

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
May 22, 2013

The Procurement Policy and Compliance Monitoring Board met in public session on **Wednesday, May 22, 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 2:00 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
 Emily Vivian, AAG, Opinions Bureau
 Eileen Baumstark-Pratt, Board Secretary
 Iris Delgado, Purchasing Supervisor

Approval of minutes from the meeting held on April 24, 2013

Karla Schreiber, Chair asked the Board to review the minutes from the April 24, 2013 Procurement Policy Compliance and Monitoring Board (PPCMB) meeting. Sam Dorger moved, Karla seconded the motion and by unanimous vote, the minutes from the meeting held on April 24, 2013 were approved.

The motion carried on the following voice vote:

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

Old Business:

Review and Approve Proposed PPCMB Rules for Public Comment:

Emily Vivian, AAG, Opinions Bureau asked the Board to review and approve the proposed PPCMB Rules for Public Comment. Joe Small moved, Dave Boots seconded the motion and by unanimous vote, the PPCMB Rules for Public Comment were approved.

The motion carried on the following voice vote:

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

New Business:

Discuss PPCMB Rules and Procedures for Alleged Conflicts of Interest

Emily Vivian, AAG, Opinions Bureau identified the need for 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.

FY13/FY14 Mitrtech Case Management Software Licenses Upgrade and Maintenance

The Chief Procurement Officer indicated the need to upgrade to the current CLMS case management system application to Mitrtech's latest application, TeamConnect.

The current version of the CLMS application that is used throughout our office is several years old and can no longer support the increased caseload in the office. By upgrading to TeamConnect, we will be able to expand the use of our docketing system and provide access to new users who are unable to access CLMS due to the current system's limitations.

A Sole Source Notice was posted on the Illinois Procurement Bulletin until May 31, 2013. Barring any protest to the sole source posting, Office Services will execute a contract that will encompass the initial software licensing upgrade, implementation and training fees totaling \$905,625.00; and three (3) years of annual maintenance and support at a cost of \$177,650.00 in FY14, \$188,309.00 in FY15 and \$199,608.00 in FY16. The total contract amount is \$1,471,192.00.

FY14 E-Vault Storage for MS Exchange License Renewal and Support

The office will renew 850 licenses and support for 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.

Office Services secured quotes from four (4) vendors. Office Service will execute a contract with Dell, the vendor that submitted the lowest cost for the license renewals and support. The total cost is \$21,088.50.

FY14 Kodak Scanner Maintenance

Office Services posted an Invitation for Bid (IFB) on the Illinois Procurement Bulletin to secure Kodak scanner maintenance for Fiscal Year 2014. Office Services received four (4) eligible responses.

Office Services will execute a contract with Datamation Imaging, Services, the vendor that submitted the lowest overall cost to provide maintenance for our Kodak scanners. The total cost for these services is \$112,115.92.

FY14 Network Printers Toner Cartridges Purchase

Office Services posted an Invitation for Bid (IFB) on the Illinois Procurement Bulletin to secure a supplier for network printer toner cartridges for Fiscal Year 2014. Office Services received five (5) eligible responses.

Office Services will enter into a two-year contract with The Office Pal, the vendor that submitted the lowest overall cost to supply our office with various printer toner cartridges. The total anticipated cost over the contract term is \$371,183.48.

FY13 Xerox Copier Purchase

The Office is seeking to purchase twelve (12) Xerox digital copiers to replace existing copiers that have either reached or exceeded their projected life expectancy. Some copier models have become obsolete, vendors can no longer provide proper maintenance because parts are difficult to secure.

The Xerox copiers are available on a CMS Master Contract #4016019 at a total cost of \$80,259.00 which includes projected maintenance for the remainder of FY13. After the initial purchase Office Services will secure maintenance under the same master contract at the projected annual cost of approximately \$23,040.00.

FY14 Mailroom Equipment Maintenance Renewal

Office Services is seeking to renew the maintenance coverage for the Pitney Bowes mailing equipment and to secure funds to rent our postage meter for Fiscal Year 2014. 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 \$5,097.00.

FY14 Janitorial Service Renewal for the Carbondale

Office Services will renew the agreement with START, Inc. to provide janitorial services for our Carbondale Office during the Fiscal Year 2014. START, Inc 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 Service will execute a Purchase Order with START, Inc.; they will provide janitorial services twice weekly at a total cost of \$6,786.00.

FY13/FY14 Parking Space(s) Rental for Chicago Office

Office Services is seeking to acquire parking spaces under the CMS Master Agreement #CIP156961A with InterPark Corporation. The rates under this agreement will provide a significant cost savings to the OAG. Office Services will be filing the required paperwork with CMS and will execute purchases orders to secure forty-nine (49) parking spaces at the InterPark facility located at 203 North LaSalle Street in Chicago beginning June 1, 2013.

The FY13 cost for the month of June 2013 will be \$4,851.00; and the FY14 cost will be \$58,212.00. The total cost for the thirteen month period will be \$63,063.00.

Emily Vivan, Opinions Bureau asked for clarification as to the effective date of the contract with InterPark. Rocco LaSalvia, Acting State Purchasing Officer confirmed the contract will take effect June 1, 2013 and will be in place before the current contract expires.

FY14 Annual Maintenance Renewal for Xerox 6100

Office Services is seeking to renew the maintenance program for our high-volume Xerox 6100 copier. Xerox is the only vendor who can properly maintain this copy machine, as they own the diagnostic software which 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.

Office Services will execute a contract with Xerox to provide maintenance for FY14 at a total cost of \$24,000.00.

FY14 Vocus Contract – Computerized News Resource System

The Communications Director has requested that we enter into a contract with Vocus, Inc for Fiscal Year 2014. The current contract with Vocus, Inc. expires on June 30, 2013. The Press Office requires the use of computerized public relations and news clipping system that goes beyond the standard media source solution.

Vocus, Inc. 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, Inc software allows us to share the information throughout our office and provides unlimited search capabilities.

There is no other single source provider known to exist, we have designated Vocus, Inc. as a Sole Source provider for these services. The cost to secure these services for FY14 is \$13,850.

FY14 Annual Maintenance for Life Safety Equipment for Springfield Office

Office Services is seeking to renew our maintenance program for the life safety equipment located at 500 South Second Street. Our equipment is manufactured and maintained by SimplexGrinnell and the maintenance program includes monitoring, repair, and replacement parts for our fire panel.

Our SimplexGrinnell 4020 Fire Alarm panel is a programmable software-based system that is proprietary, which prohibits any other third party from providing any maintenance, service and/or repairs. All replacement parts are exclusively provided by SimplexGrinnell. In addition, any tampering by a third party vendor will void the Underwriter's Laboratory's product safety designation/certification.

Office Services will execute a Purchase Order to renew our maintenance for FY14 at a total cost of \$8,659.00.

FY14 Annual Service Renewal for GPS Tracking Devices

Office Services is seeking to renew our annual service for our GPS tracking units. The OAG acquired these units last fiscal year. They are installed on our vehicles so we can utilize maintenance alerts and be able to accurately track the whereabouts of our vehicles if we encounter any problems or if the vehicle should become disabled.

The GPS devices are manufactured by RedTail Telematics and this proprietary hardware can only operate on the RedTail service network.

Office Services will execute a Purchase Order to secure services for Fiscal Year 2014 at a total cost of \$8,159.00.

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 2:26 p.m. p.m.