

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board

MEETING MINUTES
June 11, 2014

The Procurement Policy and Compliance Monitoring Board met in public session on **Wednesday, June 11, 2014** 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 2:02 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
 Jay Wagner, Chief Internal Auditor

Approval of minutes from the meeting held on June 4, 2014

The Chair asked the Board to review and approve minutes from the Wednesday, June 4, 2014 Procurement Policy Compliance and Monitoring Board (PPCMB) meeting. Dave Boots moved and Sam Dorger seconded the motion and by unanimous vote, the minutes from the meeting held on Wednesday, June 4, 2014 were approved.

The motion carried on the following voice vote:

Yeas: Dave Boots, Joe Small, Pam Blackorby, Sam Dorger and Karla Schreiber

Old Business

Renewal of Concordance Enterprise Software Assurance/Maintenance

Iris Delgado, Purchasing Supervisor notified the PPCMB that the Renewal of the Concordance Enterprise Software Assurance/Maintenance presented at the May 28, 2014 meeting has been suspended.

She explained that the number of licenses needed to be decreased and they are evaluating the purchase and would come before the PPCMB at later date.

Symantec Control Bindview Software License Renewal for Fiscal Year 2015

The Chief Technology Officer submitted a request to renew the Symantec Control Bindview license/maintenance agreement for Fiscal Year 2015.

Melissa Mahoney, Chief Procurement Officer, explained the office currently has 900 Standards Manager Directory User Licenses, 900 Standards Manager Exchange User Licenses and 30 Standard Manager Server Licenses. This software suite is designed to provide a set of tools to help ensure that office policies are adhered to. These tools allow IT staff and Internal Audit to run comprehensive reports regarding computer usage.

Melissa explained last year the renewal was available through CMS Master Contract # CMS1504200, which is expiring June 30, 2014. Office Services has been monitoring the CMS renewal process and CMS cannot confirm that they will have a new contract in place prior to the end of this fiscal year. Office Services contacted three (3) vendors: Carahsoft, En Pointe Technologies and Insight Public Sector; only two responded with cost information.

Office Services will secure a contract with En Pointe Technologies, the vendor that provided the lowest cost. The total contract cost is \$14,254.20

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

Annual Business Objects and Crystal Reports Software Maintenance Renewal for FY2015

The Chief Technology Officer submitted a request to renew our Business Objects and Crystal Reports Software maintenance for Fiscal Year 2015.

Melissa Mahoney, Chief Procurement Officer, explained this software is used by Information Technology staff to develop applications and reports for various uses throughout the office. Last year the renewal was available through CMS Master Contract # CMS0460040A, which is set to expire June 30, 2014. Melissa explained CMS cannot confirm that they will have a new contract in place prior to the end of this fiscal year.

She further explained Office Services contacted several vendors that can resell the software maintenance. Some of the vendors did not respond and those that did declined to provide cost information because they could not compete with the cost information provided by SAP Public Services, the current CMS awarded vendor and the manufacturer of the software.

Office Services will secure a contract with SAP Public Services. The cost of the FY2015 renewal is \$21,366.78, the same amount paid under the CMS contract during FY2014.

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

Dell Server and Power Vault Hardware Support for Fiscal Year 2015

The Chief Technology Officer submitted a request to renew the hardware support agreements on several Dell Servers and Power Vaults which house all OAG software applications.

Melissa Mahoney, Chief Procurement Officer, explained the office routinely secures support for these devices to ensure minimal disruption to daily operations. If any part of this infrastructure fails, Dell would quickly respond and provide support or replacement parts as needed 24 hours a day, 365 days a year. Melissa further explained the office has procured annual maintenance coverage under the CMS Master Contract #2583920 which is set to expire October 4, 2014. CMS is in the process of establishing a new master contract.

Office Services will execute a purchase order effective July 1, 2014 through October 4, 2014 in the amount of \$13,417.34. We will present an information packet to the PPCMB identifying our maintenance coverage costs for the remainder of FY2015 once CMS establishes a new master contract.

