

**OFFICE OF THE ATTORNEY GENERAL  
Procurement Policy Compliance and Monitoring Board**

**SPECIAL MEETING MINUTES**

**Tuesday, May 12, 2020**

The Procurement Policy and Compliance Monitoring Board met in a special session On **Tuesday, May 12, 2020 via conference call**

Karla Schreiber, Chairperson called the meeting to order at 10:02 a.m.

**ROLL CALL**

**Board members present (3):**

Springfield: Pam Blackorby, present  
Tad Huskey, present  
Lisa Kaigh, absent

Chicago: Karla Schreiber, present  
Jessica O’Leary, present

Other staff: Eileen Baumstark-Pratt, SPO  
Kathy Leiser

---

**Old Business**

There was no Old Business

**New Business**

**Tech Support SQL Tool Kit**

Eileen Baumstark-Pratt, SPO, stated the Chief Technology Officer submitted a request to secure technical support for our SQLTool Kit. This support allows for staff to seek assistance with the software and allows for upgrades that are available throughout the year.

Office Services contacted three (3) vendors, Componet Source, Connection Public Sector Solutions and SHI to secure cost information.

A purchase order with Componet Source will be secured for FY2021 in the amount of \$5,810.39.

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

### **Air Watch Renewal**

Eileen Baumstark-Pratt, SPO, stated that the Chief Technology Officer asked for the renew of the maintenance subscription for our VMware and AirWatch subscriptions that include 300 VMware Workspace One Advance On Premise Licenses and 300 AirWatch Secure Content Locker 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.

The annual subscriptions are available under a CMS Master Contract#DIT8050190 awarded to Zones. A purchase order is being executed with Zones in the amount of \$27,246.00.

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

### **VM Enterprise Software**

Eileen Baumstark-Pratt, SPO, stated the Chief Technology Officer has submitted a request to renew the software support for our Virtual Machine (VM) Enterprise Software products for fiscal year 2021.

This software provides the flexibility our IT staff requires to efficiently manage our hardware assets. This software allows staff to create virtual servers to supplement storage space within our network, avoiding the expense of purchasing additional hardware.

This service is available through a CMS Master Contract #DIT8050190, awarded to ZONES, Inc. A purchase order to secure this software support through ZONES is being executed in the amount of \$7,960.27.

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

### **Concordance Enterprise Software**

Eileen Baumstark-Pratt, SPO, stated the Chief Technology Officer has request that our Concordance Enterprise Software Assurance/Maintenance coverage for Fiscal Year 2021 be renewed.

Concordance software eases the complexity of managing discovery and allows our staff to search, review, organize, produce and share litigation documents, scanned paper, email and other e-discovery generated during litigation case discovery

Carahsoft Technology Corporation is the exclusive state and local government distributor of Concordance to the IL OAG. A contract with Carahsoft, is being executed in the amount of \$21,140.69.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

### **Kodak Scanner Maintenance**

Eileen Baumstark-Pratt, SPO, stated that the Chief Technology Officer submitted a request to secure Kodak scanner maintenance for Fiscal Year 2021.

Office Services posted an IFB on the Illinois Procurement Bulletin requesting responses from vendors that are authorized resellers of Kodak scanning equipment and could provide maintenance services. We received three (3) vendor responses from HMB, Tallgrass Ltd. and Datamation.

The lowest qualified cost came from HMB Inc. A contract is being executed in the amount of \$132,667.46 with HMB Inc.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

### **Toner Cartridges**

Eileen Baumstark-Pratt, SPO, stated that the Chief Technology Officer asked for a contract to be secured 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. We requested that each responding vendor present cost information for a one year pricing schedule.

We received three (3) responses and the vendors that met our posting requirements are: The Office Pal, The Tree House, Inc., and Tallgrass Systems, Ltd.

After a review of the posting responses, a contract with The Office Pal, the vendor that provided the lowest overall cost will be executed. The estimated cost, based on the maximum term of one year is \$135,871.11.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

### **Go To Assist**

Eileen Baumstark-Pratt, SPO, stated the Chief Technology Officer submitted a request to renew annual maintenance for GoToAssist for four (4) license seats and two (2) corporate license seats and maintenance for administrators. This will allow IT staff to assist employees of the agency remotely. This is a Web based service that will help IT provide assistance to employees checking out laptops while on the network environment.

The maintenance period is from July 1, 2020 through June 30, 2021. A purchase order will be secured for maintenance and licenses through LogMein, for a cost of \$7,200.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

### **Solar Winds**

Eileen Baumstark-Pratt, SPO, stated the Chief Technology Officer requested renewal of our annual support/maintenance for our Solar Winds Log & Event Manager software.

