

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES

Wednesday, June 12, 2019

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, June 12, 2019** 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, present
Tad Huskey, present
Lisa Kaigh, present

Chicago: Karla Schreiber, present
Sam Dorger, absent

Other staff: Eileen Baumstark-Pratt, Board Secretary

Approval of minutes from the meeting held on Wednesday, June 5, 2019

Karla Schreiber, Chairperson asked the Board to review and approve the **Wednesday, June 5, 2019**. 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 5, 2019** were approved.

The motion carried on the following voice vote:

Yeas: Karla Schreiber, Pam Blackorby, Tad Huskey and Lisa Kaigh

Old Business

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

New Business

FY20 Proposed PPCMB Meeting Schedule

Karla Schreiber, Chairperson asked the Board to review and approve the **Fiscal Year 2020**. Procurement Policy Compliance and Monitoring Board (PPCMB) monthly meeting schedule. Pam Blackorby moved and Tad Huskey seconded the motion and by unanimous vote, the 2020 PPCMB meeting scheduled was approved.

The motion carried on the following voice vote:

Yeas: Karla Schreiber, Pam Blackorby, Tad Huskey and Lisa Kaigh

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

FY20 Annual Maintenance for Xerox DocuTech 6100 Copier

Office Services is requesting to renew the maintenance coverage for the high-volume Xerox 6100 copier. Xerox is the only vendor who can properly maintain the machine; they own the diagnostic software that guides the technicians in pinpointing the exact requirements for servicing the machine. Xerox does not sell or provide this diagnostic software to other service providers; therefore, no other vendor would be able to properly maintain the machine or perform the frequent operating system software updates. As long as Xerox maintains the machine, the office will be covered by a like-for-like replacement plan if a catastrophic service event does occur.

Office Services will secure a contract with Xerox to provide maintenance services for FY2020 at an anticipated cost of \$22,452.00.

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

FY20 Annual Renewal of Maintenance for VERITAS Enterprise Software Products

The Chief Technology Officer submitted a request to renew the annual software maintenance for VERITAS Enterprise Vault Email, Vault E-Discovery licenses and Vault File System Archiving. VERITAS Enterprise Vault is a market-leading archiving product for both emails and attachment files, these licenses help IT staff securely store, manage and find information across our network.

Office Services determined that this renewal could be secured through a CMS Master Contract # CIT949890, awarded to CDW-G for \$18,602.15.

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

FY20 SAGE / HRMS Software License Annual Maintenance / Support Renewal

The Chief Technology Officer requested to renew the annual maintenance / support for Sage HRMS Business Care Gold software system application. This application is utilized by Human Resources (HR) to store, track and report on all types of personnel information. Four years ago the office upgraded to the newest software version available, the previous software version was outdated and the vendor could no longer provide maintenance and support. By securing that upgrade, the office is able to continue to utilize the customization built into the original application and successfully transitioned to the current platform.

Sage Software, Inc. is propriety software and there is only one source available to provide maintenance and support. Office Services will secure a contract with Sage for \$15,300.00.

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

FY20 Kodak Scanner Maintenance

The Chief Technology Officer submitted a request to secure Kodak scanner maintenance for Fiscal Year 2020. Office Services posted an IFB on the Illinois Procurement Bulletin requesting responses from vendors that are authorized resellers of Kodak scanning equipment and could provide maintenance services. Office Services received four (4) vendor responses from HMB, Tallgrass National TEK and REMI. After discussions with the legal counsel, the office rejected the response received from REMI because they did not meet the requirements outlined in sections, 3.5.1, 3.5.2 and 7.7 in the IFB.

Office Services will execute a contract with HMB Inc., the vendor that provided the lowest qualified cost of \$120,488.50.

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

FY20 National Consumer Law Center (NCLC)

Library Services requested to renew the subscription for an online and publication subscription from the National Consumer Law Center. This subscription includes several publications under the title of "The Consumer Credit and Sales Legal Practice Series." There are approximately twenty (20) treatises in this series that the Consumer Fraud staff use on a regular basis.

Office Services will execute a purchase order with National Consumer Law Center for \$5,960.00.

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

FY20 Bottled Water Service and Water Cooler Rental for the Chicago Offices and Rockford Regional Office

Office Services requested to secure bottled water service for the JRTC, the Chicago West and Chicago South Satellite offices, and the Rockford Regional Office. Office Services reached out to three (3) vendors to secure cost information: DS Water, U.S. Water Company (Culligan), and Garvey's (Nestle). Specifications were provided to each vendor, outlining the needs and anticipated consumption for each location.