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

Technical Service Assistance for Information Technology (IT) Network Staff

The Chief Technology Officer submitted a request to enter into contract with Tech-Win, Inc., a vendor that will provide network infrastructure improvement services.

Melissa Mahoney, Chief Procurement Officer, explained Tech-Win, Inc has vast knowledge of our network infrastructure and has provided similar services on several prior occasions dating back to 2003, most recently they upgraded security features associated with our Estate Tax database, upgrades that were required by the IRS.

Melissa Mahoney provided information explaining that Tech-Win has been instrumental in designing and building the current network infrastructure so they are highly qualified to assist with our projects. IT requires assistance in configuring the security barriers to ensure foreign external sources do not infiltrate our network. She further explained Tech-Win will assist our IT staff with configuring port-access for our payroll system; enhancements to allow for easier access to consumer information; and additional enhancements to our Estate Tax database by the end of the calendar year. Office Service will secure a contract with Tech-Win, Inc. The total anticipated contract amount is \$15,000.00

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

Continuation of PACER Service Center Intergovernmental Agreement

Library Services requested that the office continue the Intergovernmental Agreement with PACER Service Center. PACER provides the office with monthly online access to electronic court records. Melissa Mahoney, Chief Procurement Officer explained 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.

Office Services will secure a purchase order under the intergovernmental agreement. The anticipated amount required for FY2015 is \$45,000.00

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

FY2015 US Postage Funds for Pitney Bowes Reserve Account - Chicago

Melissa Mahoney, Chief Procurement Officer, explained Office Services requires FY15 funding for our Chicago Pitney Bowes Postage Meter Reserve Account. Periodically, throughout each fiscal year, Office Services initiates requests to process vouchers to secure funds for our meter to accommodate anticipated postage needs.

Office Services will execute a purchase order with Pitney Bowes to secure US Postage for the Chicago Office. The total anticipated amount needed for the Chicago account is: \$100,000.00.

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

FY2015 US Postage Funds for Hasler Postage Account - Springfield

Melissa Mahoney, Chief Procurement Officer, explained Office Services requires FY15 funding for our Springfield Office Hasler Postage Meter Account. Periodically, throughout each fiscal year, Office Services initiates requests to process vouchers to secure funds for our meter account to accommodate anticipated postage needs.

Office Services will execute a Purchase Order with Hasler to secure US Postage for Fiscal Year 2015 for the Springfield Office. The total anticipated amount needed is: \$50,000.00.

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

FY2015 US Postage Funds for Regional Offices

Melissa Mahoney, Chief Procurement Officer, explained Office Services requires FY15 funding for our regional office(s) Pitney Bowes Meter Reserve Account #22249817. There are six (6) meters under this account located in the following offices: Montvale, Carbondale, Rockford, Champaign, Metro-East and Quincy. Periodically, throughout each fiscal year, Office Services initiates requests to process vouchers to secure funds for our meter account to accommodate anticipated postage needs.

Office Services will secure a purchase order to secure US Postage for our regional offices. The total anticipated amount needed is: \$17,550.00.

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

General Office Supplies

Melissa Mahoney, Chief Procurement Officer, explained Office Services is seeking funding for general office supplies statewide to be purchased from the CMS Master Contract #4017241 awarded to P D Morrison Enterprises Inc. (PDME) for Fiscal Year 2015.

Office Services will execute a purchase order with PDME. The anticipated amount required is \$40,000.00.

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

Daily Newspaper Subscriptions – Chicago Office

Melissa Mahoney, Chief Procurement Officer, explained Office Services is seeking to secure various daily newspaper subscriptions that are distributed to key staff members throughout the Chicago Office that monitor current events and news trends that may have an impact on the daily activities of our office.

Melissa further explained only one of the three newsstands located in the JRTC is willing to accept a purchase order and direct bill us for the cost of each subscription detailed on the attached purchase order.

Office Services will secure a purchase order with the Lobby Newsstand in the amount of \$5,120.00.

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

Public Comment:

The 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: Dave Boots, Joe Small, Pam Blackorby, Sam Dorger and Karla Schreiber

The meeting adjourned at 2:13 p.m.