This software is a comprehensive security information and event management package that combines log management, correlation, reporting, file integrity monitoring, user activity monitoring, USB detection and prevention, threat intelligence, and active response in a virtual appliance that is easy to deploy. It allows our IT staff members to collect, consolidate, and analyzes logs and events from firewalls, devices and applications, switches, routers, servers, operating system logs, and includes:

- Real-time correlation to identify attacks
- Detect breaches with threat intelligence
- Supports root cause analysis with built-in intelligence that applies to networks, applications, and security management
- Blocks and quarantines malicious and suspicious activity, including inappropriate USB usage.
- Delivers deeper intelligence and broader compliance support through embedded File Integrity Monitoring (FIM)
- Produces out-of-the-box compliance reports

Solar Winds software collects and catalogs log and event data in real-time from anywhere data is generated within our IT infrastructure. It delivers true real-time log and event correlation, enabling IT staff to immediately troubleshoot and investigate security breaches and other critical issues

Office Services solicited cost information from three vendors Connections Public Sector Solutions, Insights, and SHI. A purchase order with Connection Public Sector Solutions, will be executed in the amount of \$5,652.12.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

### **AVN Offender**

Eileen Baumstark-Pratt, SPO, stated 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 FY2021.

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, we 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, and our office entered into a contract with Watch Systems, LLC to cover ongoing maintenance needs.

Office Services posted a sole source notice on the Illinois Procurement Bulletin outlining our intent to enter into contract with Watch Systems, LLC; the posting period concluded and no protests were received. A contract with Watch Systems, LLC, is being pursued under this contract term for \$322,875.00. We will use the Attorney General's Sex Offender Awareness Training and Education Fund during this term.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

### **Minor Publisher**

Eileen Baumstark-Pratt, SPO, stated Library Services requested that we establish an obligatory Purchase Order to allow the purchase of various minor publisher print materials, subscriptions and various bulletins throughout Fiscal Year 2021, The 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.

An obligatory Purchase Order for \$22,300.00 is recommended.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

### **Press Office Daily Newspapers**

Eileen Baumstark-Pratt, SPO, stated Library Services requests a renewal of both online and print versions of various daily newspaper subscriptions that will be distributed to key staff members throughout the Office.

There are approximately twelve (12) subscriptions staff will utilize on a regular basis.

A purchase order is being executed with each vendor for anticipated total of \$5,220.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

### **Pacer**

Eileen Baumstark-Pratt, SPO, stated Library Services has requested that we continue our Intergovernmental Agreement with PACER Service Center for FY2021. 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. A contract in the amount of \$144,000.00 is being executed.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

### **NCLC**

Eileen Baumstark-Pratt, SPO, stated a purchase request from Library Services was received to renew our subscription an online and publication subscription from the National Consumer Law Center. This subscription includes several publications under the title of “The Consumer Credit and Sales Legal Practice Series.” There are approximately twenty (20) treatises in this series that our Consumer Fraud staff use on a regular basis.

A contract in the amount of \$6,456.00 will be executed for this purchase.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

### **GPS, Tracking System**

Eileen Baumstark-Pratt, SPO, stated Office Services is requesting to renew their annual service for our GPS tracking units. These unites are installed on our vehicles so we can utilize maintenance alerts and be able to accurately track the whereabouts of our vehicles if we encounter any problems or if the vehicle should become disabled.

The GPS devices are manufactured by RedTail Telematics and this proprietary hardware can only operate on the RedTail service network. A purchse order is being executed in the amount of \$6,157.50.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

### **Copy Paper**

Eileen Baumstark-Pratt, SPO, stated Office Services Office Services will need to purchase 60 skids of copy paper containing twenty and sixty pound paper from July 1, 2020 through June 30, 2021.

We will be executing a two purchase orders in the amount of \$101,940.00 that will allow us to purchase our paper supply through Midland Paper, the CMS awarded vendor for both types of paper under two separate contracts (CMS416CMS-BOSS4-12269 and CMS19416CMS-BOSS4-

3270.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

### **Storage**

Eileen Baumstark-Pratt, SPO, Office Services needs to maintain raw storage space to accommodate our bulk supply and equipment storage needs for Fiscal Year 2021. Research was conducted to determine if there were any other suitable facilities in the area that could accommodate our storage need.

We encountered issues regarding facility availability and have been unable to identify another suitable vendor in the area that can provide one contiguous, climate controlled space, with the square footage we require, and ground level access.

A purchase order is being executed to retain Capital Storage, LLC. As our storage vendor in the amount of \$9,960.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

### **FY 2021 PPCMB Meeting Dates:**

Eileen Baumstark-Pratt, SPO read into the record, the upcoming regular meeting dates for FY2021, which are: July 22, 2020, August 26, 2020, September 23, 2020, October 28, 2020, November 18, 2020, December 23, 2020, January 27, 2021, February 24, 2021, March 24, 2021, April 28, 2021, May 26, 2021, June 2, 2021 and June 9, 2021.

Karla Schreiber, Chairperson asked if there were any comments pertaining to these meeting dates.

No comments were received.

### **Public Comments**

There were no Public Comments at this meeting.

### **Adjournment:**

There being no further business to come before the PPCMB Board, Pam Blackerby moved and Tad Huskey seconded that the meeting adjourn.

The motion carried by the following voice vote.

**Yeas:** Lisa, Jessica and Karla Schreiber

The meeting adjourned at 10:22 am