

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
June 12, 2013

The Procurement Policy and Compliance Monitoring Board met in public session on **Wednesday, June 12, 2013** 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 2:03 p.m. on June 12, 2013.

ROLL CALL

Board members present (5):

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

Chicago: Karla Schreiber, present
 Sam Dorger, present

Other staff: Melissa Mahoney, Chief Procurement Officer
 Rocco LaSalvia, Acting State Purchasing Officer
 Emily Vivian, AAG, Opinions Bureau
 Eileen Baumstark-Pratt, Board Secretary
 Lesslie D. Morgan, Chief Internal Auditor
 Dave Haslett, Bureau Chief, High Tech Crimes

Approval of minutes from the meeting held on June 5, 2013

Karla Schreiber, Chair, asked the Board to review the minutes from the June 5, 2013 Procurement Policy Compliance and Monitoring Board (PPCMB) meeting. Joe Small moved, Pam Blackorby seconded the motion and by unanimous vote, the minutes from the meeting held on June 5, 2013 were approved.

The motion carried on the following voice vote:

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

Old Business:

Discuss PPCMB Rules and Procedures for Alleged Conflicts of Interest

Emily Vivian, AAG, Opinions Bureau is working to identify rules and procedures for alleged conflicts of interest. Emily will prepare for the PPCMB a document with detailed rules and procedures for alleged conflicts of interest for the Board to review and approve at the next meeting.

New Business:

Proposed FY2014 PPCMB Meeting Schedule

Karla Schreiber, Chair asked the Board to review and approve at the next meeting the Procurement Policy Compliance and Monitoring Board (PPCMB) meeting schedule for Fiscal Year 2014.

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

FY14 Springfield Off-Site Storage

Office Services needs to maintain raw storage space to accommodate our bulk supply and equipment storage needs for Fiscal Year 2014. The current vendor, Capitol Storage submitted the lowest overall cost.

Office Services will execute a purchase order to secure this space from Capital Storage at a total cost of: \$9,600.00.

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

FY13 CelleBrite Equipment Upgrade and Support for UFED Devices

The High Tech Crimes Bureau submitted purchase requests to upgrade existing hardware and acquire support for all four (4) Universal Forensic Extraction Devices (UFED's).

Dave Haslett, Bureau Chief, High Tech Crimes explained these devices are used to conduct forensic examinations and data extractions on mobile devices such as cell phones, tablets, GPS units, etc.

Rocco LaSalvia, Acting State Purchasing Officer, indicated that the final amount of this purchase will be reduced due to the vendor waiving some costs. They are still working with the vendor on the final numbers.

Office Services will execute a contract with CelleBrite USA, Inc to acquire these goods and services. CelleBrite USA is the sole source developer and provider of these goods and services.

The total contract value is: \$24,744.56.

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

FY14 CelleBrite Software License and Support Renewal

The High Tech Crimes Bureau submitted a request to renew licenses and support for four (4) Universal Forensic Extraction Devices (UFED's). These devices are used to conduct forensic examinations and data extractions on mobile devices such as cell phones, tablets, GPS units, etc.

High Tech Crimes requires support for these devices to ensure we have the latest software version/updates available. This will allow our techs to keep up with the technology as new phones and tablet models are introduced.

Office Services will execute a purchase order with CelleBrite USA, Inc to acquire these services. CelleBrite USA is the sole source developer and provider of UFED goods and services. The total costs for this renewal is: \$9,995.97.

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

FY14 West Publishing Print Products and Westlaw Database Resources Renewal

Library Services requested that we establish an obligatory Purchase Order to allow the purchase of various print products. Additionally, Library Services requested that we secure Westlaw on-line resources. CMS Master Contract # CMA8241840B has been renewed for FY2014 and it provides for individual offices to establish a Special Offer Agreement with West Publishing. The OAG Special Offer Agreement is in effect through June 30, 2014 and provides that the OAG can secure print products at a thirty percent (30%) discounted rate and it further provides for the OAG to subscribe to Westlaw on-line resources.

There is a detailed exhibit attached to the Special Offer Agreement for print products such as: Illinois Compiled Statutes, Smith Hurd Compiled Statutes, Federal Criminal Code & Rules, Supreme Court Rules, etc. Annual expenditures typically range between \$60-65,000; Library Services is requesting the authority to spend up to \$65,000 for Fiscal Year 2014.

The Special Offer Agreement lists the Westlaw database resources available to our OAG users which contain resources such as: Federal Case law, State Case law, Legislative Materials, Administrative Law, Public Records Databases, etc. These services are established at a fixed monthly rate of \$29,003.00 for Fiscal Year 2014.

Office Services will execute two Purchase Orders; the obligatory PO for print products in the amount of \$65,000.00; and a PO for Westlaw resources in the amount of \$348,036.00.

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

FY14 Minor Publishers – Printed Subscriptions Renewal

Library Services requested that we establish an obligatory Purchase Order to allow the purchase of various minor publisher print materials, subscriptions and various bulletins throughout Fiscal Year 2014. The obligatory purchase order details the various anticipated needs for the OAG. This routine practice will allow Library Services to process individual purchase orders for each request as needed throughout the fiscal year.

Office Services will execute an obligatory purchase order in the amount of: \$26,080.00.

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

FY14 Bindview Maintenance Renewal

The Chief Technology Officer submitted a request to renew our Symantec Control Bindview license/maintenance agreement for fiscal Year 2014. The office currently has this software which includes 900 Standards Manager Directory User Licenses, 900 Standards Manager Exchange User Licenses and 30 Standard Manager Server Licenses. This software suite is designed to provide a set of tools to help ensure that office policies are adhered to. These tools allow IT staff and Internal Audit to run comprehensive reports regarding computer usage.

