

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
June 8, 2016

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, June 8, 2016** 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 2:00 p.m.

ROLL CALL

Board members present (5):

Springfield:

Joe Small, present
Pam Blackorby, present
Dave Boots, present

Chicago:

Karla Schreiber, present
Sam Dorger, present

Other staff:

Melissa Mahoney, Chief Procurement Officer
Rocco LaSalvia, State Purchasing Officer
Eileen Baumstark-Pratt, Board Secretary
Emily Vivian, Land Acquisition
Sharon Rudin, Office Services

Approval of minutes from the meeting held on May 25, 2016

Karla Schreiber, Chairperson asked the Board to review and approve May 25, 2016 Procurement Policy Compliance and Monitoring Board (PPCMB) meeting minutes. Sam Dorger moved and Dave Boots, seconded the motion and by unanimous vote, the minutes from the meeting held on May 25, 2016, were approved.

The motion carried on the following voice vote:

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

Old Business:

FY2017-PPCMB Meeting Schedule

Rocco La Salvia, SPO explained at the May 25th meeting the PPCMB reviewed the 2017 meeting schedule. Karla Schreiber, Chairperson asked if there were any comments pertaining to the 2017 meeting schedule. No comments were received by the Board members.

Sam Dorger moved and Joe Small, seconded the motion and by unanimous vote, the Procurement Policy and Compliance Monitoring Board 2017 meeting schedule, was approved.

The motion carried on the following voice vote:

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

Annual Schedule of Regular Meeting Dates for Fiscal Year 2017 SCHEDULE

July 27, 2016 at 2:00 p.m.

August 24, 2016 at 2:00 p.m.

September 28, 2016 at 2:00 p.m.

October 26, 2016 at 2:00 p.m.

November 23, 2016 at 2:00 p.m.

December 28, 2016 at 2:00 p.m.

January 25, 2017 at 2:00 p.m.

February 22, 2017 at 2:00 p.m.

March 22, 2017 at 2:00 p.m.

April 26, 2017 at 2:00 p.m.

May 24, 2017 at 2:00 p.m.

June 7, 2017 at 2:00 p.m.

June 14, 2017 at 2:00 p.m.

Meetings Locations: **Chicago:** James R. Thompson Center, 100 W. Randolph St., Room 11-722A, Chicago IL. 60601 **Springfield:** Attorney General's Office, 500 S. Second Street, 2nd Floor Conference Room, Springfield

New Business

FY2016-Purchase a Connect + 3000 WOW Mailing System for the Chicago Mailroom

Rocco LaSalvia, SPO explained Office Services requested to purchase a new mailing system to replace the existing mailing system that is more than 10 years old. The Office recently requested service on the mailing machine and had to wait a significant amount of time for replacement parts. At that time, Office Services learned Pitney Bowes DM900 Mailing machine is being discontinued and that parts would be difficult to obtain moving forward.

Office Services requested information from Pitney Bowes representative on a comparable replacement. Pitney Bowes provided cost information on a Connect + 3000 WOW Mailing system. The cost information provided indicated that the purchase price would be \$24,752.88 which would include the

mailing system, the scale, stacker, monitor, software, console table, delivery/installation and one year free maintenance. The ongoing cost would be annual maintenance, beyond the initial free one-year promotion and the meter rental which would be billed quarterly. The propose pricing was based on an established contract Pitney Bowes has with the National Joint Purchasing Alliance (NJPA), an organization that serves schools, government entities and not-for profit organizations nationwide. The representative indicated that Pitney Bowes would honor that rate and extend it to the office. Office Services informed the representative that The OAG is a member of the NJPA.

Based on the information initially gathered, Office Services tried to secure additional quotes on comparable mailing systems. They found one comparable alternative from Neopost, and while they did provide a slightly lower purchase price of \$20,924.00, Office Services determined the Office would be responsible for shipping /handling and installation at a combined cost of \$1,541.39 and annual maintenance fees of \$2,568.00. Those costs elevated the initial purchase price to \$25,033.39. Further, the ongoing annual cost for maintenance and meter rental from Neopost would far exceed the annual payment expended with Pitney Bowes. Because the Office encountered difficulty acquiring a comparable third quote, Rocco LaSalvia, consulted with AAG Emily Vivian, who indicated that the Office could move forward with the purchase based on the information gathered, since the Pitney Bowes pricing was also based on a competitive process led through the NJPA.

Therefore, Office Services will enter into contract with Pitney Bowes for the purchase of the Connect +3000 mailing system. The total cost for purchase is \$24,752.88. Office Services will process a separate FY 2017 purchase order to cover the quarterly meter rental payments that will total \$876.00.

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

FY2017-Renewal of our Subscriptions to the National Consumer Law Center (NCLC)

Rocco LaSalvia, SPO explained Office Services received a request from Library Services to renew 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. Previously, the office had secured the printed version of the series; however, Library Services was informed prior to the subscription renewal for FY2016 that this series and all updates/supplements will only be available on-line.

Rocco further explained that back in January the Office increased the original FY2016 purchase order that was issued in the amount of \$4,860.00 to \$5,220.00 in order to add two (2) additional users from our Carbondale Office. Office Services anticipates that the rates will remain the same during FY2017.

