

**OFFICE OF THE ATTORNEY GENERAL**  
**Procurement Policy Compliance and Monitoring Board**  
MEETING MINUTES  
**May 25, 2016**

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, May 25, 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 (4):**

Springfield:

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

Chicago:

Karla Schreiber, present  
Sam Dorger, absent

Other staff:

Rocco LaSalvia, Acting State Purchasing Officer  
Eileen Baumstark-Pratt, Board Secretary  
Emily Vivian, Land Acquisition  
Iris Delgado, Purchasing Supervisor  
Sharon Rudin, Office Services  
Jay Wagner, Chief Internal Auditor

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

Karla Schreiber, Chairperson asked the Board to review and approve April 27th, 2016 Procurement Policy Compliance and Monitoring Board (PPCMB) meeting minutes. Dave Boots clarified that he was present in Springfield not Chicago at the April 27 meeting. With that change noted Dave Boots moved and Pam Blackorby, seconded the motion and by unanimous vote, the minutes from the meeting held on April 27, 2016, were approved.

The motion carried on the following voice vote:

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

### **Old Business:**

Karla Schreiber, Chairperson asked if there were any old business that needed to be addressed. No comments were received.

### **New Business**

#### **FY 2016-US Postage Funds**

Rocco La Salvia, SPO explained Office Services is seeking to secure FY16 funding for the office postage meters, statewide. Rocco explained given the uncertainty of the budget moving forward, Office Services recommended the office secure postage funding in order to continue to meet the anticipated daily demands.

Office Services will process three purchase orders, one for each postal account, Chicago (\$53,500), Springfield (\$9,700) and the Regional Offices (\$1,450).

Office Services will process purchase orders for a total of \$64,650.00 with the US Postal Service.

Jay Wagner, Chief Internal Auditor, identified that this purchase could potentially be a finding for the external auditors. He understands the postage purchases are based on the needs of the office and the circumstances of the budget situation. Jay further explained the postage purchases would not result in an internal OAG finding but warned it could be a finding with the external auditors.

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

#### **FY 2016-Purchase of Photocopiers from CMS Master Contract #4017714**

Rocco La Salvia, SPO explained, Office Services is seeking to purchase fifteen (15) photocopiers that will replace existing copiers that can no longer be serviced because replacement parts are no longer readily available and the existing copiers have exceeded the projected life expectancy. Office Services will be pursuing this purchase under a CMS Master Contract with Xerox Corporation, Contract # 4017714. The copiers will be placed in the following areas of operation: Springfield Office - General Law, Opinions, Office Services, Constituent Services, Worker's Compensation, Consumer, Administration, and Policy/HR/Internal Audit; Chicago Office - Accounting/PAC, Revenue Litigation, Charitable Trust, Special Litigation, and the Chicago South Satellite Office

The total purchase price is: \$90,285.00. Rocco explained that before June 30<sup>th</sup> he would present the board with the maintenance agreement for the copiers and pricing.

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

### **FY2017-Purchase - SQL Toolbelt Licenses (10 Users) with 1 Year Support/Updates**

Rocco LaSalvia, SPO explained the Chief Technology Officer submitted a request to purchase SQL Toolbelt software licenses, developed by RedGate, for 10 users this will include one year support and upgrades. This purchase would assist the IT staff who develop and manage the inordinate amount of databases within the office.

The SQL Toolbelt allows developers and DBAs to gain access to ALL the SQL Server tools RedGate currently produces, including new releases. This means that when IT staff is working with SQL Server databases, they will have the latest set of tools at their disposal to streamline the management and development of hundreds of databases that reside on our network.

Office Services has gathered cost information from three (3) vendors, Insight Public Sector, Component Source and RedGate Software, Ltd.

Office Services will execute a contract with Insight Public Sector, the vendor that provided the lowest cost of \$18,381.69.

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

### **FY2017-Renewal Annual Business Objects and Crystal Reports Software Maintenance**

Rocco La Salvia, SPO explained the Chief Technology Officer submitted a request to renew Business Objects and Crystal Reports Software maintenance for Fiscal Year 2017. This software is used by IT staff to develop applications and reports for various uses throughout the office.

Office Services gathered cost information from three (3) vendors, SAP Public Services, Inc., SHI, and Insight Public Sector. Office Services will execute a contract with SAP Public Services, Inc., the vendor that provided the lowest cost of \$21,366.78.

