

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
May 28, 2014

The Procurement Policy and Compliance Monitoring Board met in public session on **Wednesday, May 28, 2014** 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 2:02 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
 Rocco LaSalvia, Acting State Purchasing Officer
 Eileen Baumstark-Pratt, Board Secretary
 Emily Vivian, Land Acquisition
 Iris Delgado, Purchasing Supervisor

Approval of minutes from the meeting held on April 23, 2014

The Chair asked the Board to review and approve minutes from the Wednesday, April 23, 2014 Procurement Policy Compliance and Monitoring Board (PPCMB) meeting. Sam Dorger moved and Karla Schreiber, seconded the motion and by unanimous vote, the minutes from the meeting held on Wednesday, April 23, 2014 were approved.

The motion carried on the following voice vote:

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

New Business:

Renewal of Laserfische RIO Enterprise Comprehensive Software Assurance/Maintenance

The Chief Technology Officer requested the office renew annual software assurance/maintenance coverage for all of our licenses for Fiscal Year 2015.

Melissa Mahoney, Chief Procurement Officer (CPO) explained we have posted a Sole Source Notice on the Illinois Procurement Bulletin that runs until June 4, 2014. BusComm Incorporated is the only authorized source for us to secure these services.

Upon completion of the Sole Source procurement process Office Services will execute a contract with BusComm Incorporated for a total cost of: \$118,277.30.

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

Purchase of Additional Symantec Anti-Spam and Anti-Virus Software Licenses & Existing License Renewal

The Chief Technology Officer submitted a request to acquire 100 additional licenses with maintenance / assurance and to renew our existing Symantec license/maintenance agreement for fiscal Year 2015.

Rocco LaSalvia, SPO explained our office currently has Symantec Protection Suite Enterprise Edition which includes all of our 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.

Rocco LaSalvia expounded that in the past our licensing and renewals were purchased through a CMS Master Contract, however, this contract is set to expire at the end of this fiscal year. CMS is unable to confirm that a new contract will be awarded prior to June 30, 2014. Therefore, Office Services contacted three (3) vendors to secure cost information, they are: Carahsoft Technology Corporation, En Pointe Technologies and Insight Public Sector.

If CMS is unable to secure a contract prior to June 30, 2014, Office Services will execute a contract with Carahsoft Technology Corporation, the vendor that submitted the lowest cost of \$15,640.68.

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

Renewal of SAGE – ABRA Software License Annual Maintenance/ Support

The Chief Technology Officer requested we renew our annual maintenance / support for Sage HRMS, our ABRA software system application. Rocco LaSalvia described that this application is utilized by Human Resources (HR) to store, track and report on all types of personnel information. Last year the office upgraded to our current version, the previous software version was outdated and the vendor could no longer provide maintenance and support. By upgrading to this latest version we were able to continue to utilize the customization built into the original application and successfully transitioned to our 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 process a purchase order to secure maintenance and support in the amount of \$9,998.75.

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

Renewal of CelleBrite Equipment Software License / Support for UFED Devices

The High Tech Crimes Bureau submitted a purchase request to renew software license /support for all four (4) of our Universal Forensic Extraction Devices (UFED's). Rocco LaSalvia, SPO explained these devices are used to conduct forensic examinations and data extractions on various mobile devices such as cell phones, tablets, GPS units, etc.

CelleBrite USA is the sole source developer and provider of these goods and services. Office Services will secure a contract with CelleBrite USA, Inc for a total cost of \$12,395.96.

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

Renewal of E-Vault Storage Management for Microsoft Exchange Licenses and Support

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.

Rocco LaSalvia, SPO secured quotes from four (4) vendors: Netrix, Dell, Symantec, SHI and Daly Computer, Inc. Based on the cost information received, Office Services will secure a contract with Netrix, the vendor that submitted the lowest cost for our maintenance renewal and support. The total cost is: \$15,308.50.

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

Renewal of Concordance Enterprise Software Assurance/Maintenance

The Chief Technology Officer requested the office renew the annual software assurance/maintenance coverage for our Concordance Enterprise Software Licenses for a three (3) year period beginning July 1, 2014 and ending June 30, 2017.

