

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
Wednesday, June 20, 2018

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, June 20, 2018** 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 2:00 p.m.

ROLL CALL

Board members present 4):

Springfield: Pam Blackorby, present
Tad Huskey, present

Chicago: Karla Schreiber, present
Sam Dorger, present

Other staff: Rocco LaSalvia, State Purchasing Officer
Eileen Baumstark-Pratt, Board Secretary

Approval of minutes from the meeting held on June 13, 2018

Karla Schreiber, Chairperson asked the Board to review and approve the **Wednesday, June 13, 2018**, Procurement Policy Compliance and Monitoring Board (PPCMB) meeting minutes. Sam Dorger moved and Pam Blackorby seconded the motion and by unanimous vote, the minutes from the meeting held **Wednesday, June 13, 2018** were approved.

The motion carried on the following voice vote:

Yeas: Karla Schreiber, Sam Dorger, Pam Blackorby and Tad Huskey

Old Business

AGO - Dell Master Contract

Rocco LaSalvia, SPO explained that during the May 23, 2018 Procurement Policy and Compliance Monitoring Board (PPCMB) the board reviewed the request to enter into a contract with Dell to allow for post-warranty maintenance for various servers and SAN hardware / peripherals that are outlined in the Board packet. The Office had entered into contract after it became apparent that CMS would not be establishing a new master contract to allow for the same. After the contract was executed both parties discovered that not all the hardware was captured. This prompted a physical inventory and reconciliation. We determined that eighteen (18) servers were omitted by Dell. We subsequently amended the contract to capture the additional hardware items and increase the cost for providing post-warranty service through the term of our contract.

Karla Schreiber, Chairperson asked if there was any old business to report.
No comments were received

New Business

Fiscal Year 2019 General Office Supplies

Rocco LaSalvia, SPO explained, Office Services secured funding for the purchase of general office supplies statewide. Office Services prepared an IFB Posting and placed it on the Illinois Procurement Bulletin in an effort to determine if there are other vendors that can provide cost information for core supplies. The posting included a spreadsheet detailing the core supply products the Office routinely stocks and the anticipated quantities needed for each item listed. Office Services requested that each responding vendor provide costs and/or discount rates for those items outside the core item supply spreadsheet; items such as filing units, desks, various chairs, etc. Office Services received three (3) responses to our IFB from Atlas Stationers, Garvey's Office Supplies and Logsdon Office Supply, a CMS Master Contract vendor. A review was conducted and identified which vendor source is less expensive for each respective item posted.

Based on the review Office Services will secure a contract in the amount of \$145,052.44 with Atlas Stationers, and a contract in the amount of \$38,744.49 with Garvey's Office Supplies and a Purchase Order in the amount of \$36,314.51 with Logsdon Office Supplies, the CMS Master contracted vendor.

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

Fiscal Year 2019 Copy Paper Purchase

Rocco LaSalvia, SPO explained, Office Services will purchase copy paper throughout Fiscal Year 2019. CMS has posted a notice of award that will establish a new master contract with Midland Paper. Office Services anticipates purchasing up to fifty (50) skids of paper from July 1, 2018 through June 30, 2019.

Office Services will execute a purchase order that will allow the Office to purchase the paper supply through Midland Paper, the CMS awarded vendor. The anticipated expenditure amount during this term, based on contract pricing, is \$70,375.00.

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

Fiscal Year 2019 Copier Maintenance

Rocco LaSalvia, SPO explained, Office Services will secure maintenance services for seventeen (17) various digital copier models; thirteen (13) copiers are located in the Chicago Office, and four (4) copiers, are located in the Regional Offices. Office Services prepared and published an IFB on the Illinois Procurement Bulletin, seeking cost information to provide maintenance services for all copiers that were eligible to be maintained by any qualified vendor source. Office Services received four responses to the IFB from Dynamic Advantage, Inc., Xerox, CDS and COTG, although, CDS did not submit pricing information for these particular copiers.

Office Services will enter into contract with Xerox, Inc. to service the copiers during FY2019 in the amount of \$51,952.10.