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

### **FY2017-Laserfische RIO Enterprise Comprehensive Software Assurance/Maintenance**

Rocco La Salvia, SPO explained the Chief Technology Officer requested the office renew the annual software assurance/maintenance coverage for various software licenses for Fiscal Year 2017.

Office Services posted a notice on the Illinois Procurement Bulletin indicating the intent to procure maintenance from BusComm, the sole source vendor and approved Laserfische reseller and no protests were received. The agreement between Laserfische 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. Laserfische must approve any change between a reseller and customer. Office Services will enter into a contract with BusComm Incorporated for a total cost of \$130,400.71.

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

**FY2017-CMS Contract - Maintenance and Support for Cisco Switches**

Rocco La Salvia, SPO explained the Chief Technology Officer submitted a request to renew the hardware support and maintenance for Cisco switches. 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 the switches. Information Technology staff must have the ability to replace faulty switches quickly to ensure minimal disruption to network operations and have the resource to provide technical support to troubleshoot communication problems as they occur.

This renewal is available through CMS Master Contract which is set to expire June 30, 2016. CMS indicated that the new master contract is with the vendor for signature and they fully expect that they will have a new contract in place prior to the end of this fiscal year.

Office Services will secure these services through AT&T upon execution of the new CMS Master Contract at a cost of \$72,793.00.

Rocco LaSalvia, further explained that the office is prepared to process a separate purchase order for these switches in case the CMS contract is not signed by CMS.

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

**FY2017- Agreement with Western Illinois University to Host / Maintain the OAG Website**

Rocco La Salvia, SPO explained the Chief Technology Officer submitted a request to continue to utilize the intergovernmental agreement with Western Illinois University to host and maintain the OAG Website during Fiscal Year 2017.

Western Illinois University has been hosting the OAG website and providing support/maintenance for more than twelve (12) years and the rates have remained the same for the last few years. The total anticipated cost is \$47,550.00.

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

**FY2017-Continuation of Intergovernmental Agreement with PACER Service Center**

Rocco La Salvia, SPO explained Library Services requested that the office continue the Intergovernmental Agreement with PACER Service Center. PACER provides the office with monthly online access to electronic court records. The office users are able to obtain case files and docket information from federal appellate, district and bankruptcy courts and the U.S.

Party/Case index. PACER is used to access court docket information from multiple districts. In addition to accessing the information, PACER is now used to file court docket information in many districts.

Office Services will execute a purchase order under the intergovernmental agreement. The anticipated amount required for FY2017 is \$65,000.00

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

**FY2017-West Publishing Corporation Text Purchases under the CMS Master Contract #5846280**

Rocco La Salvia, SPO explained Library Services requested the office execute an obligatory purchase order to purchase print products and subscription updates under the Special Offer Agreement between West Publishing and the OAG as set forth under CMS Master Contract # 5846280 effective July 1, 2014 through June 30, 2019. Under our Special Offer Agreement the office can subscribe to Westlaw on-line resources but also secure various print products at a thirty percent (30%) discounted rate.

Library Service typically acquires the following titles:

Illinois Trail Handbook, Bankruptcy Code & Rules, Illinois Court Rules, Illinois Compiled Statutes, Federal Civil Judicial Procedures & Rules, Federal Criminal Code & Rules, Illinois Criminal Law & Procedures, Illinois Probation Act & Laws, Family Law & Court Rules, Federal Procedures and Federal Trial Handbook,

Office Services will execute an obligatory purchase order in the amount of \$70,000.00, allowing Library Services to acquire those titles that are requested throughout FY2017.

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

**FY2017-Minor Publisher Requests**

Rocco La Salvia, SPO explained Library Services requested the office establish an obligatory Purchase Order to allow the purchase of various minor publisher print materials, subscriptions and various bulletins throughout Fiscal Year 2017. The obligatory Purchase Order details the various anticipated needs for the OAG. This routine practice will allow Library Services to process individual purchase orders for each request as needed throughout the fiscal year. Office Services will process an obligatory Purchase Order in the amount of: \$19,860.00.

