

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

Friday, May 10, 2019

The Procurement Policy and Compliance Monitoring Board met in public session On **Friday, May 10, 2019** 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 10:03 a.m.

ROLL CALL

Board members present (5):

Springfield: Pam Blackorby, present
Tad Huskey, present
Lisa Kaigh, 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 meetings held on Wednesday, March 27 & April 24, 2019

Karla Schreiber, Chairperson asked the Board to review and approve the **Wednesday, March 27 & April 24, 2019**. 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, March 27 & April 24, 2019** were approved.

The motion carried on the following voice vote:

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

Old Business

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

New Business

Sleeping Rooms - Training for Prosecutors on Sexual Assault-Metro East

Rocco LaSalvia, State Purchasing Officer explained, the Law Enforcement Training Project Coordinator for the office requested that we secure sleeping rooms in the Metro-East area to accommodate staff, speakers and attendees of the training for prosecutors on sexual assault July 10 - 11, 2019. This training is funded through a federal grant.

The conference and training staff reached out to six (6) hotels for pricing and availability. Only two, the Hilton Garden Inn St. Louis/Shiloh/O'Fallon and the Four Point Sheraton indicated that they would have enough rooms to accommodate 40 sleeping room we require for July 9 and July 10, 2019. They also would be able to provide a meeting room and A/V equipment for the training dates. Effective July 1, 2019, the state rate for sleeping room in Madison and St. Clair Counties will increase to \$85, plus tax.

Based on the limited response and availability, Office Services secure a contract with the Hilton Garden Inn St. Louis/Shiloh/O'Fallon. Rocco further explained that only the Hilton was able to provide us with the necessary paperwork to register that property with the Comptroller's Office. The total cost will be \$14,880.00.

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

FY20 Agreement with Western Illinois University to Host / Maintain the OAG and CPD Websites

Rocco LaSalvia, State Purchasing Officer 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 and CPD Websites during Fiscal Year 2020.

Western Illinois University has been hosting our website and providing support/maintenance for more than fourteen (14) years. The total anticipated cost is \$41,880.00.

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

FY20 WebSense Web Security Gateway Anywhere Software License / Support Renewal

Rocco LaSalvia, State Purchasing Officer explained, the Chief Technology Officer submitted a request to renew the 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 the IT staff to monitor and run detailed reports on internet usage.

Office Services secured cost information from five (5), they are: Softchoice Corporation, Insight Public Sector, Zones, TekService Inc., and Blue Wave Micro.

Tad Huskey inquired as to why the renewal of the software subscription is set for up to 999 when the employee count is 740. Rocco LaSalvia explained that the 999 is what the manufacturer sets as their tier structure.

Office Services will secure a contract with Softchoice Corporation, the vendor that provided the lowest price quote of \$47,596.00.

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

FY20 Annual Maintenance Renewal Life Safety Equipment

Rocco LaSalvia, State Purchasing Officer explained, Office Services requested that the office renew the maintenance program for the life safety equipment located at 500 S. Second Street. The equipment is manufactured and maintained by Simplex Grinnell and the maintenance program includes monitoring, repair, replacement parts for our fire panel, and during this term, testing all smoke detector devices throughout the facility.

The SimplexGrinnell 4020 Fire Alarm panel is a programmable software-based system that is proprietary, which prohibits any other third party from providing any maintenance, service and/or repairs. All replacement parts are exclusively provided by SimplexGrinnell. In addition, any tampering by a third-party vendor will void the Underwriter Laboratories product safety designation/certification.

Office Services will execute a contract to renew the maintenance and to conduct required fire alarm sensitivity testing for FY2020 at a total cost of \$10,109.00.

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

FY 20 Records Storage/Services – Springfield

Rocco LaSalvia, State Purchasing Officer explained, Office Services requested that the office secure a one-year contract with Capitol Filekeepers, LLC, the current vendor to continue to provide records/file storage and services during Fiscal Year 2020.

Office Services looked other local vendor options to store the file boxes and determined that Capitol Filekeepers is the only economically feasible source that could provide the full array of services we require in Springfield. Capitol Filekeepers will provide storage, pick-up, delivery, refiling, and transportation services at a flat monthly rate of \$2,050.00.

Office Services will secure a contract at a total cost of \$24,600.00.

