

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

PPCMB Board Meeting Minutes

Wednesday, May 15, 2024

**** Began Recording****

Karla Schreiber, Chairperson, called the meeting to order at 2:05 p.m., and made a prefatory statement that the regularly scheduled meeting was being conducted pursuant to the PPCMB's Remote Attendance Policy, as posted on the website of the Office of the Attorney General.

Roll Call

Board Members Springfield:

Tad Huskey- Present in Springfield Office
Lisa Kaigh – Present in Springfield Office
Pam Blackorby – Present via phone

Board Members Chicago:

Karla Schreiber – Present via phone
Matt Rogina- Present via phone

Non-Board Members Chicago:

Kathy Tedesco- Present in Chicago Office
Eileen Baumstark-Pratt- Present in Chicago Office

A quorum of the PPCMB was in attendance.

Review of special meeting minutes from May 13, 2024

Karla Schreiber asked the Board if there were any comments, questions or concerns regarding the draft minutes of the special meeting, held on May 13, 2024. No comments, questions or concerns were received from the Board. Karla Schreiber asked that the minutes of this meeting be approved as presented. Pam Blackorby so moved and Lisa Kaigh seconded the motion. A roll call vote of the Board members was taken, and “yes” votes were received from Karla Schreiber, Tad Huskey, Pam Blackorby, Lisa Kaigh and Matt Rogina. The motion to approve the minutes passed unanimously.

Old Business

There was no Old Business to come before the Board.

New Business

Agenda item 1: FY24 Investigation Software

Eileen Baumstark-Pratt, PO stated that the Chief of Investigations would like to purchase KASEWARE as the case management system for the Investigations Bureau. KASEWARE is a cloud-based system which manages investigations, cases, records evidence and more. This program is used by the Criminal Justice information Service Division of the FBI.

Office Services will execute a purchase order for the KASEWARE case management system from a NASPO Cloud Contract AR 2488 via the reseller SHI for \$411,225.48. This is a FY 24 expenditure and will be from June 1, 2024, through June 30, 2027.

Karla Schreiber asked if there were any comments or questions regarding the documentation for this purchase. No comments or questions were received from the Board.

Agenda item 2: FY24 ADP Payroll Software

Eileen Baumstark-Pratt, PO stated that the Director of Human Resources has submitted a request to procure ADP Cloud-based payroll solutions and support. This software uses the most comprehensive data in the industry to create workplace solutions as it calculates deductions for taxes, retirement contributions and produces expert support to help stay compliant with all applicable rules and regulations. The enhanced payroll adds powerful capabilities on top of payroll such as garnishment, payment services, background checks and job postings.

Office Services will secure this purchase through ADP under the OMNIA Contract #R200701 from the period of June 1, 2024, through June 30, 2025, for \$106,438.00.

Karla Schreiber asked if there were any comments or questions regarding the documentation for this purchase. No comments or questions were received from the Board.

Agenda item 3: FY24 Purchase of Freshdesk Subscription

Eileen Baumstark-Pratt, PO stated that the Chief Technology Officer submitted a request to purchase Freshdesk cloud-based software and support, which will let us streamline staff requests and will help efficiently manage the requests in many of our bureaus including IT, HR, Office Services and CISCO.

Office Services will execute a purchase order with SHI, the authorized reseller for Freshdesk through the SHI NASPO Cloud Contract AR 2488 in the amount of \$244,015.95. The term of this purchase will be from June 1, 2024, through June 30, 2027.

Karla Schreiber asked if there were any comments or questions regarding the documentation for this purchase. No comments or questions were received from the Board.

Agenda item 4: FY25 Printer Toner Cartridges Purchase

Eileen Baumstark-Pratt, PO stated that the Chief Technology Officer has requested that we secure a contract that will establish a source that will provide various toner cartridges for all our network printers.

Five responses were received from an IFB posting, awarding Coast to Coast the contract coming in with the lowest bid for FY25.

Office Services will execute a contract with Coast to Coast in the amount of \$142,225.82.

Karla Schreiber asked if there were any comments or questions regarding the documentation for this purchase. No comments or questions were received from the Board.

Agenda item 5: FY25 Renewal of Mitrtech Legal Management

Eileen Baumstark-Pratt, PO stated that Chief Technology Officer has submitted a request to renew our maintenance and hosting support for Mitrtech Enterprise Legal Management Cloud instance for FY25.

Team Connect software provides a unified case management platform that is customized to reflect the various workflows throughout our office.

Office Services will execute a contract with Mitrtech for FY25 in the amount of \$947,047.49.

Karla Schreiber asked if there were any comments or questions regarding the documentation for this purchase. No comments or questions were received from the Board.

Public Comments

Karla Schreiber asked if any members of the public were present at the telephonic meeting and wished to make a public comment. No public comments were received.

Karla Schreiber called for a motion to adjourn the meeting. Pam Blackorby so moved and Lisa Kaigh seconded the motion. A roll call vote of the Board members was taken, and “yes” votes were received from Karla Schreiber, Lisa Kaigh, Tad Huskey, Pam Blackorby and Matt Rogina. The motion to adjourn passed unanimously.

The meeting adjourned at 2:19 p.m.

*Recording ended**