

**OFFICE OF THE ATTORNEY GENERAL**  
**Procurement Policy Compliance and Monitoring Board**  
MEETING MINUTES  
**April 22, 2015**

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, April 22, 2015** 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 (4):**

Springfield:           Dave Boots, present  
                              Joe Small, present  
                              Pam Blackorby, absent

Chicago:                Karla Schreiber, present  
                              Sam Dorger, present

Other staff:            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 March 25, 2015**

Karla Schreiber, Chairperson asked the Board to review and approve minutes from the Wednesday, March 25, 2015, 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 Wednesday, March 25, 2015, were approved.

The motion carried on the following voice vote:

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

**Old Business:**

**FY 2015 : Purchase Order for West Publishing Corporation Text Purchases under the CMS Master Contract #584628**

Rocco LaSalvia, Operations Director, Acting SPO explained that on June 23, 2014, he presented a packet to the PPCMB outlining a request from Library Services to execute a purchase order and establish a new Special Offer Agreement between West Publishing and the OAG as set forth under CMS Master Contract # 584628 effective July 1, 2014.

Under our Special Offer Agreement the office can subscribe to Westlaw on-line resources but also secure various print products at a thirty percent (30%) discounted rate.

On July 23, 2014, Rocco LaSalvia presented a packet to the PPCMB outlining the FY2015 print product requests totaling \$65,000.00. Office Services recently received a request from Library Services to increase the purchasing obligation for FY2015 by \$30,000.00 bringing the overall anticipated expenditure for this fiscal year to \$95,000.00.

Library Services did not initially account for the Illinois Compiled Statutes supplements expenditure that is available this year, they are produced every other year; and the acquisition of over 100 copies of the latest Federal Texts. The office usually receives supplements for the Federal Texts however, they have become too large to generate so West is offering new sets for purchase.

Office Service will amend the original FY15 obligatory purchase order, increasing the value to \$95,000.00.

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

**Recommendation for Digital Color Copier Maintenance for Fiscal Year 2016**

Rocco LaSalvia, Operations Director, Acting SPO explained in June 2014 Office Services presented a packet to the PPCMB outlining the need to secure FY2015 copier maintenance on four (4) digital color copiers statewide. The color copiers were acquired in December 2013; the second quarter of FY2014, the usage projections for FY2015 was based on limited usage data.

Office Services will amend the current FY2015 contract with CDS Office Technologies by 20% to accommodate anticipated usage for the balance of this fiscal year.

Office Services will execute a contract amendment with CDS Office Technologies and increase the total amount payable under the contract to \$28,800.00.

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

No comments were received.

## New Business

### Purchase of Legal File Pockets (Versus File Jackets)

Rocco LaSalvia, Operations Director, Acting SPO explained Office Services was seeking to purchase 5000 legal file pockets on behalf of the legal bureaus throughout the office. Office Services gathered cost information from three (3) sources: Ames, A Tab Company, Chicago Press Corporation, and Garvey's Office Products.

Office Services will execute a purchase order with Ames, A TAB Company, the vendor that submitted the lowest cost of \$6,750.00.

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

No comments were received.

### Sleeping Rooms Purchase for IVAA Training Event in June 2015

Rocco LaSalvia, Operations Director, Acting SPO explained the Chief of our Crime Victim Services Division submitted a requested to secure sleeping rooms for staff, students, and presenters for the upcoming Illinois Victim Assistance Academy (IVAA) training to be held June 23, 24, and 25, 2015 in Bloomington-Normal. A total of up to 150 rooms will be required to accommodate the needs for this training event.

The Special Events staff contacted thirty (30) hotels to gather cost and availability information. Eleven (11) properties responded with pricing and availability information, however, only six (6) were able to meet our requirements, those that did are highlighted in bold: **Country Inn & Suites, Country Inn & Suites Airport, Econo Lodge Inn & Suites, Doubletree by Hilton, Baymont Inn & Suites, Holiday Inn Express – Bloomington West, Ramada Limited, Hampton Inn & Suites Normal, Marriott Normal, Chateau Hotel & Conference Center, and Holiday Inn & Suites.**

Based on the cost information received, Office Service will enter a contract with the Hampton Inn & Suites for up to 50 sleeping rooms on the following evenings: June 22<sup>nd</sup>, June 23<sup>rd</sup>, and June 24, 2015 at a total cost of \$11,760.00. The Hampton Inn & Suites presented the state rate for sleeping rooms, passed ADA, is closest to Illinois State University (where the training will be hosted) and is providing other amenities such as breakfast and Wi-Fi at no charge.

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

No comments were received.

### **E-Vault Storage Management for Microsoft Exchange License Renewal and Support for FY2016**

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 explained Office Services secured quotes from three (3) vendors: CDW-G, SHI and Dell. Based on the cost information received, Office Services will secure a contract with CDW-G, the vendor that submitted the lowest cost for our maintenance renewal and support. The total cost is: \$19,023.00.

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

No comments were received.

### **FY 2016 Symantec Anti-Spam and Anti-Virus Software Licenses & Maintenance Renewal**

The Chief Technology Officer submitted a request to renew the Office's existing Symantec license/maintenance agreement for fiscal Year 2016. Rocco LaSalvia explained the 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 further explained this renewal is available through a CMS Master Contract #5842920 awarded to CDW-G. Office Services will be process a purchase order to renew the agreement for a total cost of \$7,882.56.

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

No comments were received.