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

FY20 Increase Funding for our Intergovernmental Agreement with PACER Service

Rocco LaSalvia, State Purchasing Officer explained, Library Services requested that the office increase the FY2019 funding for the Intergovernmental Agreement with PACER Service Center. PACER provides the office with monthly online access to electronic court records. The 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. The original purchase order issued for FY2019 was for \$85,200.00. Those funds were nearly exhausted through the third quarter billing cycle. Tad Huskey commented that the reason for the increase is due to the higher volume of courts moving to electronic filing.

Office Services will process a supplemental purchase order for \$20,000.00 under this intergovernmental agreement to meet the demands for the remainder of FY2019.

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

FY20 AVN Offender Watch Software Maintenance/Support

Rocco LaSalvia, State Purchasing Officer explained, the Division of Crime Victims Services submitted a request to secure maintenance / support services for Offender Watch software, through Watch Systems, LLC, the sole source provider of these services for FY2020.

In 2009 the office received a grant from the Department of Justice (DOJ) to enhance the Automated Victims Notification (AVN) system by developing a mechanism to notify victims when sex offenders change residence. At that time, the office authorized Apriss, the sole source provider of the AVN system, to take steps to expand their notification features. Apriss partnered with Watch Systems, LLC to integrate and customize their Offender Watch software. The original DOJ grant covered the cost for maintenance / support until 2012; then the Sheriff's Association stepped in to cover maintenance costs. Unfortunately, the Sheriff's Association was unable to continue covering maintenance costs beyond October 31, 2016. That is when the office entered into contract with Watch Systems, LLC to cover ongoing maintenance needs.

Office Services posted a sole source notice on the Illinois Procurement Bulletin outlining the intent to enter into contract with Watch Systems, LLC, the posting period concluded and no protests were received. Office Services we execute a contract with Watch Systems, LLC. The amount payable under this contract term is \$315,000.00.

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

FY20 Renewal of TeamConnect Software Maintenance

Rocco LaSalvia, State Purchasing Officer explained, the Chief Technology Officer submitted a request to renew our TeamConnect software maintenance for FY2020.

TeamConnect software provides the office with a unified case management platform that is customized to reflect the various workflows throughout the office. The attorneys and support staff use this platform to docket, store and track a variety of documents related to our cases.

TeamConnect software and support is proprietary, only Mitratech can provide the products and services required for our case management system. As a result, Office Services posted a Sole Source Notice on the Illinois Procurement Bulletin, the posting period concluded without protest.

Office Services will execute a contract with Mitratech to renew our software maintenance for FY2020. The total cost is \$377,955.92.

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

FY20 Maintenance for Digital Color Copiers

Rocco LaSalvia, State Purchasing Officer explained, Office Services requires copier maintenance on five (5) digital color copiers statewide. Office Services solicited bids from CDS, Xerox and Bebon, Office Services will execute a contract with CDS Office Technologies, the vendor the provided to lowest rates. The anticipated contract amount is \$15,446.81.

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

FY20 Cellebrite UFED Equipment Software License / Support Renewal

Rocco LaSalvia, State Purchasing Officer explained, the High Tech Crimes Bureau submitted a request to renew software license /support on four (4) Universal Forensic Extraction Touch 2 Devices (UFED's). These devices are used to conduct forensic examinations and data extractions on various mobile devices such as cell phones, tablets, GPS units, etc.

In the past, CelleBrite USA, the developer, was the only source for UFED devices and the associated support services. Just prior to FY2017, the office discovered that Cellebrite had established additional sources / authorized resellers that can provide license renewal and software support.

Office Services reached out to three (3) vendors: Forensic Store, Carahsoft Technology Corporation, and SHI. Office Services will execute a contract with Forensic Store, the vendor that provided the lowest price of \$14,504.00.

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

FY20 AirWatch Blue Management Software Licenses Annual Maintenance Renewal

Rocco LaSalvia, State Purchasing Officer explained, the Chief Technology Officer of Information Technology (IT) requested that the office renew the annual maintenance for 300 AirWatch Workspace One Advanced – On –Premise Licenses and 300 AirWatch Content Locker Subscription Licenses.

This mobile device management software enables IT to address challenges associated with mobility by providing a simplified, efficient way to view and manage and support all mobile devices from the central administrative console.

Office Services secured cost information from four (4) vendors: Zones, Softchoice Corporation, DELL /EMC and Netrix. Office Services will execute a contract with Zones, the vendor that provided the lowest cost at \$27,264.00.

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, Pam Blackorby, Tad Huskey, Lisa Kaigh and Sam Dorger

The meeting adjourned at 10:17 a.m.