

OFFICE OF THE ILLINOIS ATTORNEY GENERAL

Procurement Policy Compliance and Monitoring Board

PPCMB Special Board Meeting Minutes

Wednesday, April 1, 2026

**** Began Recording****

Karla Schreiber, Chairperson, called the meeting to order at 10:15am (due to technical difficulty) and made a prefatory statement that the meeting was being conducted pursuant to the PPCMB's Remote Attendance Policy, as posted on the website of the Office of the Attorney General.

Roll Call

Board Members Springfield:

Lisa Kaigh – Absent

Pam Blackorby – Present via Webex in the Springfield Office

Board Members Chicago:

Karla Schreiber – Present via Webex

Matt Rogina- Absent

Maxwell Schmidt- Present via Webex in the Chicago Office

Non-Board Members Chicago:

Kathy Tedesco- Present via Webex in the Chicago Office

Eileen Pratt- Present via Webex in the Chicago Office

A quorum of the PPCMB was in attendance.

Review of special meeting minutes of March 27, 2026

Karla Schreiber asked the Board if there were any comments, questions or concerns regarding the draft minutes of the special meeting, held on March 27, 2026. No comments, questions or concerns were received from the Board. Karla Schreiber asked that the minutes of these meetings be approved as presented. Pam Blackorby so moved and Max Schmidt seconded the motion. A roll call vote of the Board members was taken, and “yes” votes were received from Karla Schreiber, Pam Blackorby and Max Schmidt. The motion to approve the minutes passed unanimously.

Old Business-

There was no old business to come before the Board.

New Business

Agenda item 1: FY26 Spirion Software Subscription and Services Renewal

Eileen Pratt, PO stated that the Chief Privacy Officer has submitted a request to renew the SPIRION software subscription and services. SPIRION is a critical data security solution that scans devices and network drives for Personally Identifiable Information (PII), including Social Security numbers, credit card numbers, and birth dates. The software helps identify, classify, and remediate sensitive data to ensure compliance with data protection policies and enhance the organization's data security posture.

Office Services secured a quote for SPIRION under the NASPO CLOUD Contract (AR2488 16NVP1) through SHI at a total cost of \$214,220.69. This will be a Fiscal Year 2026 purchase the term is June 1, 2026, through May 31, 2027.

Office Services will proceed with a purchase order to SHI in the amount of \$214,220.69 for the renewal of SPIRION software and services.

Karla Schreiber asked if there were any comments or questions regarding the documentation for this purchase.

No comments or questions were received from the Board.

Agenda item 2: FY26 Carahsoft-OKTA Software, Licenses and Services

Eileen Pratt, PO stated the renewal of OKTA licenses and associated services for the upcoming term, to be procured through Carahsoft, an authorized reseller.

OKTA is a leading provider of cloud-based identity and access management software. It is essential to secure authentication processes for both internal and external users across various applications, websites, web services, and devices. OKTA allows IT teams to build, test, and implement secure access controls, thereby enhancing the Office of the Attorney General's overall network security posture.

The renewal will be processed through Carahsoft under the NASPO ValuePoint Contract NVP-2018-CLOUD-0006 (Master Contract AR2472). The total cost for the renewal is \$513,292.54

Office Services will execute a purchase order with Carahsoft for the renewal of OKTA licenses and services in the amount of \$513,292.54 for the period June 1, 2026 – May 31, 2027.

Karla Schreiber asked if there were any comments or questions regarding the documentation for this purchase.

No comments or questions were received from the Board.

Agenda item 3: FY26 Level Access Software Solutions Renewal and Additional Manual Testing and Training

Eileen Pratt, PO stated that the Chief Information Technology Officer, is requesting the renewal and expansion of the Level Access software solution. This platform is essential for maintaining our agency's ADA compliance and digital security across all network assets, ensuring our digital presence meets WCAG and ADA standards through accessibility audits, automated scanners, and customized user tools.

Software Renewal & Expert Support

The core renewal provides a comprehensive safety net for our digital accessibility. This includes automated monitoring to scan and remediate barriers on our websites; alongside specialized tools integrated directly into Microsoft Office so staff can efficiently create accessible documents and PDFs. To support these tools, the package includes expert consultations, giving our team direct access to industry leaders for technical guidance.

New Purchase: Manual Testing & Validation

In addition to the core software, we are purchasing Iterative Manual Testing to address complex barriers that automated scans often miss. By having specialists manually test critical digital areas in 10-page increments, we ensure that high-traffic forms and essential tools are truly functional for all users. This addition is vital because it includes validation testing to confirm that our remediations are successful, significantly reducing our legal and operational risk.

Staff Training & Implementation

To ensure these tools are utilized effectively, we are purchasing live training sessions tailored to our specific technical roles. These sessions range from introductory accessibility standards to advanced, role-specific technical training, with recordings available for ongoing staff development.

Office Services reached out to Carahsoft, who provided quotes for the items above via the NASPO master contract AR2472 (18CPOGS006). The overall cost for the renewal, manual testing, and training will not exceed \$148,405.86. The term for this purchase and maintenance will be May 1, 2026, through April 30, 2027.

Karla Schreiber asked if there were any comments or questions regarding the documentation for this purchase.

No comments or questions were received from the Board.

Agenda item 4: FY26 US Postage Funds

Eileen Pratt, PO stated that Office Services is requesting FY2026 funding for the Pitney Bowes Reserve Account serving the Chicago, Springfield, and regional offices. Throughout the fiscal

year, Office Services initiates these requests to maintain a sufficient balance in our postage meters and ensure uninterrupted mailing operations across all locations.

To streamline this process, Office Services will process a single purchase order with Pitney Bowes in the amount of \$230,000.00. This consolidated funding will secure postage for the master Reserve Account, which supports the following locations: Chicago Office, Springfield Office, All Regional Offices.

The total anticipated funding requirement for these three locations is \$230,000.00. These funds will be utilized periodically to accommodate anticipated postage needs for the upcoming fiscal year.

Karla Schreiber asked if there were any comments or questions regarding the documentation for this purchase.

No comments or questions were received from the Board.

Public Comments

Karla Schreiber asked if any members of the public were present at the telephonic meeting and wished to make a public comment. No public comments were received.

Karla Schreiber called for a motion to adjourn the meeting. Pam Blackorby so moved and Max Schmidt seconded the motion. A roll call vote of the Board members was taken, and “yes” votes were received from Karla Schreiber, Pam Blackorby and Max Schmidt. The motion to adjourn passed unanimously.

The meeting adjourned at 10:24 a.m.

*Recording ended**