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

**FY2017-Renewal Law Bulletin Publishing Company Subscription(s)**

Rocco La Salvia, SPO explained Office Services received a request from Library Services to renew the various subscriptions with the Law Bulletin Publishing Company for Fiscal Year 2017. The office subscribes to the following publications/services: Chicago Daily Law Bulletin

newspaper, Law Journal Court Call Report, Standard Sullivan's Law Directory, Chicago Lawyers Handbook, Chicago Lawyer Magazine, and Lawyerport data base; a service used by the Chicago General Law Bureau to perform current court docket searches in Cook County.

Office Services will execute a purchase order with Law Bulletin Publishing Company to secure these products and services for Fiscal Year 2017 at a total approximate cost of \$9,984.00.

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

#### **FY2017-Daily Newspaper Subscriptions for the Chicago Office**

Rocco La Salvia, SPO explained Office Services received a request from Library Services to renew the various subscriptions with the Law Bulletin Publishing Company for Fiscal Year 2017. The office subscribes to the following publications/services: Chicago Daily Law Bulletin newspaper, Law Journal Court Call Report, Standard Sullivan's Law Directory, Chicago Lawyers Handbook, Chicago Lawyer Magazine, and Lawyerport data base; a service used by the Chicago General Law Bureau to perform current court docket searches in Cook County.

Office Services will execute a purchase order with Law Bulletin Publishing Company to secure these products and services for Fiscal Year 2017 at a total approximate cost of \$9,984.00.

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

#### **FY2017-Bottled Water Service and Water Cooler Rental for the Chicago Offices and Rockford Regional Office**

Rocco La Salvia, SPO explained Office Services will secure bottled water service for the office located in the JRTC, both Chicago Satellite Offices, and the Rockford Regional Office. Office Services prepared an IFB and posted it on the Illinois Procurement Bulletin requesting vendors to provide pricing information for services up to three years.

Office Services received two (2) responses from DS Services of America, Inc. d/b/a Hinkley Springs, and Nestle Waters North America, Inc. Dave Boots requested clarification on how many company's responded and which vendor submitted the lowest overall cost.

Office Services will execute a three year contract with DS Services of America d/b/a Hinkley Springs, Inc., the vendor that provided the lowest overall rates. The anticipated contract value over a three year term is \$44,000.00.

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

#### **FY2017-Off Site Raw Storage Space for Supplies and Equipment in Springfield**

Rocco La Salvia, SPO explained the office needs to maintain raw storage space to accommodate bulk supply and equipment storage needs for Fiscal Year 2017. Office Services conducted research to determine if there were any other suitable facilities in the area that could

accommodate the OAG storage needs. Rocco further explained in the past office services has received responses from vendors, some declining to submit a bid because they could not meet all of the requirements and another had submitted pricing but Office Services determined that the loading dock area could not accommodate the office vehicles making it impractical in terms of accessibility. Unfortunately, not much has changed regarding facility availability. Office Services has been unable to identify another suitable vendor in the area that can provide one contiguous climate controlled space, at the size required, with ground level access.

Office Services will execute a purchase order to retain Capital Storage, LLC. The vendor has held the line the last few fiscal years and has again submitted a cost of \$9,960.00 for FY2017.

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

#### **FY2017-US Postage Funds for Pitney Bowes Reserve Account – Chicago**

Rocco La Salvia, SPO explained Office Services requires FY17 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: \$90,000.00.

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

#### **FY2017-US Postage Funds - Springfield**

Rocco La Salvia, SPO explained Office Services requires FY17 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 process a purchase order with the US Postal Service for an amount up to \$44,000.00 for FY2017.

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

#### **FY2017-US Postage Funds - Downstate**

Rocco La Salvia, SPO explained the office requires FY16 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 accounts to accommodate anticipated postage needs.

Office Services will execute a Purchase Order with US Postal Service to secure funding for the Pitney Bowes Account that supplies postage to the meters for the downstate offices. The total anticipated amount needed is: \$10,000.00.

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

**FY2017-PPCMB Meeting Schedule**

Rocco La Salvia, SPO explained the Office of the Attorney General Procurement Policy and Compliance Board must post their 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.

**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

Rocco La Salvia, SPO explained in addition to the 2016 PPCMB scheduled meetings there may be a need for additional meetings in June 2016.

**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, Joe Small moved and Dave Boots seconded that the meeting adjourn.

The motion carried by the following voice vote.

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

The meeting adjourned at 2:21 p.m.