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

Fiscal Year 2019 Janitorial Services Renewal for our Metro East Regional Office

Rocco LaSalvia, SPO explained, Office Services will enter into an agreement with SAVE, Inc. to provide janitorial services for the Metro East Regional Office during Fiscal Year 2019. SAVE, Inc. is listed as a CMS approved vendor under the State Use Program. Office Services will execute a purchase request with Save, Inc. to secure janitorial services each week at a total cost of \$6,760.00

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

Fiscal Year 2018 Mitrtech Contract for Additional TeamConnect Names user Licenses with Maintenance

Rocco LaSalvia, SPO explained, The Chief Technology Officer submitted a request to purchase additional “named” user licenses for Team Connect case management system application. The IT staff is seeking to purchase 50 named user licenses that will include maintenance and support for 12 months. These licenses are necessary to accommodate the needs of various bureaus that require additional access to TeamConnect.

Office Services posted a Sole Source Notice on the Illinois Procurement Bulletin. Office Services did not receive any objections to the Notice. Office Services will execute a contract with Mitrtech in the amount of \$152,500.00.

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

Fiscal Year 2019 License and Maintenance Renewal for CaseMap / DOC Manager / TimeMap Software

Rocco LaSalvia, SPO explained, The Chief Technology Officer submitted a request to renew the licenses and maintenance for the CaseMap / DOC Manager / TimeMap software for fiscal Year 2019. These licenses allow staff members to access litigation tools to assemble and search many documents from multiple sources and formats. These software tools will allow staff to create premier images of transcripts and exhibits for courtroom presentations

Office Services secured cost information from Lexis Nexis, the only source available to provide these services at a total cost of \$6,974.00

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

Fiscal Year 2019 Annual Service Renewal for OAG GPS Units

Rocco LaSalvia, SPO explained, Office Services requested to renew the annual service for the GPS tracking units installed in the vehicles allowing the office to track the whereabouts of vehicles if they should encounter problems or become disabled. The GPS devices are manufactured by RedTail Telematics and this proprietary hardware can only operate on the RedTail service network.

Office Services will secure a purchase order to secure these services for Fiscal Year 2019. The total cost for this annual service is \$6,362.75.

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

Sleeping Rooms Purchase for the 2018 National ICAC Conference

Rocco LaSalvia, SPO explained, the ICAC Commander submitted a request to secure sleeping rooms for staff and members of the Illinois Internet Crimes Against Children Task Force so they may attend the 2018 National Conference that will be held in Dallas Texas August 13-16, 2018. A total of 32 sleeping rooms are required to accommodate staff and non-employees, 8 rooms for each of the following dates, August 12, August 13, August 14, and August 15, 2018.

The Policy and Special Events staff contacted six hotels near the conference that is being held at the Sheraton Hotel. Four of the properties that were available all agreed to provide rooms at the government rate of \$142 per night. The Sheraton Hotel, the property that is hosting the conference, is among those that will honor the \$142 nightly rate.

Rocco further explained that attendees will pay for their room directly and the office will reimburse each attendee for their travel expenses. Travel Request Forms will be completed after they return from the conference.

The total anticipated reimbursement expense will be \$5,237.44.

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

Fiscal Year 2019 Automotive Physical Damage Coverage

Rocco LaSalvia, SPO explained, Office Services will renew the automobile physical damage coverage policy for designated OAG fleet vehicles. Previously, the office attempted to secure cost information through CMS - Risk Management, under the state contract with the designated broker Mesirow Financial, a broker who secures pricing from various insurance carriers. Those costs ranged from \$24,000 to \$42,000.00, well in excess of the premiums paid previously. Last year, the office used Arthur J. Gallagher & Co. (AJG) who was the previous master contracted vendor and they helped to secure Westfield a carrier that previously covered the vehicles. The cost information Westfield provided was more in line with what the Office had paid in previous years.

This year, Office Service used AJG to secure Great Lakes Insurance as the carrier. Office Services will secure a purchase order with Arthur J. Gallagher & Co. to cover the vehicles through Great Lakes Insurance in the amount of \$7,899.00.

The coverage term is July 1, 2018 through June 30, 2019 at a total cost of \$7,899.00.

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

The motion carried by the following voice vote.

Yeas: Karla Schreiber, Sam Dorger, Pam Blackorby and Tad Huskey

The meeting adjourned at 2:23 p.m.