

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
Wednesday, June 6, 2018

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, June 6, 2018** in the James R. Thompson Center, 100 West Randolph Street, 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: Pam Blackorby, present
Tad Huskey, present

Chicago: Karla Schreiber, present
Sam Dorger, present

Other staff: Rocco LaSalvia, State Purchasing Officer
Eileen Baumstark-Pratt, Board Secretary

Approval of minutes from the meeting held on May 23, 2018

Karla Schreiber, Chairperson asked the Board to review and approve the **Wednesday, May 23, 2018**, Procurement Policy Compliance and Monitoring Board (PPCMB) meeting minutes. Sam Dorger moved and Pam Blackorby seconded the motion and by unanimous vote, the minutes from the meeting held **Wednesday, May 23, 2018** were approved.

The motion carried on the following voice vote:

Yeas: Karla Schreiber, Sam Dorger, Pam Blackorby and Tad Huskey

Old Business

Atlas contract amendment to accommodate operational needs

Rocco LaSalvia, SPO explained the Office needed to amend the FY18 Atlas contract. The contract would include UPS main units, network management cards and batteries for the servers. In addition the Office would amend the contract for general office supplies.

The contract amendment was from \$92,100 to \$116,000.

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

New Business

Fiscal Year 2019 FileMaker Pro Software Upgrade Project

Rocco LaSalvia, SPO explained the Chief Fiscal Officer submitted a request to upgrade the FileMaker Pro database that is used to track expenditures, receipts and payroll information. The current databases have not been upgraded since the early 2000's, the Office is currently running on version 5.5 and the latest version available is version 16. Due to the age and the advancements in technology, the current software no longer performs adequately.

Office Services prepared an IFB and placed it on the Illinois Procurement Bulletin. Office Services requested that qualified vendors submit a proposal to upgrade the systems to the latest version available and to migrate any viable programming from the current systems, including some specific improvements outlined in the IFB. Additionally, it was requested that their responses included a three-year maintenance program to provide support and any additional modifications necessary as a result of the migration to the latest version of software during the term of the contract.

Office Services received two responses to the IFB, one from MC Services that outlined a plan to upgrade our systems and the other from Soliant Consulting that outlined a plan to re-write the systems. After a detailed review, Budget and Fiscal, and IT staff determined that MC Services provided the best response at the lowest overall cost. Office Services will enter into contract with MC Services for a three-year term at a cost of \$41,485.00

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

Fiscal Year 2019 EnCase / Guidance Software Passports for Computer Forensic Training

Rocco LaSalvia, SPO explained, the ICAC Commander submitted a request to purchase a subscription that would allow two (2) ICAC participants unlimited access to all Guidance Software training sessions for a period of 12 months. Guidance created the digital investigation software called EnCase Forensic in 1998 which is still considered top tier software for conducting criminal investigations. EnCase offers the latest advancements in functionality, flexibility, and has the track record of court-acceptance when using this software for conducting

digital forensic investigations. EnCase offers forensic investigators the flexibility and convenience they need to complete their investigations quickly and efficiently, allowing ICAC investigators to acquire data from the wide variety of devices, including over 25 types of mobile devices such as smart phones, tablets, and GPS devices and it allows investigators to produce extensive reports on their findings while maintaining the evidence integrity.

Office Services will secure a contract for the purchase of two (2) EnCase Passports from Guidance Software/Open Text at a total cost of \$12,990.

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

Fiscal Year 2019 WebSense Web Security Gateway Anywhere Software License / Support Renewal

Rocco LaSalvia, SPO explained the Chief Technology Officer submitted a request to renew the annual software subscription for up to 999 Web Security Gateway Anywhere Seats and Premium Support WebSense Triton for up to 1000 Users. This software is used by IT staff to monitor and run detailed reports on internet usage. Office Services posted Information for Bid (IFB) on the Illinois Procurement Bulletin outlining the need for supplies and services. The Office received no responses to the posting. Office Services reached out to four (4) vendors to secure cost information, they are: Softchoice Corporation, Zones, National Tek Services, Inc., and Blue Wave Micro.

Office Services will secure a contract with Softchoice Corporation, the vendor that provided the lowest price quote of \$48,450.00.

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

Fiscal Year 2019 Annual Maintenance for VERITAS Enterprise Software Products

Rocco LaSalvia, SPO explained the Chief Technology Officer submitted a request to renew annual software maintenance for VERITAS Enterprise Vault Email, Vault E-Discovery licenses. VERITAS Enterprise Vault is a market-leading archiving product for both emails and attachment files, these licenses help IT staff securely store, manage and find information across our network.

Office Services secured pricing information from three (3) vendors, Insight Public Sector, Connection Public Sector Solutions and Zones. Office Services will secure a contract with Insight Public Sector, the vendor that provided the lowest price quote of \$16,558.00.

