

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

The Procurement Policy and Compliance Monitoring Board met in public session on **Monday, June 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 10:29 a.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: Melissa Mahoney, Chief Procurement Officer
 Rocco LaSalvia, Acting State Purchasing Officer
 Eileen Baumstark-Pratt, Board Secretary
 Lynn Patton, Division Chief
 Iris Delgado, Purchasing Supervisor

Approval of minutes from the meeting held on Wednesday, June 11, 2014

The Chair asked the Board to review and approve minutes from the Wednesday, June 11, 2014 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 Wednesday, June 11, 2014 were approved.

The motion carried on the following voice vote:

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

New Business:

West Law Text Book Purchase for FY2014

Rocco LaSalvia, Acting State Purchasing Officer (SPO) explained Office Services received a request from Library Services to process an order with West Publishing to purchase several titles to update the library collection located at the Montvale Office.

He further explained, an obligatory purchase order, S14-26 was processed at the beginning of this fiscal year to cover anticipated text expenditures. This specific transaction includes the following titles: Three (3) copies of Illinois Court Rules and Procedures, 2014, Volume 1; Illinois Criminal Law and Procedures, 2014; Twenty-Eight (28) copies of Smith Hurd's Illinois Compiled Statutes Annotated, various volumes; Illinois Worker's Compensation Law, 2013-2014 edition; and Bankruptcy Code, Rules and Forms, 2014 edition.

Office Services will process a purchase order with West Publishing at a total cost of \$7,633.50.

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

West Publishing Corporation - On-Line Legal Research

Rocco LaSalvia, (SPO) explained on May 28, 2014, he presented a packet to the Board outlining a request received from Library Services to extend the current special offer agreement between West Publishing and the OAG covered under CMS contract # CMA8241840, which is expiring June 30, 2014.

CMS had posted an IFB on the Illinois Procurement Bulletin several months ago and they indicated that they may not award a new contract by June 30, 2014, because they were contemplating issuing a new IFB. Multiple state agencies and offices utilize West Publishing and CMS was aware that they had to take action to avoid interruption of services. When Office Services contacted the appropriate CMS contract administrator they were told that CMS would likely extend the existing contract up to 90 days allowing CMS to determine their next course of action. Office Services was told that this extension may not be finalized until the final days of the current contract term; Office Services decided to begin the process of executing an initial FY 2015 purchase order for the month of July in anticipation of the CMS contract extension.

On June 20, 2014, Office Services was informed that CMS did award a new five-year contract to West Publishing and that the contract would be executed no later than June 28, 2014. Under this contract individual offices will continue the practice of establishing a Special Offer Agreement with West Publishing. Under this agreement the office will be able to subscribe to Westlaw on-line resources and secure various print products at a thirty percent (30%) discounted rate.

The annual fixed pricing schedule for the online research subscription resources are outlined on the attached purchase order. Library Services will submit an FY2015 obligatory purchase request covering the anticipated print needs under our new Special Offer Agreement at a later date.

Office Services will execute a purchase order for on-line research subscription resources

covering the term of the CMS Master Contract # 584628. The total purchase order value is \$2,022,240.00.

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

Kodak Scanner Post Care Warranty Maintenance Renewal for Fiscal Year 2015

The Chief Technology Officer submitted a request to secure Kodak post care scanner warranty maintenance for Fiscal Year 2015. Rocco LaSalvia, (SPO) explained that Office Services posted an initial IFB on the Illinois Procurement Bulletin seeking responses from vendors that are authorized resellers of Kodak scanning equipment for the purpose of providing maintenance on various Kodak scanners statewide. The office received four (4) responses to the IFB posting from the following vendors: Datamation Imaging, Tallgrass Systems, 1st Run and Naviant, Inc.

Rocco explained, that after reviewing the cost information it appeared that Naviant Inc. submitted the lowest quote; however, after conducting some research Office Services determined that they do not have a Kodak Service Agreement in place qualifying them to service the Kodak scanner models the office currently possesses. Kodak confirmed that Naviant is an authorized reseller; however they do not have the ability to service Kodak scanners. Naviant technicians are trained to provide service on the legacy Bowe Bell + Howell scanners models that Kodak acquired approximately 5 years ago but they are not authorized to perform service on past or present Kodak scanner models. If the office was to award a contract to Naviant Inc. it would void all Kodak warranties.