This renewal will be available through CMS Master Contract # CMS1504200. Office Services has been monitoring the CMS renewal process. Upon execution of the CMS renewal Office Services will execute a purchase order with En Pointe Technologies. The cost for this renewal is: \$11,700.00.

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

FY14 Business Objects and Crystal Reporting Software Renewal

The Chief Technology Officer submitted a request to renew our Business Objects and Crystal Reports software maintenance for fiscal Year 2014. The office currently has this software which is used by Information Technology staff to develop all our applications and reports for various uses throughout the office.

This renewal will be available through CMS Master Contract # CMS0460040A. Office Services has been monitoring the CMS renewal process. Upon execution of the CMS renewal Office Services execute a purchase order with SAP Public Services. The cost for this renewal is: \$21,366.78.

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

FY14 Purchase - FTK Perpetual license, RV, Imager and SMS Software Maintenance

The High Tech Crimes Bureau submitted a request to renew four (4) FTK licenses and maintenance for Fiscal Year 2014. This software is used to perform forensic examinations of computer evidence such as hard drives and removable discs. Office Services contacted and received cost information from four (4) vendors: Blue Wave, Chicago Micro, SHI, and Access Data.

Office Services will execute a purchase order to secure these services from Blue Wave Micro, Inc., the vendor that submitted the lowest price quote. The total cost is: \$6,466.00.

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

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FY14 Purchase - Internet Evidence Finder Triage and SMS License

The High Tech Crimes Bureau submitted a request to purchase four (4) Internet Evidence Finder (IEF) licenses and software maintenance for FY2014. This software is designed to recover particular forensic artifacts on computer hard drive; and will help expedite the process of retrieving evidence.

Office Services contacted three (3) vendors: H-11 Digital Forensics, Blue Wave Micro and PATCtech and received cost information.

Office Services will execute a purchase order to secure these services from H-11 Digital Forensics, the vendor that submitted the lowest price. The total cost is: \$6,105.40.

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

FY13 Purchase - Cisco Switches

The Chief Technology Officer submitted a request to purchase two (2) Cisco switches to accommodate the additional office space the OAG acquired on the 11th floor of the JRTC. Switches are the backbone to our network; these devices allow our computers, printers and scanners to communicate with each other.

Office Services will execute a purchase order to secure these switches through the CMS Master Contract #829346A with AT&T at a cost of: \$9,450.00.

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

FY14 Office Supplies Renewal

Office Services submitted a request to secure funding to accommodate general office supplies needs statewide for Fiscal Year 2014. CMS has established Master Contract #CMS4017241 with P D Morrison Enterprises, Inc. as a resource for general supplies. This vendor secures their stock from Office Depot.

Office Services will execute a purchase order to secure general office supplies through the CMS Master Contract at a cost of: \$50,000.00.

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

FY13 Purchase - Office Furniture

Office Services submitted a request to purchase office furnishing to accommodate office space recently acquired on the 11th floor of the James R. Thompson center (JRTC). The furnishings requested will accommodate fourteen (14) offices and five (5) support staff work areas and filing units for the general common area. Office Services contacted six (6) sources to provide cost information on desks, chairs, filing units, desk chairs, guest chairs, computer tables, etc.

Office Services received cost information from Atlas Stationers, Inc., Office Max, office Depot Garvey's Office products, Staples and the Illinois Correctional Industries.

Office Services will execute a purchase order with Atlas Stationers, Inc, a vendor we currently have under contract at a total cost of \$22,270.80.

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

FY13 Purchase – Printers

The Chief Technology Officer submitted a request to purchase sixteen (16) network printers to replace older printer models throughout the office. Based on the specifications received from Information Technology, Office Services contacted four (4) vendors CDW-G, Insight Public Sector, Novanis IT Solutions and Blue Wave Micro to secure cost information on eleven (11) Lexmark T652DTN printers (with envelope feeders), two (2) Lexmark CS510DTE printers and three (3) Lexmark C792DTE printers.

Office Services will execute a contract to purchase these network printers from CDW-G, the vendor that submitted the lowest cost information. The total cost is: \$20,019.99.

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

FY13/14 SAGE - HRMS Application and Maintenance

The Chief Technology Officer and the Director of Human Resources requested an upgrade of the current ABRA system application to SAGE's latest version, HRMS.

Melissa, Mahoney, Chief Procurement Officer, explained that this application is utilized by Human Resources (HR) to store, track and report on all types of personnel information. The current version of this software is outdated and the vendor does not provide maintenance and support for this product. She stated that we need to upgrade the software to ensure the reliability of the database and the information within it, and to efficiently run the reports we use to process our payroll.

During the initial implementation of ABRA, the software was customized to accommodate the needs of the office. As we migrate to HRMS, we will be able to continue to utilize the customization built into the original application so we can successfully transition to the new platform.

A Sole Source Notice was posted on the Illinois Procurement Bulletin which ended on June 11, 2013. No protests or requests for a public hearing were received.

Office Services will execute a contract that will encompass the initial software licensing upgrade, implementation and training fees for an estimated total of \$49,392.00; and annual maintenance and support for FY2014 at a cost of: \$7,371.75. The total estimated contract amount is: \$56,763.75.

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

Approval to recess the Wednesday, June 12 meeting to Wednesday, June 19, 2013

Karla Schreiber, Chairperson requested a recess of the Wednesday, June 12, meeting to Wednesday, June 19th 2013 at the same location.

Dave Boots moved and Pam Blackorby seconded the motion to recess the meeting and to reconvene on Wednesday, June 19 at 2:00 p.m. at the same location.

The motion carried on the following voice vote:

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

Public Comment:

No public comment

Adjournment:

The PPCMB Board recessed at 2:23 p.m.