

**OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board**

SPECIAL MEETING MINUTES

Friday, Tuesday, May 1, 2020

The Procurement Policy and Compliance Monitoring Board met in a special session On **Friday, May 1, 2020 via conference call**

Karla Schreiber, Chairperson called the meeting to order at 10:02 a.m.

ROLL CALL

Board members present (3):

Springfield: Pam Blackorby, absent
Tad Huskey, absent
Lisa Kaigh, present

Chicago: Karla Schreiber, present
Jessica O’Leary, present

Other staff: Eileen Baumstark-Pratt, SPO
Kathy Leiser

Old Business

There was no Old Business

New Business

No comments were received.

Plexi Glass Barriers

Eileen Baumstark-Pratt, SPO, stated Office Services secured a quote to install clear plexi-glass barriers at the front desks on the 11th, 12th and 13th floor (1 per floor). The installation of this glass will provide a protective barrier between staff and constituents that visit the office. These barriers will have an opening to allow our staff to receive parcels/paperwork from visitors.

C&W Building Services, Inc is an approved vendor of CMS and performs work throughout the JRTC and we have utilized their services on various projects for many years. C&W Building Services are highly qualified to assist with this project, we are executing a purchase order with C&W Building Services, Inc for a total cost of \$7,000.00

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received.

Cisco Firewall Appliances

Eileen Baumstark-Pratt, SPO, stated the Chief Technology Officer submitted a request to secure maintenance on our Cisco ASA 5545-X midrange security appliances that are components of our Cisco firewall. This service is available for purchase under a CMS Master Contract (CMS7891190) with CDW.

A purchase order with CDW in the amount of \$12,071.48 will be processed.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received.

Security Center Continuous View

Eileen Baumstark-Pratt, SPO, stated the Chief Technology Officer submitted a request to renew our maintenance for Security Center Continuous View OnPrem 500 IP's for Fiscal Year 2021.

SecurityCenter Continuous View (SecurityCenter CV) collects data from multiple sources to provide advanced analysis of vulnerability, threat, network traffic and event information and delivers a continuous view of IT security across our network environment. These tools allow our IT staff to receive continuous information such as an attacker's view of our network to manage vulnerabilities throughout our network, enhancing our network security and protecting our environment.

Office Services contacted four (4) vendors, Connection Public Sector Solutions, ePlus, SHI and Insight to secure cost information. A purchase order with Connection Public Sector Solutions, the vendor that provided the lowest cost information is being secured. The total cost to secure maintenance for FY2021 \$10,003.32.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received.

Chicago Mailroom Equipment

Eileen Baumstark-Pratt, SPO, stated Office Services Office Services is requesting that we secure maintenance and rental services from Pitney Bowes for Maintenance for Mailing System, Maintenance for Folder/Inserter NX01 Machine; and Rental for Postage Meter.

Pitney Bowes is the only source available to provide original manufactured replacement parts and support for their proprietary software system upgrades during FY2020.

A purchase order with Pitney Bowes is being executed for a total cost of \$5,257.80.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received.

US Postage Machine-Chicago Office

Eileen Baumstark-Pratt, SPO, stated Office Services requires FY21 funding for our Chicago Pitney Bowes Postage Meter Reserve Account. Periodically, throughout each fiscal year, Office Services initiates requests to secure funds for our meter to accommodate anticipated postage needs.

A Purchase Order with Pitney Bowes will be executed to secure postage for Fiscal Year 2021 for our Chicago Office. The total anticipated amount needed is: \$130,000.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received.

US Postage Machine-Springfield Office

Eileen Baumstark-Pratt, SPO, stated Office Services requires FY21 funding for our Neopost 15-5000 Postage Meter, Account #8071691 located in our Springfield Office.

Periodically, throughout each fiscal year, Office Services initiates requests to secure funds for our meter to accommodate anticipated postage usage.

A purchase order with the US Postal Service will be executed in the anticipated funding requirement for FY21 in the amount of \$60,000.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received.

US Postage Machine-Downstate Regional Offices

Eileen Baumstark-Pratt, SPO, stated Office Services requires FY21 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 our meter account to accommodate anticipated postage needs.

A Purchase Order with US Postal Service will be executed with Pitney Bowes for our downstate offices' postage meters in the amount of \$23,000.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received.

Public Comments

There were no Public Comments at this meeting.

Adjournment:

There being no further business to come before the PPCMB Board, Lisa Kaigh moved and Jessica O'Leary seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Lisa, Jessica and Karla Schreiber

The meeting adjourned at 10:19 am