

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
March 23 2016

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, March 23, 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

Chicago:

Dave Boots, present
Karla Schreiber, present
Sam Dorger, present

Other staff:

Rocco LaSalvia, Acting State Purchasing Officer
Eileen Baumstark-Pratt, Board Secretary
Lynn Patton, Chief, Public Access and Opinions
Iris Delgado, Purchasing Supervisor

Approval of minutes from the meeting held on February 24, 2016

Karla Schreiber, Chairperson asked the Board to review and approve minutes from the February 24, 2016 Procurement Policy Compliance and Monitoring Board (PPCMB) meeting. Sam Dorger moved and Dave Boots, seconded the motion and by unanimous vote, the minutes from the meeting held on February 24, 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

Renewal of Microsoft Enterprise Software Annual Maintenance

Rocco La Salvia, Acting SPO explained the Chief Technology Officer has submitted a request to secure annual maintenance on our Microsoft Enterprise Software Products through CDW-G, an authorized Microsoft reseller under a CMS Master Contract #6945110.

Microsoft products are the backbone of our network and we must secure this maintenance in order to properly support our network infrastructure.

Lynn Patton, Chief, Public Access and Opinions requested clarification on the time periods for the Microsoft products three year agreement and the master contract between CMS and CDW.

Rocco explained Microsoft requires a three year agreement however, the current master contract between CMS and CDW-G is scheduled to expire on September 30, 2019 and the office will execute a purchase order with CDW-G for a one year contract period. The total cost for this maintenance renewal is \$289,597.59.

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

Renewal of File OnQ Software/Systems Maintenance

Rocco La Salvia, Acting SPO explained the Chief Technology Officer submitted a request to renew the annual maintenance for FileOnQ Evidence Tracking/Asset Management Systems. The maintenance period is from May 1, 2016 through April 30, 2017.

Rocco explained File OnQ software provides a strong evidence tracking solution that allows customizations to fit existing workflows, adapt existing forms, images, files and provide a strong chain of custody record. File OnQ also provides the software necessary to track our equipment/property movement. The software that drives these systems is proprietary, only File OnQ can provide software maintenance and support.

Office Service will execute a contract with File OnQ in the amount of \$10,230.00 for software maintenance and support.

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

Purchase of Dell PowerEdge Servers

Rocco La Salvia, Acting SPO explained the Chief Technology Officer submitted a request to purchase two (2) Dell PowerEdge R730 Servers that will replace existing servers that are a part of the network that supports our email archival system. IT intends to update the archival software, and the servers they want to replace cannot support the new software.

Rocco explained this purchase will be made under the Dell CMS Master Contract #CMS2583920. Office Service will execute purchase order for \$66,322.49.

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

Purchase of Dell PowerVault Tape Library Systems

Rocco La Salvia, Acting SPO explained the Chief Technology Officer submitted a request to purchase two (2) Dell PowerVault TL4000 Tape Library Systems that must replace existing systems that have exceeded the useful life-cycle and will no longer be supported by maintenance. These systems are a part of the network used to back-up data for the entire office.

Lynn Patton, Chief, Public Access and Opinions inquired regarding the significance of the fiber ports included in the unit. Rocco clarified that the fiber ports are critical to the Chicago Office and are currently an integral part of the network.

Rocco further explained this purchase will be made under the Dell CMS Master Contract #CMS2583920. Office Service will execute purchase order for \$59,670.21.

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

Purchase of Legal File Pockets (versus file jackets)

Rocco La Salvia, Acting SPO explained Office Services is seeking to purchase 5000 legal file pockets, commonly referred to as versus jackets, on behalf of the legal bureaus throughout the office. Office Services requested cost information from four (4) sources: Ames, A Tab Company, Garvey's Office Products, IdealBiz Printing and ALTEP Printing; and received three (3) responses. ALTEP Printing did not submit a response.

Lynn Patton, Chief, Public Access and Opinions requested confirmation that Office Services requested cost information from four (4) vendors and three (3) vendors submitted responses.

Rocco confirmed the information and based on the cost information received, Office Services will execute a purchase order with, Garvey's Office Products, the vendor that submitted the lowest cost of \$6,675.00.

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

comments were received by the Board members

Purchase of Photocopiers

Rocco La Salvia, Acting SPO explained, Office Services is seeking to purchase seven (7) photocopiers that will replace existing copiers that can no longer be serviced because replacement parts are no longer readily available and the existing copiers have exceeded the projected life expectancy.

Office Services will be pursuing this purchase under a CMS Master Contract with Xerox Corporation, Contract # 4017714. The copiers will be placed in the following areas of operation: Criminal Appeals, High Tech Crimes, Human Resources, Office Services, Chicago West Satellite Office, Rockford Regional Office, and Environmental Law - Springfield.

Office Services will execute a purchase order for \$35,620.00. The anticipated maintenance cost for the remainder of FY2016 should not exceed \$150.00. Office Services will process a separate purchase order for the remaining maintenance once a delivery date has been established.

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, Dave Boots moved and Sam Dorger 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 2:09 p.m.