

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
February 26, 2014

The Procurement Policy and Compliance Monitoring Board met in public session on **Wednesday, February 26, 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 2:01 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
 Rocco LaSalvia, Acting State Purchasing Officer
 Eileen Baumstark-Pratt, Board Secretary
 Iris Delgado, Purchasing Supervisor
 Emily Vivian, Land Acquisition

Approval of minutes from the meeting held on December 18, 2013

The Chair asked the Board to review and approve minutes from the December 18, 2013 Procurement Policy Compliance and Monitoring Board (PPCMB) meeting. Sam Dorger moved, and Dave Boots, seconded the motion and by unanimous vote, the minutes from the meeting held on December 18, 2013 were approved.

The motion carried on the following voice vote:

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

New Business:

Purchase of Copy Paper FY14

Office Services will need to purchase additional copy paper for the remainder of Fiscal Year 2014. The previous FY 2014 Purchase Order covered the term of the CMS Master Contract #4016872, July 1, 2013 through February 7, 2014. CMS did exercise a renewal option with Midland Paper extending the contract through February 7, 2016. Office Services anticipates purchasing up to Thirty two (32) skids of paper during the remainder of FY2014.

Office Services will execute a purchase order to allow the office to continue purchasing paper from Midland Paper, the CMS awarded vendor. The anticipated expenditure amount for the balance of FY 2014 is: \$32,192.00.

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

Copy Paper Purchase Fiscal Year 2015

Office Services will need to purchase copy paper throughout Fiscal Year 2015. CMS has renewed their Master Contract #4016872 with Midland Paper extending the term through February 7, 2016. Office Services anticipates purchasing up to seventy two (72) skids of paper during FY2015.

Office Services will execute a purchase order so the office can purchase our paper supply through Midland Paper, the CMS awarded vendor. The anticipated expenditure amount for FY 2015 is: \$96,576.00.

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

Color Copier Purchase for Montvale

Office Services is seeking to purchase one (1) color copier that will replace an existing color copier located at Montvale. The existing copier can no longer be serviced because parts are no longer available. This unit has exceeded the projected life expectancy.

Office Services secure three (3) bids from the following vendors: CDS Office Technologies, Ricoh USA, and Imagetec L.P.

Office Services will execute a purchase order with CDS Office Technologies, the vendor that submitted the lowest cost. The purchase price for the color copier is: \$5,626.000. The anticipated maintenance cost for the remainder of FY2014 is: \$200.00. The total anticipated expenditure for FY2014 is: \$5,826.00.

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

Partition Panel Purchase for Workstations

Rocco LaSalvia, Acting State Purchasing Officer, requested to suspend the partition panel for workstation purchase.

Evidence Tracking and Asset Management Software Purchase, Implementation and Maintenance Contract

Office Services, Information Technology and High Tech Crimes collaborated to develop a Request for Proposal (RFP) that was posted on the Illinois Procurement Bulletin. The office was seeking responses from responsible vendors that could provide customizable software solutions that would facilitate the collection and preservation of evidence acquired by our law enforcement personnel and facilitate the equipment and commodities inventory tracking processes for our administrative units.

The RFP outlined specifications for each respective operational unit describing the workflow, reporting and equipment requirements; and detailed the evaluation criteria that would be applied during our response review. The office held a pre-bid conference to address any questions pertaining to the information outlined in the RFP. Several vendors attended the conference and representatives from High Tech Crimes, IT and Office Services were on hand to address all inquiries.

Two vendors responded to the RFP: BKY, Inc. and File OnQ. Staff members from High Tech Crimes, IT and Office Services reviewed and evaluated each response using the criteria outlined in the posting.

Based on the review of each response File OnQ was selected. File OnQ's solution met all the office requirements, they presented a strong evidence tracking solution that would allow customizations to fit existing workflows, adapt existing forms, images, files and provide a strong chain of custody record. File OnQ can provide solutions necessary to satisfy the requirements of our administrative units. They can provide the software and hardware necessary to track our equipment/property movement. They office would be able to utilize hand-help scanning devices with existing bar code tags to conduct our inventories and upload results and generate reports that will identify discrepancies and allow us to take appropriate actions to update our records in a more efficient manner. The BKY, Inc. response did not provide adequate solutions for evidence tracking or reports necessary to document chain of custody. They did not adequately address the office needs in the areas of tracking property and commodities, or demonstrate that the office would have the ability to edit/update records at each location.

Office Services will execute a contract with File OnQ in the amount of \$114,965.00 this cost includes the software, peripherals, implementation and maintenance/support for FY2015.

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

Gateway Appliance Purchase

The Chief Technology Officer submitted a request to purchase a new Gateway Appliance to replace an existing unit that has reached the projected life expectancy.

This appliance is used to operate the anti-virus and SPAM software which protects the office network from viruses and helps reduce the amount of unsolicited electronic messages received from outside sources.

Office Services solicited three (3) vendors for cost information: CDW-G, SHI and Bluewave Micro.

Office Services will execute a Purchase Order to secure the appliance from CDW-G, the vendor that submitted the lowest cost information for a total cost of: \$5,300.00.

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

Sexual Assault Nurse Examiner (SANE) Presenter Services for May 2014

The Crime Victim Services Division Chief has requested that we secure the services of a Sexual Assault Nurse Examiner (SANE) Presenter, including travel time and prep time to present at an upcoming SANE Training May 20, 21, and 22, 2014 in the Chicagland area.

Three SANE presenters were contacted, they are: Linda Ledray, Diana Faugno and Jenifer Markowitz. Based on the cost information received, the office will securing the services of Diana Faugno, the presenter that submitted the lowest cost information. The total cost submitted for the three day presentation, including travel time and prep time is \$6,000.

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

IVAA Training Event Accommodations for June 2014

The Crime Victim Services Division Chief requested the purchase of sleeping rooms for staff, students, and presenters for the upcoming Illinois Victim Assistance Academy (IVAA) training to be held in June 2014 in Bloomington-Normal. The office would need approximately fifty (50) rooms for each of the following dates: June 16th, 17th and 18th.

Twenty-nine hotels were contacted for pricing and availability. Seven properties responded with pricing and availability information, they are: Parke Regency Hotel & Conference Center, Country Inn & Suites, Quality Inn & Suites, Chateau Hotel and Conference Center, Doubletree by Hilton, Ramada Limited, and Candlewood Suites Bloomington Normal.

Based on the cost information received, Office Services will execute a contract in the amount of \$11,760.00 with the Country Inn & Suites. They were one of two properties that submitted the

lowest cost and met our ADA requirements. One reason the office selected this property is the close proximity to Illinois State University, the location of the IVAA training event. The other reason is past experience. The office has used Country Inn & Suites for previous IVAA training events and were satisfied with their accommodations.

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

Public Comment:

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 2:11 p.m.