

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
Wednesday, April 25, 2018

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, April 25, 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 **2:02 p.m.**

ROLL CALL

Board members present (3):

Springfield: Pam Blackorby, present
Tad Huskey, Deputy Chief Accounting

Chicago: Karla Schreiber, present
Sam Dorger, absent

Other staff: Melissa Mahoney, Deputy Chief of Staff, Administration
Rocco LaSalvia, State Purchasing Officer
Eileen Baumstark-Pratt, Board Secretary

Approval of minutes from the meeting held on February 28, 2018

Karla Schreiber, Chairperson asked the Board to review and approve the **Wednesday, February 28, 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, February 28, 2018**, were approved.

The motion carried on the following voice vote:

Yeas: Karla Schreiber, Pam Blackorby and Tad Huskey

Old Business

None

New Business

Renewal of Laserfiche RIO Enterprise Comprehensive Software Assurance/Maintenance with Premium Level Support

Rocco LaSalvia, SPO explained, the Chief Technology Officer requested that the office renew the annual software assurance/maintenance coverage for the various software licenses for Fiscal Year 2019. Office Services posted a Sole Source Notice on the Illinois Procurement Bulletin indicating the intent to procure maintenance from BusComm, the sole source vendor and approved Laserfiche reseller and no protests were received.

The agreement between Laserfiche and its resellers states that once a partnership is established between the reseller and customer, no other reseller can sell products or services to the customer unless irreconcilable issues exist between the reseller and the customer. Laserfiche must approve any change between a reseller and customer.

Tad Huskey questioned in addition to the Accounting Bureau what other Bureaus in the office utilize the Laserfiche RIO Enterprise Comprehensive Software? Melissa, Mahoney, Deputy Chief of Staff, Administration replied there are several bureaus within the office utilize this software to redact materials scanned and posted. Specifically, the Charitable Trust Bureau uses to post materials on the Web. The Consumer Bureau uses it for complaints, the Public Access Bureau uses it for scanning legal documents for cases. This product is also used as a tool to connect documents to TeamConnect, our case management system.

The Office will enter into a contract with BusComm Incorporated for a total cost of \$171,687.16.

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

Maintenance and Support for Cisco Switches & Firewall for Fiscal Year 2019

Rocco LaSalvia, SPO explained, the Chief Technology Officer submitted a request to renew the hardware support and maintenance for the Cisco switches. These switches are the backbone to the office network; these devices allow the computers, printers, scanners, etc. to communicate with each other. The office routinely secures support and maintenance for switches. Information Technology staff must have the ability to replace faulty switches quickly to ensure minimal disruption to network operations and have a resource to provide technical support to troubleshoot communication problems as they occur.

Rocco further explained this renewal is available through CMS Master Contract with CDW (CMS7891190) which is set to expire June 30, 2021. Office Services will secure these services through CDW at a cost of \$41,308.54.

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

Sleeping rooms – National Law Enforcement Training on Child Exploitation – June 12-14

Rocco LaSalvia, SPO explained, the ICAC Commander submitted a requested to secure sleeping rooms for staff, and members of the Illinois Internet Crimes against Children Task Force so they may attend the 2018 National Law Enforcement Training on Child Exploitation that will be held in Atlanta Georgia on June 12-14, 2018. A total of 54 sleeping rooms are required to accommodate staff and non-employees, 18 rooms for each of the following dates, June 11, June 12 and June 13, 2018. The Special Events staff contacted six hotels near the conference that is being held at the Hilton Atlanta Hotel.

Based on the cost information received from the Hilton Atlanta Hotel, Office Services will secure the rooms through the Hilton Atlanta Hotel, the facility that provided the lowest overall rate of \$9,613.08

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

Illinois Victim Assistance Sleeping, Meeting Rooms and Audio Visual (July)

Rocco LaSalvia, SPO explained, The Office of the Illinois Attorney General is hosting three-day Illinois Victim Assistance Academy (IVAA) training. The Crime Victims Services Division Chief requested the purchase of sleeping rooms for staff, students, and presenters, training space, and audiovisual equipment for the training to be hosted July 10-12, 2018. Rocco Further explained, fourteen hotels were contacted for pricing and availability. Three properties responded they are: Radisson Hotel, Bloomington-Normal Marriott Hotel and Conference Center, and Eastland Suites Hotel and Conference Center. Of the three properties that responded, one property was unable to meet the specifications. Two properties met the specifications, they are: The Radisson Hotel and Bloomington-Normal Marriott Hotel and Conference Center.

Based on the cost information received, Office Services will contract with the Radisson Hotel for up to 50 sleeping rooms on the evening of July 9, up to 50 sleeping rooms on the evening of July 10, and up to 50 sleeping rooms on the evening of July 11, 2018, meeting room rental for July 10, July 11, and July 12, 2018, and audiovisual equipment rental, a total overall cost of \$14,330.40. The Radisson Hotel presented the state rate for sleeping rooms, passed ADA, agrees to accept a government purchase order, direct bill the rooms, and is providing the lowest cost for the training.

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

Copy Paper Purchase

Rocco LaSalvia, SPO explained, Office Services will need to purchase additional copy paper for the remainder of Fiscal Year 2018. The previous FY2017 Purchase Order was covered under the CMS Master Contract #4017647, effective July 1, 2017 through February 7, 2018.

CMS did not exercise a renewal option with Midland Paper. Office Services anticipates purchasing up to twenty skid (20) skids of paper during the remainder of FY2018. Office Services reached out to three (3) vendors, Atlas Stationers, Midland Paper and Garvey's.

Based on cost information received, Office Services will secure the purchase from Atlas Stationers, the vendor that submitted the lowest overall cost information. Office Services will secure a contract with Atlas for a not to exceed amount of \$23,600.00.

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, Pam Blackorby moved and Tad Huskey 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 2:11 p.m.