

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

Thursday, November 14, 2019

The Procurement Policy and Compliance Monitoring Board met in public session on **Thursday, November 14, 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 10:00 a.m.

ROLL CALL

Board members present (5):

Springfield: Pam Blackorby, present
Tad Huskey, present
Lisa Kaigh, present

Chicago: Karla Schreiber, present
Jessica O'Leary, present

Other staff: Rocco LaSalvia, State Purchasing Officer

Approval of minutes from the meeting held on September 25 and October 17, 2019

Karla Schreiber, Chairperson asked the Board to review and approve the **September 25 and October 17, 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 **September 25 and October 17, 2019** were approved.

The motion carried on the following voice vote:

Yeas: Karla Schreiber, Jessica O'Leary, 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

Dell SAN Systems Lease to Purchase Agreement for Chicago & Springfield Offices

Rocco LaSalvia, SPO, explained, the Chief Technology Officer submitted a request to enter into a Lease / Purchasing Agreement with Dell Financial Services LLC, to acquire replacement Storage Area Networks (SAN's) for our Chicago and Springfield Offices. The current systems are approaching the expected life span and we will no longer be able to secure maintenance coverage on the various components. The SAN System accommodate all the OAG software applications and file stored on the network.

Tad Huskey, inquired whether the old SAN equipment would be decommissioned. Rocco indicated yes and that he would be meeting with IT to discuss a new and easier to access inventory tagging system for the new SANE equipment. Rocco further explained, most of the IT equipment sits in racks and the current tags cannot easily be read without pulling it off the rack and potentially unplugging the system which is not practical.

Rocco further explained, Office Services prepared a Sole Source Notice and placed it on the State BidBuy system indicating the intent to enter into the Lease/Purchasing agreement with Dell Financial Services, LLC. The Office did not receive any protests during the posting period. Office Services will execute the agreement that carries a four-year term. The total amount payable under the term of the agreement is \$997,165.57.

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

Purchase - Neopost 5000 Mailing System for the Springfield Mailroom

Rocco LaSalvia, SPO, explained, Office Services requested to purchase a new mailing system to replace the existing mailing system that is more than 13 years old. Rocco explained the ongoing service issues and the significant wait time for replacement parts. The Office learned that parts for the current mailing machine are difficult to find and will become increasingly more difficult to obtain moving forward; and the current meter would not support the upcoming postage rate changes anticipated for the new calendar year.

Office Services requested cost information from Pitney Bowes, Walz and Midwest Mailing & Shipping Systems (a Neopost authorized Dealer). The cost information provided indicated that a purchase from Midwest Mailing Systems would be in the best interest of the office. While completing the cost gathering process, the representative from Midwest Mailing informed Office Services of a State Master Contract with Neopost USA, Inc., state contract, ADSPO16-169901.

Based on the information gathered, the Office will purchase the mailing system under the existing state contract at a cost of \$12,315.00. That cost includes a trade-in credit for the existing mailing system; one year free maintenance; and one year free of meter rental fees. Once the free maintenance and meter rental period concludes, the office will process a FY21 purchase order with Midwest Mailing to provide maintenance services and a purchase order with Neopost to cover meter rental costs for the remainder of FY21.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

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, Jessica O'Leary, Pam Blackorby, Tad Huskey and Lisa Kaigh

The meeting adjourned at 10:11 a.m.