Rocco LaSalvia, SPO explained Lexis Nexis is the only authorized source for the office to secure these services. Office Services posted a Sole Source Notice on the Illinois Procurement Bulletin that runs until June 4, 2014. Upon completion of the Sole Source procurement process Office Services will execute a contract with Lexis Nexis for a total cost of: \$105,051.00.

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

Renewal of Hardware Maintenance for Dell Tape Library

The Chief Technology Officer requested the office renew the maintenance for the Dell Tape Library, a ML6000 Power Vault for Fiscal Year 2015. Rocco LaSalvia, SPO clarified the Dell Power Vault is used to store back-up data on the office network. Office Services secured pricing information from Dell and they will be processing a purchase order with Dell in the amount of \$5,513.06.

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

Renewal of Maintenance and Support for Cisco Switches

The Chief Technology Officer submitted a request to renew the hardware support and maintenance for our Cisco switches. Rocco LaSalvia, SPO explained these switches are the backbone to our network; these devices allow our computers, printers, scanners, etc. to communicate with each other.

The office routinely secures support and maintenance for our switches. Rocco LaSalvia, SPO further explained that Information Technology staff must have the ability to replace faulty switches quickly to ensure minimal disruption to network operations and have a resource to provide technical support to troubleshoot communication problems as they occur.

Office Services will execute a purchase order and secure these services through the CMS Master Contract #8293460 awarded to AT&T at a cost of \$59,739.54.

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

Renewal of CA ARCserve Back-up & Replication Software and Maintenance

The Chief Technology Officer submitted a request to renew the maintenance for ARCserve Backup and Replication Software. Rocco LaSalvia, SPO provided details that this software is used to perform back-ups of all data stored on the network servers. Office Services contacted three (3) vendors and received cost information from Insight Public Sector, En Pointe and PC Nation.

Office Services will secure a contract with Insight Public Sector, the vendor that submitted the lowest price quote. The total cost of the contract is: \$10,414.46.

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

Intergovernmental Agreement with Western Illinois University to Host/Maintain the OAG Website

The Chief Technology Officer submitted a request to renew the intergovernmental agreement with Western Illinois University to host and maintain the OAG Website for Fiscal Year 2015. Rocco explained that Western Illinois University has been the host of the office website for more than ten (10) years,

Office Services will execute an intergovernmental agreement with Western Illinois University for a total cost of: \$47,550.00.

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

Renewal of Airtime Service for the STARCOMM21 System – Police Radios used by Investigations

The Investigations Division has requested the office renew airtime services associated with the STARCOMM21 System. Rocco LaSalvia, SPO explained this system consists of a statewide, digital trunked, land-mobile radio network used of state agencies, offices and other law enforcement entities throughout the state. In addition to having access to the base communication system our office has a dedicated channel for OAG use. This service allows us 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, which include: “ISPERN” (Illinois State Police Emergency Radio Network), “IREACH” (Illinois Radio Emergency Aid Channel), and other inter-jurisdictional radio communications.

CMS established a Master Contract #361885 with Motorola in July of 2012 which is in effect through June 30 2022. Office Services will secure these services for Fiscal Year 2015 at a cost of \$16,704.00.

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

Purchase of Vocus Inc.

The Communications Director requested that we enter into contract with Vocus, Inc for Fiscal Year 2015 as our current contract with Vocus expires on June 30, 2014. The Press Office requires the use of the computerized public relations and news clipping system that goes beyond the standard media source solution.

Rocco LaSalvia, SPO explained Vocus 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 our staff for monitoring breaking news, ongoing events and trends. The Vocus software allows us to share the information throughout our 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 our 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 our staff providing immediate insight on how particular stories are developing and/or are being covered. Further, our 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.

Rocco LaSalvia, SPO clarified there is no other single source provider known to exist, the office has designated Vocus, Inc. as a Sole Source provider for these services. Office Services will secure a contract with Vocus, Inc. to provide services at a cost of \$13,850.00.

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

Purchase of Minor Publisher Requests

Library Services requested we establish an obligatory Purchase Order to allow the purchase of various minor publisher print materials, subscriptions and various bulletins throughout Fiscal Year 2015. The obligatory Purchase Order details the various anticipated needs for the OAG. This routine practice will allow Library Services to process individual purchase orders for each request as needed throughout the fiscal year.

Office Services will process an obligatory Purchase Order in the amount of: \$27,660.00.