### **Symantec Control Bindview Software License Renewal for Fiscal Year 2016**

The Chief Technology Officer submitted a request to renew the Office's Symantec Control Bindview license/maintenance agreement for Fiscal Year 2016. Rocco LaSalvia explained 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 three vendors CDW-G, En Pointe, the current vendor and Netrix, LLC. Office Services will secure a contract with CDW-G, the vendor that provided the lowest cost of \$13,825.50.

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

No comments were received.

### **SAGE / ABRA Software License Annual Maintenance / Support Renewal - FY16**

The Chief Technology Officer requested the Office renew the annual maintenance / support for Sage HRMS, our ABRA software system application.

Rocco LaSalvia explained this application is utilized by Human Resources (HR) to store, track and report on all types of personnel information. Two 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 is able to continue to utilize the customization built into the original application and successfully transitioned to our current platform.

Rocco LaSalvia further explained 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 secure a contract with Sage in the amount of \$10,636.95 representing a slight increase from the previous year.

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

No comments were received.

## **Vocus Inc. – FY2016**

The Communications Director requested that the Office enter into contract with Vocus, Inc for Fiscal Year 2016 the current contract with Vocus expires on June 30, 2015. 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 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 further explained there is no other single source provider known to exist, Vocus, Inc. is a Sole Source provider for these services. Office Services will secure a contract with Vocus, Inc. to provide services at a cost of \$14,958.00.

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

No comments were received.

## **Fiscal Year 2016 Maintenance for Digital Color Copiers**

The Office requires copier maintenance on four (4) digital color copiers statewide. Rocco LaSalvia explained, Office Services prepared an Invitation for Bid (IFB) which was posted on the Illinois Procurement Bulletin back in February 2015. The IFB outlined the Office's color copier maintenance needs. Office Services received one response to maintain our BizHub Digital Color Copiers.

Office Services will execute a contract with CDS Office Technologies. The anticipated contract amount will be \$32,000.00.

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

No comments were received.

### **Xerox Copier Maintenance for Fiscal Year 2016**

Office Services requires services to maintain seventeen (17) various Xerox digital copier models, thirteen (13) copiers were acquired during fiscal year 2014 and four (4) copiers, assigned to our Regional Offices, were acquired previously. All were purchased off a CMS Master Contract.

Rocco LaSalvia explained that Office Services prepared and published an IFB and posted it on the Illinois Procurement Bulletin back in February 2015. Only Xerox responded with cost information.

Office Services will execute a contract with Xerox. The projected annual maintenance cost under this contract is \$28,600.00

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

No comments were received.

### **FY2016 US Postage Funds for Pitney Bowes Reserve Account – Downstate Offices**

Rocco LaSalvia explained the Office requires FY16 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 secure funds for the meter account to accommodate anticipated postage needs.

Office Services will execute a Purchase Order with US Postal Service to secure funding for our Pitney Bowes Account that supplies postage to the meters for our downstate offices. The total anticipated amount needed is: \$19,000.00.

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

No comments were received.

### **FY 2016 US Postage Funds - Springfield**

Rocco LaSalvia explained the Office requires FY16 funding for our Hasler W1220 Postage Meter, Account #127486 located in our Springfield Office. Rocco LaSalvia further explained periodically, throughout the fiscal year, Office Services initiates requests to secure funds for the meter to accommodate anticipated postage needs.

Office Services anticipates the Office will require up to \$60,000.00 for FY2016. Office Services will be process a purchase order with the US Postal Service.

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

No comments were received.

### **FY2016 US Postage Funds for Pitney Bowes Reserve Account - Chicago**

Rocco LaSalvia explained the Office requires FY16 funding for the Chicago Pitney Bowes Postage Meter Reserve Account. Rocco LaSalvia further explained periodically, throughout each fiscal year, Office Services initiates requests to secure funds for the meter to accommodate anticipated postage needs.

Office Services will be process a purchase order with Pitney Bowes to secure postage for the Chicago Office. The total anticipated amount needed for the Chicago account is: \$135,000.00.

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

No comments were received.

### **FY 2016 Janitorial Services for the Chicago Satellite Offices**

Office Services requested to renew the Office agreement with Ada S. McKinley and Darren Rogers, the vendor that provides janitorial services for our Chicago West and Chicago South Satellite Offices.

Rocco LaSalvia further explained the 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 \$6,912.00.

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

No comments were received.

### **Parking Space(s) Rental for Downtown Chicago – FY2016**

Rocco LaSalvia explained, Office Services has been working with Central Management Services to acquire parking spaces under CMS Master Agreement with InterPark Corporation.

Rocco LaSalvia explained the rates available under this agreement provide a greater savings than the Office could achieve on its 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 FY2016 will be: \$70,413.00.

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

No comments were received.



## **FY2016 Bottled Water Service and Water Cooler Rental for the Chicago Offices**

Office Services was looking to secure bottled water service for the JRTC Office and two (2) Chicago Satellite Offices. Rocco LaSalvia explained that the Office is currently in the final year of a three year contract with Nestle Waters in North America. Rocco LaSalvia further explained that Office Services prepared an IFB and posted it on the Illinois Procurement Bulletin in February 2015. Office Services contacted eight vendors attaching the IFB solicitation and encouraged all to respond.

Office Services received one response to service our Springfield and Montvale Offices. Office Services received one response to service the Carbondale Office, and did not receive a single response to service the Chicago Offices or other regional office sites. Rocco LaSalvia explained after consulting with Emily Vivian, Office Services contacted the current vendor and requested pricing information for the Chicago Offices.

Office Services will secure a contract with Nestle Waters in the amount of \$13,500.00.

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

No comments were received.

### **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, 2:27 p.m.