletin newspaper, the Law Journal Court Call Report, the Standard

Sullivan's Law Directory, the Secretaries Law Directory, the Chicago Lawyers Handbook, the Bank/Witness/Index, the Chicago Lawyer Magazine, and ACCESS Plus Court Docket data base, a service used by our Chicago General Law Bureau to perform current court docket searches in Cook County.

Office Services will process a Purchase Order with Law Bulletin Publishing Company to secure these products and services for Fiscal Year 2014 at a total cost of: \$9,338.23.

Karla Schreiber asked if there were any comments pertaining to the purchase. No comments were received.

#### **FY2014 US Postage Funds for Pitney Bowes Reserve Account – Downstate Offices**

Office Services requires FY14 funding for the downstate office(s) Pitney Bowes Meter Reserve Account. There are six (6) meters under this account located in the following offices: Montvale, Carbondale, Rockford, Champaign, Metro-East and Quincy. Periodically, throughout each fiscal year, Office Services initiates requests to process vouchers to secure funds for our meter account to accommodate anticipated postage needs.

Office Services will execute a Purchase Order with Pitney Bowes to secure US Postage for Fiscal Year 2014 for our downstate offices. The total anticipated amount needed is: \$14,000.00.

Karla Schreiber asked if there were any comments pertaining to the purchase. No comments were received.

#### **FY2014 US Postage Funds for Pitney Bowes Reserve Account - Chicago**

Office Services requires FY14 funding for our Chicago Pitney Bowes Meter Reserve Account. Periodically, throughout each fiscal year, Office Services initiates requests to process vouchers to secure funds for our meter account to accommodate anticipated postage needs.

Office Services will execute a Purchase Order with Pitney Bowes to secure US Postage for Fiscal Year 2014 for the Chicago Office. The total anticipated amount needed for the Chicago account is: \$130,000.00.

Karla Schreiber asked if there were any comments pertaining to the purchase. No comments were received.

#### **FY2014 US Postage Funds for Hasler Postage Account - Springfield**

Office Services requires FY14 funding for our Springfield Office Hasler Postage Meter Account. Periodically, throughout each fiscal year, Office Services initiates requests to process vouchers to secure funds for our meter account to accommodate anticipated postage needs.

Office Services will execute a Purchase Order with Hasler to secure US Postage for Fiscal Year 2014 for the Springfield Office. The total anticipated amount needed is: \$56,000.00.

Karla Schreiber asked if there were any comments pertaining to the purchase. No comments were received.

**FY2014 WebSense Security Gateway Anywhere Software License / Support Renewal**

The Chief Technology Officer submitted a request to purchase a renewal of our annual software subscriptions license for 900 seats and premium support for 900 users. This software is used by our IT staff to monitor and run detailed reports in internet usage.

Office services posted an invitation to bid (IFB) on the Illinois Procurement Bulletin outlining the need for supplies and services. Office Services received one (1) response from SHI International Corporation.

Office Services will execute a contract with SHI Corporation. The total costs for these services are \$35,136.00.

Karla Schreiber asked if there were any comments pertaining to the purchase. No comments were received.

**FY2013 Dell Server Purchase**

The Chief Technology Officer submitted a request to purchase seven (7) Dell PowerEdge M620 Blade Servers to accommodate new project upgrades to major applications such as the case management software application, TEAMConnect and Abra.

Office Services will execute a Purchase Order to secure this hardware from Dell through CMS Master contract #CMS2583920 at a total costs of \$114,504.67

Karla Schreiber asked if there were any comments pertaining to the purchase. No comments were received.

**Public Comment:**

No public comment

**Adjournment:**

There being no further business to come before the PPCMB Board, Dave Boots moved, and Sam Dorger 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 2:18 p.m. p.m.