

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
Wednesday, November 28, 2018

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, November 28, 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 2:00 p.m.

ROLL CALL

Board members present (4):

Springfield: Pam Blackorby, absent
Tad Huskey, present
Lisa Kaigh, 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 October 24, 2018

Karla Schreiber, Chairperson asked the Board to review and approve the **October 24, 2018**, Procurement Policy Compliance and Monitoring Board (PPCMB) meeting minutes. Sam Dorger moved and Tad Huskey seconded the motion and by unanimous vote, the minutes from the meeting held **October 24, 2018**, were approved.

The motion carried on the following voice vote:

Yeas: Karla Schreiber, Sam Dorger, Lisa Kaigh and Tad Huskey

Old Business

Recommendation for the Purchase of Purchase HP LaserJet Printers

Rocco LaSalvia, SPO explained, that at the September 26, 2018 PPCMB meeting the Board discussed the purchase ten (10) HP LaserJet Enterprise M608x Series Printers to replace existing printers that are no longer functioning.

Office Services secured cost information from Staples, Insight Public Sector, Connection Public Sector Solutions, Bluewave Micro, and CDW-G. Rocco recommended executing a purchase order with Staples, the vendor that provided the lowest purchase price of \$9,999.90. When Office Services attempted to place the order with Staples, the vendor informed us the quote submitted had expired and they would not honor the quote submitted. Staples further explained the quote submitted reflected a promotional cost from the manufacturer which has since expired.

Rocco LaSalvia, SPO explained that he is notifying the Board that purchase of the ten (10) HP LaserJet Enterprise M608x Series Printers from Staples in the amount \$9,999.90 was not executed.

New Business

Revised Recommendation for the Purchase of Purchase HP LaserJet Printers

Rocco LaSalvia, SPO explained at the September 26, 2018 PPCMB meeting the Board discussed the purchase ten (10) HP LaserJet Enterprise M608x Series Printers to replace existing printers that are no longer functioning.

Office Services secured cost information from Staples, Insight Public Sector, Connection Public Sector Solutions, Bluewave Micro, and CDW-G. Rocco recommended executing a purchase order with Staples, the vendor that provided the lowest purchase price of \$9,999.90. When Office Services attempted to place the order with Staples, the vendor informed Office Services the quote submitted had expired and they would not honor the quote submitted. Staples further explained the quote submitted reflected a promotional cost from the manufacturer which has since expired.

Office Services again secured cost information for the purchase ten (10) HP LaserJet Enterprise M608x Series Printers from Insight Public Sector, Connection Public Sector Solutions, Bluewave Micro, and CDW-G. Office Services will execute a contract with Connection Public Sector Solutions, the vendor that provided the lowest purchase price of \$13,982.70.

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

Kodak Scanner

Rocco LaSalvia, SPO explained the Chief Technology Officer submitted a request to purchase ten (10) Kodak i4650 scanners and eleven (11) Kodak i4250 scanners to replace the existing office scanners. The twenty-one (21) scanners will replace the office's existing Kodak i620 scanner which are fourteen (14) years old and no longer functioning properly and are too old to be upgraded to function within our network environment.

Office Services prepared an IBF Posting and placed it on the Illinois Procurement Bulletin. Office Services requested that each responding vendor present cost information for the requested i4650 and i4250 scanners and requested cost information to include a trade-in value for the i620 scanners the office intends to replace.

Office Services further requested that the cost information submitted remain in effect from the execution date of a purchasing contract with the awarded vendor, through June 30, 2019. The office anticipates making incremental purchases to minimize disruption to the scanning operations.

Office Services received nine (9) responses and the vendors that met the posting requirements are: HMB, Connection, Crane, Image Access Corp, 1st Run Computer Service Inc., Tallgrass Systems Ltd., Ritmo Investments Inc., Datamation, and Advanced Digital Solutions, Inc.

Rocco further explained that after a review of the posting responses, Office Services will execute

a contract with HMB, the vendor that provided the lowest overall cost of \$150,465.00. These scanners will include a ninety-day factory warranty. HMB is the current vendor for FY19 scanner office maintenance. Office Services will work with the vendor to ensure the maintenance coverage for any applicable purchase that requires maintenance beyond the warranty period and through the remainder of FY2019.

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

Cisco AnyConnect VPN licenses and Software Support

Rocco LaSalvia, SPO explained the Chief Technology Officer submitted a request to purchase four (4) Cisco AnyConnect VPN licenses, license will allow up to 100 simultaneous users and the associated technical software support/services. This purchase will allow office authorized attorneys and support staff remote access to Team Connect and Laser Fiche documents. The Cisco AnyConnect VPN licenses and software support services will help secure entrance into a specific location within the OAG network.

AnyConnect VPN licenses and software support services can be procured through CMS Master Contract #CMS7891190, awarded to CDW-G.

Office Services will execute a purchase order with CDW-G. The total cost for these purchases is \$30,229.20.

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

EnCase Annual Training

Rocco LaSalvia, SPO explained the High Tech Crimes Bureau submitted a request to purchase one (1) EnCase Annual Training Passport for the Computer Evidence Recovery technicians (CERT) Jacob LaShure. This training is an essential component to the position of the CERT to enhance their skills as a forensic examiner. The office uses EnCase as a main forensic tool. This EnCase passport tool will allow CERT to attend an unlimited number of forensic training courses throughout the year. This will include any Open Texts (EnCase's parent company) facilities, as well as on demand courses.

Office Services will secure a purchase order with Open Text Inc. for the total costs of \$6,495.00

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

SANE Training Resource Materials

Rocco LaSalvia, SPO explained the Division Chief Crime Victim Services and the SANE Coordinator submitted a request to purchase resource materials for individuals attending the Adult/Adolescent Sexual Assault Nurse Examiner didactic training sessions and the SANE clinical training

Office Services reached out directly to the publisher, STM Learning, Inc. and they indicated that they have provide the OAG with a cost that would be lower than any other reseller can provide, a 25 percent discount off their cost.

Office Services will execute a contract with STM Learning, the vendor that provided the lowest quotes cost of \$59,250.00.

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

Computer Forensic Workstations

Rocco LaSalvia, SPO explained the High Tech Crimes Bureau submitted a request to purchase three (3) forensic recovery evidence device (FRED) workstations from Digital Intelligence, Inc. These workstations will be used to process forensic evidence acquired in the field. The FRED workstations are designed and built from the ground up as a high performance forensic acquisition, analysis and processing platforms. Digital Intelligence is the exclusive source for various components in the FRED workstations.

The High Tech Crimes Bureau currently have FRED workstations which are approaching the end of use life cycle and many federal, state and local law enforcement agencies utilize these workstations, so compatibility is a paramount consideration. The High Tech Crimes Bureau has reviewed other forensic workstations and has determined that only Digital Intelligence can provide the desired specification needed to fulfill our evidence recovery needs.

Office Services will secure a contract with Digital Intelligence to provide these workstations. The total contract amount will be \$47,622.00 which includes a 3-year warranty.

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 Tad Huskey seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Karla Schreiber, Lisa Kaigh, Sam Dorger, and Tad Huskey

The meeting adjourned at 2:11p.m.