Based on the information Office Services obtained and with the advice from Emily Vivian another IFB was posted on the Illinois Procurement Bulletin specifically identifying that the office is seeking vendors who have Kodak Certified Technicians with a Kodak Service Agreement in place.

This second IFB posting yielded three (3) responses from the following vendors: Datamation Imaging, 1st Run and Tallgrass Systems. In addition, Naviant again submitted a nonresponsive bid. Kodak confirmed that Naviant does not have technicians certified to perform service on our scanners and Naviant does not have a Kodak Service Agreement in place. Office Services will enter into contract with Datamation, the responsive vendor that submitted to lowest cost. The total cost of the contract will be \$126,154.04.

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

Concordance Enterprise Software Assurance/Maintenance Renewal for FY2015

Rocco LaSalvia, (SPO) explained on May 28, 2014 he presented the Board with a packet to renew the office's Concordance Enterprise Software Assurance/Maintenance coverage for a period of three (3) years with Lexis Nexis, the sole source provider of these services.

At that meeting Rocco informed the Board that Office Services had prepared a Sole Source Justification Posting for the Illinois Procurement Bulletin. During a subsequent meeting, the

Board was informed that this purchase was being placed on hold pending further review to determine if the office needed to renew all the Concordance license assurance/maintenance coverage. Rocco further explained that as a result of Information Technology's internal review, our Chief Technology Officer's revised her original request and is now seeking to secure software assurance/maintenance for 100 licenses for FY2015.

Office Services contacted Lexis Nexis, the sole source provider and secured a revised quote to reflect our current operational needs. Office Services will execute a one-year contract with Lexis Nexis at a total cost of \$19,127.00.

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

Microsoft Operations Manager Software Purchase

The Chief Technology Officer submitted a request to purchase Microsoft Operations Manager Software licenses to accommodate 850 users. Melissa Mahoney, Chief Procurement Officer (CPO) explained this product will establish a network infrastructure monitoring tool that will help identify predictable network performance activity, ensure the availability of vital network applications and provide rapid data on our network environment presenting IT staff insight on our network workload and overall performance. Melissa further explained, this tool will also help IT staff identify the end of life alerts and device performance data for various hardware components from a single console.

This software product is available for purchase under the CMS Master Contract awarded to CDW-G. Office Services will secure a purchase order with CDW-G in the amount of \$140,754.32

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

Secure Site Pro Certificates

Rocco LaSalvia, (SPO) explained the Chief Technology Officer requested that the office purchase Secure Site Pro EV (Extended Validation) Certificates, specifically the Symantec Secure Site Wildcard Certificate for our ILATTORNEYGENERAL.NET domain. These certificates are applied to the office servers for the purpose of providing adequate security barriers allowing IT to confirm the identity and authority of the individuals seeking access to any of the OAG websites such as e-mail, extranet and payroll from an outside computer sources while encrypting the data.

Rocco LaSalvia, (SPO) further explained this new purchase request follows a previous purchase which was processed in May 2014. That purchase was for the renewal of existing certificates that are assigned to our e-mail server, FOIA server and HRIS server. The amount of the May 2014 purchase was \$3,285.00.

With this new request for the Symantec Wildcard Certificate and that the same vendor source will be used, Office Services wanted notified the Board that the combined expenditure total

exceeds \$5,000.00.

Office Services contacted four vendors to secure cost information, they were: Secure 128, Bluewave, Insight and Zones. Bluewave and Insight stated they could not offer the certificates we requested and Zones did not submit a response after repeated follow-up. Only Secure 128 provided cost information for each request.

Office Services will process a purchase order with Secure 128 in the amount of \$1,929.00 for the purchase of Symantec Secure Site Wildcard Certificate for our ILATTORNEYGENERAL.NET domain.

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

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 Sam Dorger seconded that the meeting adjourn.

The motion carried by the following voice vote.

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

The meeting adjourned at 10:42 a.m.