

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
May 27, 2015

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, May 27, 2015** 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 2:02 p.m.

ROLL CALL

Board members present (4):

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

Chicago: Karla Schreiber, present
 Sam Dorger, present

Other staff: Melissa Mahoney, Chief Procurement Officer
 Rocco LaSalvia, Acting State Purchasing Officer
 Eileen Baumstark-Pratt, Board Secretary
 Emily Vivian, Land Acquisition

Approval of minutes from the meeting held on Wednesday, April 27, 2015

Karla Schreiber, Chairperson asked the Board to review and approve minutes from the Wednesday, April 22, 2015, Procurement Policy Compliance and Monitoring Board (PPCMB) meeting. Dave Boots moved Sam Dorger and seconded the motion and by unanimous vote, the minutes from the meeting held on Wednesday, April 22, 2015, were approved.

The motion carried on the following voice vote:

Yeas: Karla Schreiber, Sam Dorger, 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 2015 Purchase Hewlett Packard Black & White Printer

Rocco La Salvia, Operations Director, Acting SPO explained the Chief Technology Officer requested the office purchase five (5) Hewlett Packard M603XH printers with additional sheet/envelope feeder trays. These printers will replace existing worn-out printers that have exceeded the life expectancy.

Office Services secured cost information from five (5) vendors: CDW-G, PC Nation, Daly, Tallgrass Systems Ltd., and Lowmarkup, Inc.

Office Services will secure a contract with CDW-G, the vendor that provided the lowest total cost of \$12,125.00.

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

FY 2015 Sexual Assault Nurse Examiner (SANE) Training Materials Purchase

Rocco La Salvia, explained the Administrative Services Manager submitted a request to purchase training materials associated with the continuation of the Sexual Assault Medical Advocacy Training Program.

This program is federally funded through a grant provided by the Illinois Criminal Justice Authority. The grant budget allows for the purchase of resource materials that can be distributed to student attending the SANE trainings we facilitate.

The office is looking to purchase the Entry Level Adolescent and Adult Sexual Assessment book which will be distributed at several of the Basic SANE trainings we will be conducting during this grant cycle.

Office Services reached out to several vendors and received cost information from four (4): Barnes and Noble Booksellers, International Association of Forensic Nurses, STM Learning, Inc. and International Press Publications.

Office Services will execute a purchase order with Barnes and Noble Booksellers, the vendor that has submitted the lowest cost of \$5,280.00

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

FY 2015/2016 Mitratech Contract for Additional Team Connect Names user Licenses with

Maintenance

Rocco La Salvia, explained the Chief Technology Officer submitted a request to purchase additional “named” user licenses for our Team Connect case management system application. The IT staff is seeking to purchase a minimum of 50 named user licenses upon execution of a contract and will be seeking to purchase up to an additional 350 named user licenses during FY2016.

These additional licenses are necessary for IT to continue the bureau-by-bureau roll out process of TeamConnect which is replacing CLMS which is several years old and can no longer support the increased caseload the office is experiencing. TeamConnect will allow the office to expand the use of the docketing system and provide access to new users who are unable to access CLMS due to the current system limitations.

Rocco further explained, that Office Services posted a Sole Source Notice on the Illinois Procurement Bulletin. The Office did not receive any objections to the Notice. Office Services will execute a contract that shall commence upon execution and shall terminate on June 30, 2016. The contract value will not exceed \$816,500.00.

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

FY 2015/2016 Renewal - Maintenance Solar Winds Log and Event Manager Software

Rocco La Salvia, explained the Chief Technology Officer request that the office renew our maintenance for SolarWinds Log and Event Manager Software. This software provides an automated tool that simplifies the complex task of network security management as it relates to log data. This software is an automated log collection tool that will allow IT to analyze our entire network enabling them to quickly identify and remediate threats and protect our critical systems and data.