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

Renewal Law Bulletin Publishing Company Subscription(s)

Office Services received a request from Library Services to renew the various subscriptions the office has with the Law Bulletin Publishing Company for Fiscal Year 2015. Rocco LaSalvia, SPO explained the office subscribes to the following publications/services: Chicago Daily Law Bulletin newspaper, Law Journal Court Call Report, Standard Sullivan's Law Directory, Secretaries Law Directory, Chicago Lawyers Handbook, Bank/Witness/Index, 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 execute a purchase order with Law Bulletin Publishing Company to secure these products and services for Fiscal Year 2015 at a total cost of: \$9,931.08.

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

Renewal of Maintenance for Xerox DocuTech 6100 Copier

Office Services requested a renewal of maintenance program for our high-volume Xerox 6100 copier.

Rocco LaSalvia, SPO explained Xerox is the only vendor who can properly maintain this copy machine, as they own the diagnostic software that assists the technicians in pinpointing the exact requirements for servicing the machine. They do not sell nor provide this software to any other service vendor, therefore, no other vendor would be able to properly maintain the equipment or perform the necessary operating system software updates that occur on a frequent basis. Further, as long as we continue to service this machine through Xerox, they will continue to offer a like-for-like replacement option if a catastrophic service event should occur.

Office Services will secure a contract with Xerox to provide maintenance for FY2015 at a total cost of \$24,000.00.

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

Renewal of Xerox Copier Maintenance 2015

Office Services has requested that the office secure services to maintain thirteen (13) various Xerox digital copier models. Rocco LaSalvia, SPO explained that most of the copiers were acquired during last fiscal year and were purchased off a CMS Master Contract.

Office Services will secure a contract with Xerox. The projected annual maintenance cost is \$24,300.00.

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

Renewal of Imagistic and Canon Copier Maintenance

Office Services requires copier maintenance on several copier models statewide. Office Services prepared an Invitation for Bid (IFB) which was posted on the Illinois Procurement Bulletin back in April 2014. The IFB outlined the copier maintenance needs. Rocco LaSalvia, SPO explained the office did not receive a single response to the IFB pertaining to the copiers noted.

Office Services reached out to vendors that could service our copiers; they contacted Ricoh, Canon, and Bebon. Canon responded indicating that they could maintain the copiers identified in this packet.

Office Services will secure a contract with Canon Solutions America. The anticipated contract amount is \$13,000.00.

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

Renewal of Mailing Equipment Maintenance and Postage Meter Rental

Office Services requested to renew the maintenance coverage for the Pitney Bowes mailing equipment and to secure funds to rent our postage meter for Fiscal Year 2015. Rocco LaSalvia, SPO explained the maintenance services will cover the following equipment: DM900 Postage Meter, Postage Scale and Folder/Inserter Unit.

Office Services will execute a Purchase Order with Pitney Bowes to provide these services at a cost of: \$6,187.20.

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

Purchase of Parking Space(s) Rental for Downtown Chicago

Office Services has been working with Central Management Services to acquire parking spaces under CMS Master Agreement with InterPark Corporation. Rocco LaSalvia, SPO expounded the rates available under this agreement provide a greater savings than we could achieve on our own.

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 total cost for FY2015 will be: \$67,620.00.

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

Renewal of Janitorial Services for our Carbondale Office

Office Services requested to renew the agreement with START, Inc. to provide janitorial services for our Carbondale Office during Fiscal Year 2015. This vendor has been providing janitorial services in our 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: \$9,786.00.

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

Approval of the FY2015 PPCMB meeting schedule

The Chair asked the Board to review the 2015 Procurement Policy Compliance and Monitoring Board (PPCMB) meeting schedule. The Chairperson asked if there were any comments pertaining to the schedule. No comments were received by the Board members.

Pam Blackorby moved and Dave Boots, seconded the motion and by unanimous vote, the 2015 PPCMB meeting schedule was approved.

The motion carried on the following voice vote:

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

Public Comment:

The Chairperson asked if there were any public comments. No public comment.

Adjournment:

There being no further business to come before the PPCMB Board, Sam Dorger moved, and Dave Boots seconded that the meeting adjourn.

The motion carried by the following voice vote.

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

The meeting adjourned at 2:23 p.m.