

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
April 23, 2014

The Procurement Policy and Compliance Monitoring Board met in public session on **Wednesday, April 23, 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 2:01 p.m.

ROLL CALL

Board members present (4):

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

Chicago: Karla Schreiber, present
 Sam Dorger, absent

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
 Lora McDonald, Chief Technology Officer

Approval of minutes from the meeting held on March 26, 2014

The Chair asked the Board to review and approve minutes from the Wednesday, March 26, 2014 Procurement Policy Compliance and Monitoring Board (PPCMB) meeting. Dave Boots moved and Pam Blackorby, seconded the motion and by unanimous vote, the minutes from the meeting held on Wednesday, March 26, 2014 were approved.

The motion carried on the following voice vote:

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

New Business:

Purchase of various Text Materials/Subscriptions

Library Services requested that the office proceed with several purchases from our FY2014 West Publishing print product subscription schedule under the CMS Master Contract # CMS 8241840B. An obligatory purchase order was processed covering the anticipated print product needs for Fiscal Year 2014. The following items will be purchased under the CMS contract:

- 105 copies of the 2013 supplement of the Illinois Compiled Statutes; and 2 copies of the 2012 Edition of the Illinois Compiled Statutes – State Bar Association at a total cost of \$8,409.00.
- 215 copies of 2014 Edition of Volume 1 - Illinois Court Rules & Procedures; and 17 copies of a three volume set of 2014 Illinois Court Rules & Procedures at a total cost of \$18,018.70
- 91 copies of the 2014 Edition of Illinois Criminal Law & Procedures; and 5 copies of the 2014 Proview Edition of Illinois Criminal Law & Procedures at a total cost of \$9,273.60.

Office Services will execute individual purchase orders reflecting the costs identified for each highlighted product description category referenced above.

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

Purchase of RSA Authenticators Software Licenses and Appliance

The Chief Technology Officer submitted a request to purchase RSA Security Appliances, RSA Security Tokens and training that when implemented will improve network security.

Melissa Mahoney, Chief Procurement Officer (CPO) explained that these products are designed to create an additional multi-factor security barrier for those who attempt to access our network from a remote location. IT is seeking rack mounted hardware appliances that would be used with SecurID authenticator tokens to validate the identity of authorized users prior to granting access to our network resources.

Office Services secured cost information from four vendors: CDW-G, Netrix, SHI, and Blue Wave Micro. Office Services will execute a contract with CDW-G, the vendor that provided the lowest overall cost. The anticipated expenditure amount is \$17,860.00.

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

Purchase of SecurityCenter Continuous View Software

The Chief Technology Officer requested that we purchase SecurityCenter Continuous View Edition by Tenable Network software and maintenance.

Melissa Mahoney, CPO explained that this software encompasses tools uniquely capable of assisting our IT staff of identifying and addressing any vulnerability, configuration and compliance management requirement issues that occur throughout our network as well as emerging technologies like mobile devices, cloud-based services and virtual systems. This software solution will help streamline security breach investigations and forensic analysis allowing IT to rapidly respond to any failing security processes

Office Services secured cost information from three vendors: SHI, ePlus, and CDW-G. Office Services will secure a contract with SHI, the vendor that provided the lowest overall cost. The total anticipated cost is \$21,564.00.

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

Purchase of Solar Winds Log & Event Manager Software

The Director of Information Technology (IT) requested that we purchase SolarWinds Log and Event Manager Software and maintenance. This software will provide an automated tool that will simplify the complex task of network security management as it relates to log data. This software is an automated log collection tool that will allow IT to analyze our entire network enabling them to quickly identify and remediate threats and protect our critical systems and data.

Melissa Mahoney, CPO provided information to the PPCMB that Office Services secured cost information from four vendors: Dell, Insight Public Sector, En Pointe Technologies and SolarWinds. Office Services will secure a contract with Dell, the vendor that provided the lowest overall cost. The total cost is \$22,675.82.

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

Purchase of Adobe Creative Suite 6 Master Collection Licenses

The Chief Technology Officer, on behalf of the Government and Community Relations Bureau, submitted a request for (3) Adobe Creative Suite 6 Master Collection Licenses for two staff members and one video laptop device.

Rocco LaSalvia, SPO provided information on the software licenses which will be used to assist our staff as they create, develop and edit office publications and videos. Office Services conducted research and determined that the Adobe Creative Suite product is available for purchase from an existing state master contract that has been awarded to SHI International Corporation, contract # 4744070.

Office Services will execute a purchase order with SHI International in the amount of \$6,253.60.

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

Purchase of Computer Hardware

The Director of Information Technology (IT) requested that we establish a master contract for computer hardware purchases. The office has had a similar contract in place for the last several years allowing Information Technology to initiate purchases throughout the year from a single vendor source. Office Services posted an IFB on the Illinois Procurement Bulletin and received three (3) vendor responses from Dell, CDW-G and ASE Direct.Com.

Rocco LaSalvia, SPO explained the IFB contained minimum specifications covering sixteen hardware categories and required vendors to meet or exceed each specification and provide cost information. Dell was the only vendor that met the minimum specifications and provided cost information for each designated category. CDW did provide cost information for several hardware categories but did not meet minimum specification for each category. Further, CDW did not submit a response for various monitor categories. ASE Direct is considered non-responsive, they did not respond properly to our IFB posting. Instead of providing a unit cost for each hardware device category they submitted component pricing for each specification listed in each category. This would require the OAG or a third party build each device to specification each time an order is placed.

Based on the responses received Office Services will secure a contract with Dell, the vendor that met IFB requirements. The contract term will be for a twelve month period with three (3) one-year renewal options to be exercised by the OAG.

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

Purchase of Life Safety Equipment Maintenance

Office Services requested that we renew our maintenance program for the life safety equipment located at 500 S. Second Street. Our equipment is manufactured and maintained by Simplex Grinnell and the maintenance program includes monitoring, repair and replacement parts for our fire panel.

Rocco LaSalvia, SPO provided information that 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 Laboratories product safety designation/certification.

Office Services will execute a purchase order to renew our maintenance for FY2015 at a total cost of: \$9,873.00.

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

Purchase of Four-Drawer Lateral Filing Units

Office Services requested that the OAG purchase lateral filing units to accommodate filing needs in our Chicago Office. These filing units will be used primarily on the 13th floor to accommodate the file overflow in the Government Representation Division. Our purchasing staff contacted four (4) vendors to provide cost information on fifty (50) four-drawer lateral filing units.

Office Services received cost information from the following sources: Atlas Stationers, Garvey's Office Products, The Office Connection and Warehouse Direct.

Office Services will execute a contract with Atlas Stationers, the vendor that provided the lowest unit cost for this purchase. The total cost is: \$15,315.00.

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

Purchase of Annual Service Renewal for OAG GPS Units

Office Services requested that we 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.

Rocco LaSalvia, SPO explained GPS devices are manufactured by RedTail Telematics and this proprietary hardware can only operate on the RedTail service network. Therefore, we will be processing a Purchase Order to secure these services for Fiscal Year 2015. The total cost for this annual service is: \$8,159.00.

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, Dave Boots moved, and Joe Small 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 2:15 p.m.