Office Services secured cost information from three vendors: SHI, Bluewave Micro, and Solar Winds. We will be securing a purchase order with SHI, the vendor that provided the lowest overall cost. The total cost is \$5,057.00.

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

FY 2015/2016 Renewal - Maintenance Security Center Continuous View Software

Rocco La Salvia, explained the Chief Technology Officer of Information Technology (IT) has requested that the office renew the maintenance for SecurityCenter Continuous View Edition by Tenable Network software. This software was purchased near the end of FY2014 to provide IT staff with tools uniquely capable of identifying and addressing any vulnerability, configuration and compliance management requirement issues that occur throughout our network as well as emerging technologies like mobile devices, cloud-based services and virtual systems. This software solution helps streamline security breach investigations and forensic analysis allowing IT to rapidly respond to any failing security processes

Office Services secured cost information from four vendors: SHI, CDW-G, Bluewave Micro, Inc. and Tenable Network Security. Office Services will secure a purchase order with SHI, the vendor that provided the lowest overall cost of \$5,670.40.

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

Purchasing Contract for Printer Toner Cartridges

Rocco LaSalvia, explained the Chief Technology Officer requested that the office secure a contract that will establish a source that will provide various toner cartridges for all of our network printers statewide.

Office Services prepared an IBF Posting and placed it on the Illinois Procurement Bulletin. The posting contained a breakdown of the various toner needs and included the anticipated annual consumption rate. Office Services requested that each responding vendor present cost information for two contract term options, a one year pricing schedule and a three year pricing schedule.

Office Services received four (4) responses and the vendors that met our posting requirements are: CVR Computer Supplies, AKA Comp Solutions, Inc, Laserlink International, Inc. and ABC Laserjet, Inc. d.b.a. ABC Laser USA.

Rocco further explains, after a review of the posting responses, the office will pursue a three-year contract with CVR Computer Supplies, the vendor that provided the lowest overall cost. The estimated cost, based on anticipated usage over a three year term is \$980,032.00.

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

FY 2016 Renewal - Laserfische RIO Enterprise Comprehensive Software Assurance/Maintenance

Rocco LaSalvia, explained the Chief Technology Officer requested that the office renew our annual software assurance/maintenance coverage for our various software licenses for Fiscal Year 2016. Office Services posted a notice on the Illinois Procurement Bulletin indicating our intent to procure maintenance from BusComm, our sole source vendor and approved Laserfische reseller and no protests were received.

Rocco further explained 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 secure a contract with BusComm Incorporated for a total cost of \$124,191.16.

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

FY 2016 Renewal - Agreement with Western Illinois University to Host / Maintain the OAG Website

Rocco LaSalvia, explained the Chief Technology Officer submitted a request to continue to utilize the intergovernmental agreement with Western Illinois University to host and maintain our OAG Website during Fiscal Year 2016.

Western Illinois University has been hosting the office website and providing support/maintenance for more than eleven (11) years. The total anticipated cost is: \$47,550.00.

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

FY 2016 Renewal - WebSense Web Security Gateway Anywhere Software License / Support

Rocco LaSalvia, explained, the Chief Technology Officer has submitted a request to renew of our annual software subscription for up to 999 Web Security Gateway Anywhere Seats and Premium Support WebSense Triton for up to 1000 Users. This software is used by our IT staff to monitor and run detailed reports on internet usage.

Office Services posted Information for Bid (IFB) on the Illinois Procurement Bulletin outlining the need for supplies and services. Office Services received only one response from National Tek Services, Inc.

Office Services will secure a contract with National Tek Services, Inc. at a total cost of \$42,923.95.

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

FY 2016 Kodak Scanner Maintenance

Rocco LaSalvia, explained, the Chief Technology Officer submitted a request to secure Kodak scanner maintenance for Fiscal Year 2016.

Office Services posted an IFB on the Illinois Procurement Bulletin requesting responses from vendors that are authorized resellers of Kodak scanning equipment for the purpose of providing maintenance on various Kodak scanners statewide. Office Services received only one response to the IFB posting from Harris, Mackessy & Brennan, Inc. D/B/A HMB, Inc.

