

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
March 25, 2015

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, March 25, 2015** 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 2:01 p.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
 Emily Vivian, Land Acquisition
 Iris Delgado, Purchasing Supervisor

Approval of minutes from the meeting held on Wednesday, February 25, 2015

Karla Schreiber, Chairperson asked the Board to review and approve minutes from the Wednesday, February 25, 2015, 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, February 25, 2015, were approved.

The motion carried on the following voice vote:

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

Old Business:

Karla Schreiber, Chairperson asked if there were any old business that needed to be addressed.

No comments were received.

New Business

Renewal for FY2016 Janitorial Services for our Carbondale Office

Office Services is seeking to renew our agreement with START, Inc. to provide janitorial services for our Carbondale Office during Fiscal Year 2016. The 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 Schrieber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Renewal for FY2016 CelleBrite UFED Equipment Software License / Support

Rocco LaSalvia, Operations Director, Acting SPO explained, the High Tech Crimes Bureau submitted a purchase request to renew software license /support for all four (4) of our Universal Forensic Extraction Devices (UFED's). These devices are used to conduct forensic examinations and data extractions on various mobile devices such as cell phones, tablets, GPS units, etc.

Rocco further explained that CelleBrite USA is the sole source developer and provider of these goods and services. Office Service will execute a contract with CelleBrite USA, Inc for a total cost of \$12,395.96.

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

Renewal for FY 2016 Concordance Enterprise Software Assurance/Maintenance

Rocco LaSalvia, Operations Director, Acting SPO explained the Chief Technology Officer has submitted a request to renew our Concordance Enterprise Software Assurance/Maintenance coverage with Lexis Nexis, the sole source provider of these services for Fiscal Year 2016.

Rocco explained that Concordance software eases the complexity of managing discovery and allows our staff to search, review, organize, produce and share litigation documents— scanned paper, email and other e-discovery generated during litigation case discovery

Office Services will execute a one-year contract with Lexis Nexis at a total cost of \$20,395.00.

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

Renewal for FY2016 Mailing Equipment Maintenance and Postage Meter Rental

Rocco LaSalvia, Operations Director, Acting SPO explained Office Services is seeking to renew the maintenance coverage for the Pitney Bowes mailing equipment and to secure funds to rent our postage meter for Fiscal Year 2016. The maintenance services will cover the following equipment: DM900 Postage Meter, Postage Scale and Folder/Inserter Unit.

Office Services will execute a Purchase Order with Pitney Bowes to provide these services at a cost of \$6,377.60.

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

Renewal for FY2016 Annual Service for OAG GPS Units

Rocco LaSalvia, Operations Director, Acting SPO explained Office Services is requesting that we renew our annual service for our GPS tracking units installed in our vehicles allowing us to track the whereabouts of our vehicles if they should encounter problems or become disabled. .

He further explained, the GPS devices are manufactured by RedTail Telematics and this proprietary hardware can only operate on the RedTail service network. Office Services will execute a purchase order to secure these services for Fiscal Year 2016. The total cost for this annual service is \$8,415.25.

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

Renewal for FY2016 Annual Maintenance Life Safety Equipment

Rocco LaSalvia, Operations Director, Acting SPO explained Office Services is requesting that the office renew the maintenance program for the life safety equipment located at 500 S. Second Street. The equipment is manufactured and maintained by Simplex Grinnell and the maintenance program includes monitoring, repair and replacement parts for our fire panel.

The office SimplexGrinnell 4020 Fire Alarm panel is a programmable software-based system that is proprietary, which prohibits any other third party from providing any maintenance, service and/or repairs. All replacement parts are exclusively provided by SimplexGrinnell. Rocco explained that any tampering by a third-party vendor will void the Underwriter Laboratories product safety designation/certification.

Office Services will execute a purchase order to renew our maintenance for FY2016 at a total cost of \$9,365.00.

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

Purchase FY2016 Copy Paper

Rocco LaSalvia, Operations Director, Acting SPO explained Office Services will need to purchase copy paper throughout Fiscal Year 2016. CMS has a Master Contract #4017647 with Midland Paper Company through February 7, 2016. Office Services anticipates purchasing up to forty-eight (48) skids of paper during the remaining contract period.

Office Services will execute a purchase order to acquire the paper supply through Midland Paper. The anticipated expenditure amount during this period is \$64,384.00.