Office Services will execute a purchase order with National Consumer Law Center in the amount of \$5,220.00.

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

FY2017-AirWatch Blue Management Software Licenses Annual Maintenance Renewal

Rocco LaSalvia, SPO explained the Chief Technology Officer of Information Technology (IT) requested that the Office renew the annual maintenance for 300 AirWatch Blue Management Suite Licenses. This mobile device management software enables IT to address challenges associated with mobility by providing a simplified, efficient way to view and manage and support all mobile devices from the central administrative console.

Rocco explained, this renewal is available through CMS Master Contract which is set to expire June 27, 2016. CMS indicated that the renewal agreement is in process and they expect that they will have the agreement executed prior to the end of this fiscal year.

Office Services will execute a purchase order with Presidio once the contract is executed by CMS. The cost of the FY2017 renewal is \$27,378.00.

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

FY2017-Software Renewal Support for VM Enterprise Software

Rocco LaSalvia, SPO explained the Chief Technology Officer submitted a request to renew software support for the Virtual Machine (VM) Enterprise Software products for fiscal year 2017. This software provides flexibility for the IT staff, allowing them to efficiently manage hardware assets by creating virtual servers to create additional storage space within the network without incurring an additional expense for hardware.

This renewal is available through CMS Master Contract which is set to expire June 27, 2016. CMS indicated that the renewal agreement is in process and they fully expect that they will have the renewal agreement in place prior to the end of this fiscal year.

Office Services will secure this software support through Presidio upon execution of the new CMS Master Contract is renewed at a total cost of \$6,361.74.

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

FY2017-Purchase Four (4) Magnet AXIOM Forensic Software Licenses

Rocco LaSalvia, SPO explained Office Services received a request from High Tech Crimes (HTC's) to purchase four (4) Magnet AXIOM licenses that includes maintenance on July 1, 2017. High Tech Crimes has used Magnet Internet Evidence Finder (IEF) software for several years, it is a vital software tool that automates the process of finding digital evidence on a suspect's media which would otherwise have to be pursued manually. AXIOM software is the next generation of the IEF software; it uses the core features of IEF and reaches beyond, expanding on the graphical user interface by providing features such as source linking, artifact filtering, in-program acquisitions and the processing of evidence. This new software will enhance HTC's ability to examine evidence and generate more detailed reports.

Magnet Forensics USA, Inc. is the sole source provider of IEF and AXIOM software. Office

Services will execute a purchase order with Magnet Forensics USA, Inc. to acquire AXIOM software and maintenance. The total cost is \$8,996.00.

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

FY2017-Copier Maintenance for Various Xerox Photocopiers Purchased under CMS Master Contract #4017714

Rocco LaSalvia, SPO explained Office Services is seeking to secure a contract with Xerox to provide maintenance for twenty (23) Xerox photocopiers that the Office ordered statewide. Under the terms of the CMS Master Contract #4017714, purchasing agencies must secure a separate maintenance contract with Xerox:

“AS A RESULT OF AN AGENCY PURCHASING EQUIPMENT, THE AGENCY WILL CONTRACT SEPARATELY FOR A FIVE (5) YEAR MAINTENANCE CONTRACT BASED ON PRICING SUBMITTED WITH THIS BID. MAINTENANCE RATES MUST REMAIN FIRM FOR THE FULL FIVE YEAR PERIOD AND THE CONTRACTED VENDOR(S) MUST GUARANTEE THE ABILITY TO MAINTAIN THIS EQUIPMENT IN ALL ASPECTS FOR THE FULL TERM OF THE MAINTENANCE CONTRACT. PRICES SHALL INCLUDE FULL COVERAGE MAINTENANCE INCLUDING PREVENTIVE MAINTENANCE, ALL SERVICE CALLS AND REPLACEMENT OF ALL DEFECTIVE WORN PARTS INCLUDING DRUMS AND ALL SUPPLIES; EXCEPT PAPER.”

Office Services will execute a five (5) year maintenance contract with Xerox covering the specific copiers at the established rates. The anticipated combined usage cost over the term of the contract will be \$167,500.00.

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

FY2017-Copier Maintenance

Rocco LaSalvia, SPO explained Office Services is seeking to secure maintenance services for eighteen (18) various digital copier models; thirteen (13) copiers are located in the Chicago Office, four (4) copiers, are located in our Regional Offices, and one (1) copier is located in our Springfield Office.

Office Services prepared and published an IFB on the Illinois Procurement Bulletin, seeking cost information to provide maintenance services for all Office copiers that were eligible to be maintained by any qualified vendor source. Office Services received three responses to the IFB from Dynamic Advantage, Inc., Xerox and CDS, although, CDS did not submit pricing information for these particular copiers.

After reviewing the pricing information, Office Services determined that Dynamic Advantage provided the most competitive rates for each of copiers identified in this packet. Office Services will enter into contract with Dynamic Advantage, Inc. to service the copiers during FY2017 in the amount of \$17,750.00.

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, am Dorger moved and Pam Blackorby seconded that the meeting adjourn.

The motion carried by the following voice vote.

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

The meeting adjourned at 2:21 p.m.