Office Services will execute a contract with HMB Inc. for a total cost of \$134,384.79.

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

FY 2016 Purchase of XRY Complete Kit

Rocco LaSalvia, explained, the Chief of our High Tech Crimes Bureau submitted a request to

purchase a Micro Systemation AB XRY Complete Kit which consists of hardware and software.

XRY software application designed to run on the Windows operating system which allows our staff to perform a secure forensic extraction of data from a wide variety of mobile devices, such as smart-phones, satellite navigation units, modems, music players and tablets.

XRY is designed and developed to make that process easier, with support for thousands of different mobile device profiles and hundreds of smart-phone application versions

Rocco further explained, this hardware and software system will be used to conduct forensic examinations; this kit will be used to supplement our current CelleBrite U-FED devices allowing us to cover just about every device that our staff may encounter in the field.

Like the office CelleBrite products, the XRY Complete application is proprietary software that is solely written and produced by Micro Systemation AB, who wholly owns MSAB, Inc, the only company authorized to resell this product in the United States.

Office Services will secure a purchase order to secure the XRY Complete Kit from MSAB, Inc. at a total cost of \$8,010.00.

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

FY 2016 Renewal - AVN Maintenance Contract with Apriss, Inc.

Rocco LaSalvia, explained, the Division Chief of Crime Victims Services submitted a request to enter into a new three year maintenance contract with Apriss, Inc. The current contract will expire June 30, 2015.

Rocco further explained. the office requires the services of Apriss, Inc to maintain the Automated Victim Notification (AVN) System. This system notifies crime victims of changes in an offender's custodial status and changes in status of the criminal case. We have had several contracts with Apriss for maintenance services dating back to 2001. The AVN system is proprietary and Apriss, Inc. holds the license. The AVN system (referred to as VINE in other states) is considered to be the industry leader and primary source for victim notifications nationwide. The AVN maintenance contract will include the following support services: maintaining existing interfaces with many databases, located at various County Sheriffs', Circuit Clerks', IDOC and the Prisoner Review Board throughout the State. Additionally, this contract will include routine system enhancements and Apriss will maintain Call Center operations 24/7 throughout the term of this contract.

Office Services posted a Sole Source Notice on the Illinois Procurement Bulletin; no protests were received. Office Services will secure a three year contract with Apriss Inc. The overall contract obligation will be \$2,404,950.00 disbursed over fiscal years 2016, 2017 and 2018 as outlined on the enclosed purchase order.

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

comments were received by the Board members.

FY 2016 Renewal - Intergovernmental Agreement with PACER Service Center

Rocco LaSalvia, explained, Library Services requested that the office continue the Intergovernmental Agreement with PACER Service Center. PACER provides our office with monthly online access to electronic court records. Our 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 FY2016 is \$45,000.00

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

FY 2016 Purchase Minor Publisher

Rocco LaSalvia, explained, Library Services requested that the office establish an obligatory Purchase Order to allow the purchase of various minor publisher print materials, subscriptions and various bulletins throughout Fiscal Year 2016. 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: \$29,035.00.

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

FY 2016 Renewal - Law Bulletin Publishing Company Subscription(s)

Rocco LaSalvia, explained, Office Services received a request from Library Services to renew the various subscriptions the office has with the Law Bulletin Publishing Company for Fiscal Year 2016. The office subscribes to the following publications/services: Chicago Daily Law Bulletin newspaper, Law Journal Court Call Report, Standard Sullivan's Law Directory, Secretaries Law Directory, Chicago Lawyers Handbook, Bank/Witness/Index, Chicago Lawyer Magazine, and ACCESS Plus Court Docket data base; a service used by our Chicago General Law Bureau to perform current court docket searches in Cook County.