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

Purchase of Dell Hard Drives

The Chief Technology Officer submitted a request to purchase fourteen (14) additional Hard Drives that will be used to expand the capacity of the Dell Servers that host the Consumer Forms, FOIA and eventual Charitable Trust Applications.

Rocco LaSalvia, Operations Director, Acting SPO explained explained the Office recently launched an electronic version of the Consumer Complaint Form, placing it on our website. The office has already received a significant volume of filing activity so there is a need to increase our storage capacity. In addition, the FOIA training application has expanded requiring additional storage capacity. These hard drives will be integrated into an existing Dell Server allowing us to meet the increased storage demands.

This purchase will be made through Dell, the only vendor that can meet the Dell hard drive specifications required. The total cost of this purchase is \$5,144.86.

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

Maintenance Contract for Evidence Tracking and Asset Management Software

Rocco LaSalvia, Operations Director, Acting SPO explained the Chief Technology Officer has submitted a request to secure annual maintenance for FileOnQ Evidence Tracking/Asset Management Systems. The maintenance period is from May 1, 2015 through April 30, 2016.

Rocco further explained the File OnQ software provides a strong evidence tracking solution that allows customizations to fit existing workflows, adapt existing forms, images, files and provide a strong chain of custody record. File OnQ also provides the software necessary to track our equipment/property movement.

Office Services will execute a contract with File OnQ in the amount of \$10,230.00 for software maintenance and support.

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

Renewal of Airtime Service for the STARCOMM21 System – Police Radios

Rocco LaSalvia, Operations Director, Acting 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 of state agencies, offices and other law enforcement entities throughout the state. The office previously purchased portable radios dedicated to this system. He further explained, in addition to having access to the base communication system the office has a dedicated channel for OAG use. This service allows us 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, which include: “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 2016 at a cost of \$16,704.00.

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

Maintenance Renewal for STARCOMM21 Police Radios

Rocco LaSalvia, Operations Director, Acting SPO explained the Investigations Division is seeking to renew the comprehensive maintenance plan for twenty-four (24) STARCOMM21 portable radios we possess. The STARCOMM21 system consists of a statewide, digital trunked, land-mobile radio network used by various state agencies, offices and other law enforcement entities throughout the State of Illinois.

Rocco further explained, this comprehensive maintenance coverage will provide repair or replacement of specified equipment regardless of cause.

Office Services will execute a purchase order to secure this coverage through CMS Master Contract #5786320 with Motorola at a total cost of \$5,664.96.

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

Amendment of General Office Supplies Contract with Atlas Stationers

Rocco LaSalvia, Operations Director, Acting SPO explained Office Services is seeking to amend the current contract with Atlas Stationers. The office requires additional funds to sustain our projected activity for the balance of this fiscal year. Rocco further explained, there has been a greater demand than anticipated not only for the supplies purchased from Atlas but also for furnishings such as filing units and other wear items such as chairs.

The office utilizes three (3) sources for office supplies, equipment and furnishings: PDME, the state contract vendor that provides Office Depot products, Premier and Companies, and Atlas Stationers. The actual purchasing activity for those products we acquire from Atlas will exceed the projected expenditure amount we requested previously for this fiscal year.

Office Services will execute a contract amendment in the amount of \$9,000.00 to accommodate our anticipated needs.

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

US Postage Funds for Pitney Bowes Reserve Account – Chicago for FY2015

Rocco LaSalvia, Operations Director, Acting SPO explained Office Services requires additional FY15 funding for our Chicago Pitney Bowes Postage Meter Reserve Account. Periodically, throughout each fiscal year, Office Services initiates requests to process vouchers to secure funds for our meter to accommodate anticipated postage needs.

The office initially requested \$100,000 to begin FY2015 and indicated that the office would monitor the activity and request additional funds if necessary. Based on the activity year-to-date the office is requesting an additional \$30,000.00 to carry the office through the end of FY2015.

Office Services reviewed the total activity for FY14 and FY13 and the overall expenditure amounts were \$132,475.00 and \$134,562.00 respectively.

Office Services will execute a purchase order in the amount of \$30,000.00 with Pitney Bowes to secure additional funds for US Postage.

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

Public Comment:

Karla Schrieber, 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 Dave Boots seconded that the meeting adjourn.

The motion carried by the following voice vote.

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

The meeting adjourned at 2:14 p.m.