Based on the cost information Office Services will execute a contract with DS Water, the vendor that provided the lowest overall cost of \$19,881.60.

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

FY20 Auto Physical Damage Coverage Policy Renewal

Office Services is seeking to renew the automobile physical damage coverage policy for designated OAG fleet vehicles. Previously, Office Services attempted to secure cost information through CMS - Risk Management, under the state contract with the designated broker Mesirov Financial, a broker who secures pricing from various insurance carriers. Those costs ranged from \$24,000 to \$42,000.00, well in excess of the premiums the office had paid previously. Two years ago, the office used Arthur J. Gallagher & Co. (AJG), they were the previous master contracted vendor; and they helped the office secure Westfield, a carrier that previously covered the vehicles. The cost information Westfield provided was more in line with what the office had paid in previous years.

Last year, the office used AJG to secure Great Lakes Insurance as the carrier. This year, the office is looking to renew the existing policy. Office Services will secure a contract with Arthur J. Gallagher & Co. to cover the vehicles through Great Lakes Insurance for \$21,421.00.

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

FY20 US Postage Funds – Downstate Offices

Office Services requires FY20 funding for the downstate office(s) Pitney Bowes Meter Reserve Account. There are six (6) meters under this account located in the following offices: Montvale, Carbondale, Rockford, Champaign, Metro-East and Quincy. Periodically, throughout each fiscal year, Office Services initiates requests to secure funds for the meter account to accommodate anticipated postage needs. Office Services will execute a purchase order with US Postal Service to secure funding for our Pitney Bowes Account that supplies postage to the meters for the downstate offices. The total anticipated amount needed is: \$23,000.00.

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

FY20 US Postage Funds for Pitney Bowes Reserve Account – Chicago

Office Services requires FY20 funding for the Chicago Pitney Bowes Postage Meter Reserve Account. Periodically, throughout each fiscal year, Office Services initiates requests to secure funds for the meter to accommodate anticipated postage needs. Office Services will execute a purchase order with Pitney Bowes to secure postage for the Chicago Office. The total anticipated amount needed for the Chicago account is: \$130,000.00

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

FY20 US Postage Funds – Springfield

Office Services requires FY20 funding for the Hasler W1220 Postage Meter, Account #127486 located in the Springfield Office. Periodically, throughout the fiscal year, Office Services initiates requests to secure funds for the meter to accommodate anticipated postage needs. Office Services will secure a purchase order with US Postal Service for up to \$60,000.00

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

FY20 General Office Supplies

Office Services secure funding for the purchase of general office supplies statewide. Office Services prepared an IFB Posting and placed it on the Illinois BidBuy Illinois Procurement Bulletin to seek cost information for the core supply needs. The posting included a spreadsheet detailing the core supply products routinely stocked and the anticipated quantities needed for each item listed. Office Services also requested that each responding vendor provide costs and/or discount rates for those items outside the core item supply spreadsheet; items such as filing units, desks, various chairs, etc.

Office Services received two (2) responses to our IFB from Atlas Stationers, and Garvey's Office Supplies. Office Services conducted a review to determine which vendor source is less expensive for each respective item posted. Based on the review office Services secure a contract for \$106,206.00 with Atlas Stationers, and a contract for \$21,656.00 with Garvey's Office Supplies.

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

Illinois Victim Assistance Academy – October 2019

The Bureau Chief of Crime Victims Compensation requested meeting room space with audio-visual equipment and sleeping rooms for speakers and attendees for the October 2019 IVAA training event being held in the Bloomington / Normal area. This training event is funded by a federal grant and will be held on October 8-10, 2019. Training and Conference Staff contacted twelve (12) hotels for pricing and availability. Only two (2) hotels, the Holiday Inn & Suites Airport, and the Radisson Hotel were able to provide the required meeting and sleeping requested.

Based on the cost information received, Office Services will execute a contract with the Holiday Inn & Suites for \$15,880.00. The Holiday Inn & Suites will provided the meeting room, with audiovisual equipment and 50 sleeping rooms on the evening of October 7, October 8 and October 9, 2019. The cost reflects sleeping room billed at the state rate.

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, Tad Huskey and Lisa Kaigh

The meeting adjourned at 2:20 p.m.