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

Fiscal Year 2019 Kodak Scanner Maintenance

Rocco LaSalvia, SPO explained the Chief Technology Officer submitted a request to secure Kodak scanner maintenance for Fiscal Year 2019. Office Services posted an IFB on the Illinois Procurement Bulletin requesting 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 one response from Harris, Mackessy & Brennan, Inc. D/B/A HMB, Inc., our current vendor.

Office Services will execute a contract with HMB Inc., the vendor that provided a cost of \$156,598.82.

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

Fiscal Year 2019 - Airtime Service for the STARCOMM21 System – Police Radios

Rocco LaSalvia, SPO explained the Investigations Division is seeking to renew airtime services associated with the STARCOMM21 System. This system consists of a statewide, digital trunked, land-mobile radio network used by state agencies, offices and other law enforcement entities throughout the state. Rocco further explained, when the office purchased these portable radios they also established a dedicated channel for OAG use. This service allows the office to have direct contact with IEMA (Illinois Emergency Management Agency and IJTTF (Illinois Joint Terrorism Task Force) as well as access to common communications channels used by other county and local law enforcement agencies, such as: “ISPERN” (Illinois State Police Emergency Radio Network), “IREACH” (Illinois Radio Emergency Aid Channel), and other inter-jurisdictional radio communications.

CMS established a Master Contract #3618850 with Motorola in July of 2012 which is in effect through June 30, 2022. Office Services will secure these services for Fiscal Year 2019 at a cost of \$15,552.00.

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

Fiscal Year 2019 Purchasing Contract for Printer Toner Cartridges

Rocco LaSalvia, SPO explained the Chief Technology Officer submitted a request to secure Kodak scanner maintenance for Fiscal Year 2019. Office Services posted an IFB on the Illinois Procurement Bulletin requesting 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 one response from Harris, Mackessy & Brennan, Inc. D/B/A HMB, Inc., the current vendor.

Office Services will execute a contract with HMB Inc., the vendor that provided a cost of \$156,598.82.

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

Fiscal Year 2019 Off Site Raw Storage Space for Supplies and Equipment in Springfield

Rocco LaSalvia, SPO explained the office needs to maintain raw storage space to accommodate bulk supply and equipment storage needs for Fiscal Year 2019. Office Services conducted research to determine if there were any other suitable facilities in the area that could accommodate the storage need. Rocco further explained, in the past the office has received responses from vendors, some declining to submit a bid because they could not meet all of our requirements and another had submitted pricing but it was determined that the loading dock area could not accommodate the vehicles making it impractical in terms of accessibility.

Rocco further explained the conditions remain the same in regards to viable facilities. The office is unable to identify another suitable vendor in the area that can provide one contiguous climate controlled space, at the size we require, with ground level access.

Office Services will execute a purchase order to retain Capital Storage, LLC. The vendor has held the line the last few fiscal years and has again submitted a cost of \$9,960.00 for FY2019.

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

Fiscal Year 2019 Janitorial Services Renewal for our Carbondale Office

Rocco LaSalvia, SPO explained, Office Services is seeking to renew the agreement with START, Inc. to provide janitorial services for the Carbondale Office during Fiscal Year 2019. This vendor has been providing janitorial services in the Carbondale Office for several years and is listed as a CMS approved vendor under the State Use Program.

Office Services will execute a Purchase Request with START, Inc. to secure janitorial services three times each week at a total cost of \$9,981.72.

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

Fiscal Year 2019 US Postage Funds – Downstate Offices

Rocco LaSalvia, SPO explained Office Services requires FY19 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 the Pitney Bowes Account that supplies postage to the meters for our downstate offices. The total anticipated amount needed is: \$23,000.00.

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

Fiscal Year 2019 US Postage Funds – Springfield

Rocco LaSalvia, SPO explained Office Services requires FY19 funding for the Hasler W1220 Postage Meter, Account #127486 located in the Springfield Office. Periodically, throughout the fiscal year, Office Services initiates requests to secure funds for the meter to accommodate anticipated postage needs. It is anticipated that the Office will require up to \$60,000.00 for FY2019. Office Services will secure a purchase order with the US Postal Service.

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

Fiscal Year 2019 US Postage Funds for Pitney Bowes Reserve Account – Chicago

Rocco LaSalvia, SPO explained Office Services requires FY19 funding for the Chicago Pitney Bowes Postage Meter Reserve Account. 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: \$130,000.00.

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

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, Sam Dorger moved and Pam Blackorby seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Karla Schreiber, Sam Dorger, Pam Blackorby and Tad Huskey

The meeting adjourned at 2:19 p.m.