

**OFFICE OF THE ATTORNEY GENERAL**  
**Procurement Policy Compliance and Monitoring Board**  
MEETING MINUTES  
**Wednesday, June 13, 2018**

The Procurement Policy and Compliance Monitoring Board met in public session  
On **Wednesday, June 13, 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 2:04 p.m.

**ROLL CALL**

**Board members present (3):**

Springfield: Pam Blackorby, present  
Tad Huskey, present

Chicago: Karla Schreiber, present  
Sam Dorger, absent

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

**Approval of minutes from the meeting held on June 6 2018**

Karla Schreiber, Chairperson asked the Board to review and approve the **Wednesday, June 6, 2018**, Procurement Policy Compliance and Monitoring Board (PPCMB) meeting minutes. Pam Blackorby moved and Tad Huskey seconded the motion and by unanimous vote, the minutes from the meeting held **Wednesday, June 6, 2018** were approved.

The motion carried on the following voice vote:

**Yeas:** Karla Schreiber, Pam Blackorby and Tad Huskey

## **Old Business**

Karla Schreiber, Chairperson asked if there was any old business to report.  
No comments were received.

## **New Business**

### **Fiscal Year 2019 Records Storage/Services – Springfield**

Rocco LaSalvia, SPO explained, Office Services is seeking to secure a one year contract with Capitol Filekeepers, LLC, the current vendor, to continue to provide records/file storage and services during Fiscal Year 2019. Office Services reviewed other local vendor options to store approximately 10,900 file boxes and determined that Capitol Filekeepers is the only economically feasible source that could provide the full array of services required in Springfield. Capitol Filekeepers will provide storage, pick-up, delivery, refiling, and transportation services at a flat monthly rate of \$2,050.00.

Office Services will secure a contract at a total cost of \$24,600.00.

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 / Rental for the Chicago Mailroom Equipment**

Rocco LaSalvia, SPO explained, Office Services is requesting to secure maintenance and rental services from Pitney Bowes for the following equipment items: Maintenance: Connect Plus Send Pro 3000 Mailing System; Folder/Inserter NX01 Machine; and Connect + 3000 Postage Meter

Pitney Bowes is the only source available to provide original manufactured replacement parts and proprietary software system upgrades during FY2019. Office Services will secure a purchase order with Pitney Bowes for a total cost of \$7,767.60.

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

### **Fiscal Year 2019 Symantec Anti-Spam and Anti-Virus Software Licenses & Maintenance Renewal**

Rocco LaSalvia, SPO explained, the Chief Technology Officer submitted a request for maintenance renewal for Symantec Endpoint Protection Suite Tier 3 Maintenance for fiscal Year 2019. The office currently has Symantec Protection Suite Enterprise Edition which includes all of the Windows computers and Macintosh computers. The Symantec Protection Suite Enterprise Edition incorporates Antivirus, Spyware, Firewall, Intrusion Prevention Device and Application controls for desktops, laptops, servers, mail servers and gateways.

Office Services will secure this maintenance renewal through CDW-G, under CMS Master Contract #CMS5842920 (NIGP Code: 208-90). Office Services will secure a purchase order with CDW-G, at a cost of \$9,204.12.

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

**Fiscal Year 2019 Digital Color Copier Maintenance**

Rocco LaSalvia, SPO explained, the office requires copier maintenance on five (5) digital color copiers statewide. Office Services prepared an Invitation for Bid (IFB) which was posted on the Illinois Procurement Bulletin, detailing the color copier maintenance needs. The Office received two (2) responses from CDS Office Technologies and Dynamic Advantage, Inc. to maintain the BizHub Digital Color Copiers.

Office Services will execute a contract with CDS Office Technologies, the vendor the provided to lowest rates. The anticipated contract amount is \$16,800.00.

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

**Fiscal Year 2019 AXIOM and IEF Software License and Maintenance Renewal**

Rocco LaSalvia, SPO explained, the High Tech Crimes Bureau submitted a request to renew the licenses and annual maintenance / support for Internet Evidence Finder (IEF) and AXIOM, forensic software used for digital media examinations. This software fills the gaps and allows evidence technicians to extract evidence that other forensic software suites are unable to extract.

Office Services secured cost information from three (3) vendors, Magnet Forensics, SHI, and Insight Public Sector. Office Services will execute a purchase order with Magnet Forensics, the vendor that provided the lowest cost of \$6,150.00.

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

**Fiscal Year 2018 Smart UPS Purchase**

Rocco LaSalvia, SPO explained, the Chief Technology Officer submitted a request to purchase two additional UPS SRT 5000 APC device for the Chicago computer room. This unit will assume some of the power consumption currently allocated to two main units. This acquisition will lighten the power load and provide improved redundancy. Office Services secured cost information from three (3) vendors, Connection Public Sector Solutions, SHI and Atlas.

Office Services will secure purchase of this unit from Connection Public Sector Solutions, the vendor that provided the lowest cost of \$7,057.56

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, Pam Blackorby and Tad Huskey

The meeting adjourned at 2:14 p.m.