

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
February 24 2016

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, February 24, 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 2:01 p.m.

ROLL CALL

Board members present (5):

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

Chicago: Karla Schreiber, present
 Sam Dorger, present

Other staff: Melissa Mahoney, Chief Procurement Officer
 Eileen Baumstark-Pratt, Board Secretary
 Emily Vivian, Land Acquisition
 Iris Delgado, Purchasing Supervisor

Approval of minutes from the meeting held on January 27, 2016

Karla Schreiber, Chairperson asked the Board to review and approve minutes from the Wednesday, January 27, 2016 Procurement Policy Compliance and Monitoring Board (PPCMB) meeting. Joe Small moved and Sam Dorger seconded the motion and by unanimous vote, the minutes of the previous meeting were approved as corrected from the meeting held on Wednesday, January 27, 2016.

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

Purchase of Crime Victims Claimant File Jackets

Melissa Mahoney, Chief Procurement Officer explained the Crime Victims Compensation Bureau has requested that the office purchase a supply of claimant file jackets. The bureau receives approximately 300-600 applications per month. The applications, along with all supporting documentation, including medical records, are maintained in these jackets.

Melissa Mahoney further explained Office Services gathered cost information from various vendors and recommends that the office purchase the file jackets through Garvey's Office Products, the vendor that submitted the lowest overall cost information. The total cost to fulfill this purchase is \$6,625.00.

Office Service will execute a purchase order not to exceed \$65,000.00.

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

Digital Storage Media Purchase

Melissa Mahoney, Chief Procurement Officer explained the High Tech Crimes Bureau submitted a request to purchase twenty-four (24) hard drives, one hundred and twenty-four (124) flash media drives for ongoing needs to store forensic evidence for Internet Crimes Against Children (ICAC) cases.

Melissa Mahoney further explained that due to the ever increasing hard drive storage capacities, the forensic examiners require hard and flash drives that can accommodate their needs when retrieving evidence and for the examination process of the media files they encounter in the field.

The drives requested have proven to be among the most reliable the CERTS have used and they meet the performance specifications of our forensic workstations. The drives will be used to transfer large amounts of evidence gathered during forensic examinations and the flash drives will be used to distribute the digital forensic reports to local and county law enforcement agencies, including state's attorneys' throughout the state.

Office Services gathered cost information from various vendors and recommends the office purchases the requested items from SHI, the vendor that submitted the lowest overall cost information. The total cost to fulfill this purchase is \$8,488.00.

Office Services will execute a purchase order in the amount of \$360.00 to secure additional user access for the Carbondale Office.

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 Dave Boots 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 2:05 p.m.