Office Services will be secure a purchase order with Law Bulletin Publishing Company to secure these products and services for Fiscal Year 2016 at a total approximate cost of \$9,403.30.

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

FY 2016 Daily Newspaper Subscriptions for the Chicago Office during

Rocco LaSalvia, explained, Office Services is seeking to secure various daily newspaper subscriptions that are distributed to key staff members throughout the Chicago Office that monitor current events and news trends that may have an impact on the daily activities of our office. Only one of the three newsstands located in the JRTC is willing to accept a purchase order

and direct bill us for the cost of each subscription outlined on the attached purchase order.

Office Services will secure a purchase order with the Lobby Newsstand in the amount of \$5,788.00.

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

FY 2016 Renewal - Off Site Raw Storage Space for Supplies and Equipment in Springfield

Rocco LaSalvia, explained, Office Services needs to maintain raw storage space to accommodate our bulk supply and equipment storage needs for Fiscal Year 2016. Office Services conducted research to determine if there were any other suitable facilities in the area that could accommodate our storage need. In the past the Office has received responses from vendors, some declining to submit a bid because they could not meet all of our requirements and another had submitted pricing but the office determined that the loading dock area could not accommodate the Office vehicles making it impractical in terms of accessibility.

Rocco further explained, the Office has not been unable to identify another suitable vendor in the area that can provide one contiguous climate controlled space, at the size we require, 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 \$9,600.00 for FY2016.

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

FY 2016 Renewal - Maintenance for Canon Image Runner Digital Color Copier

Rocco LaSalvia, explained, Office Services requires copier maintenance for our Canon Image Runner Digital Copier. Office Services prepared an Invitation for Bid (IFB) which was posted on the Illinois Procurement Bulletin back in February 2015. The IFB outlined our color copier maintenance needs. The Office did not receive a response to this specific color copier so Office Services reached out to Canon Solutions America, Inc. and secured cost information based on our anticipated usage.

Office Services will execute a purchase order with Canon Solutions America, Inc. for a total amount of \$8,500.00.

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

FY 2016 PPCMB meeting schedule

Rocco Lasalvia, asked if there were any comments or concerns regarding the FY2016 Procurement Policy and Compliance Monitoring Board meeting agenda. No comments were received by the Board Members.

Annual Schedule of Regular Meeting Dates for Fiscal Year 2016 SCHEDULE

July 22, 2015 at 2:00 p.m.

August, 26, 2015 at 2:00 p.m.
September 23, 2015 at 2:00 p.m.
October 28, 2015 at 2:00 p.m.
November 18, 2015 at 2:00 p.m.
December 16, 2015 at 2:00 p.m.
January 27, 2016 at 2:00 p.m.
February 24, 2016 at 2:00 p.m.
March 23, 2016 at 2:00 p.m.
April 27, 2016 at 2:00 p.m.
May 25, 2016 at 2:00 p.m.
June 1, 2016 at 2:00 p.m.
June 8, 2016 at 2:00 p.m.

FY2016 - Annual Maintenance for Xerox DocuTech 6100 Copier

Rocco LaSalvia, explained, Office Services requested the renewal of the maintenance program for our high-volume Xerox 6100 copier. Xerox is the only vendor who can properly maintain this copy machine, as they own the diagnostic software that assists the technicians in pinpointing the exact requirements for servicing the machine. They do not sell nor provide this software to any other service vendor, therefore, no other vendor would be able to properly maintain the equipment or perform the necessary operating system software updates that occur on a frequent basis.

Rocco further explained, as long as we continue to service this machine through Xerox, they will continue to offer a like-for-like replacement option if a catastrophic service event should occur. It should be noted that this request does include the replacement of our current Xerox DocuMate scanner which can no longer be supported, it has exceeded its life-cycle.

Office Service will secure a contract with Xerox to provide the aforementioned replacement scanner and maintenance services for FY2016 at a total cost of \$22,296.25.

Karla Schrieber, 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, Joe Small moved and Sam Dorger 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.